

MINERAL WELLS ISD
STUDENT HANDBOOK
2011-2012



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PREFACE

To Students and Parents:

Welcome to school year 2011–2012! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

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

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

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

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

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

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

Both students and parents must be familiar with the Mineral Wells Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and posted on the MWISD website or available in the principal’s office.

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

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

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on page 4.]

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s policy manual is available in the school office www.mwisd.net.

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Mineral Wells I.S.D. Student Handbook includes information on topics of particular interest to you as a parent.

QUICK REFERENCE:

Where to look when you need information about...

- Parental involvement page 2
- Grading guidelines page 7
- Report cards/progress reports and conferences page 13
- State-mandated assessment testing page 14
- Medical policies page 15
- Communicable or infectious disease page 17
- Psychotropic drugs page 20
- Student records page 21
- Student or parent complaints and concerns page 23
- Release of students from school page 23

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling** on page 29 and **Academic Programs** on page 24.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment.

- Mineral Wells High School 325-4408
 - Mineral Wells Junior High 325-0711
 - Travis Elementary 325-7801
 - Houston Elementary 325-3427
 - Lamar Elementary 325-5303
 - DAEP 325-7513
 - Mineral Wells Academy 325-3033
- The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 10.]
 - Becoming a school volunteer. For further information, contact your school principal.
 - Participating in campus parent organizations. Parent organization contacts include:

Lamar	Houston	Crystal Lewis
Travis	Junior High	
High School		
 - Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact your campus principal.
 - Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA for **School Health Advisory Council** or contact Wanda Voelcker (325-4408) or Kelly Brown (325-6404). Dates for meetings and information on SHAC may be found on the District website.
 - Attending Board meetings to learn more about District operations. Board meetings are held on the second Tuesday of each month at the District Services Complex, 906 S.W. 5th Avenue.

Mineral Wells ISD Parental Involvement

A major goal of the Mineral Wells Independent School District Title I, Part A program is to “develop strong partnerships and commitments with the home.” Parents and schools working together increase student achievement and develop positive attitudes about self and school. The intent of this policy is to result in consciously doing those things already in practice in a more efficient, consistent and effective manner as well as generating new ways of strengthening the partnerships between home, school, and community:

- An annual meeting including parents, community members, teachers and principals from each campus will be held by the end of September to discuss new Title I guidelines, distribute copies of policy and give parents an opportunity to become involved with revising the policy as needed. For the parents’ convenience, this meeting will be held at different times and locations (if necessary). If an interpreter is needed, one will be provided when possible.
- Each campus will distribute a School-Parent Compact (developed by students, parents of participating students, and designated staff members) to all students.

- Each campus will provide in-service training for staff and parents, and make available resources with its means. Provisions for parents lacking literacy skills or English proficiency will be made, as much as possible, through literacy classes and translators.
- Each campus will present at least two parent nights a year.
- Teachers will provide progress reports and arrange conferences concerning students' progress as needed throughout the year.
- Parents will be encouraged, formally and informally, to visit schools, volunteer, attend meetings and share in decision making.
- Communication with parents will be ongoing and may consist of phone calls, notices, conferences, home visits, and monthly newsletter informing them of school activities, programs, etc., and community services that are available.
- There will be an annual evaluation held each spring which will include input from teachers, administrators, parents of participating students and community members to determine the effectiveness of the Title I Parental Involvement Program, to assess how much parental involvement has increased, and to identify ways to overcome barriers that hinder parental involvement. The evaluation may consist of surveys, school visits, classroom observations, etc. The District Improvement Team will use these results and revise its policy accordingly.

Mineral Wells ISD Title I School-Parent Compact:

All parents will receive a copy the compact to integrate home and school responsibility.

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

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

As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community on the District’s Web site, in printed material, by video, or any other method of communication, you must notify the principal in writing.

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
 - Attendance records, test scores, grades, disciplinary records, counseling records, psychological records, admission records health and immunization information, other medical records, teacher evaluations, behavior records and state assessment information.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further,

your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 65 and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL) and the Student Code of Conduct.
- To request a transfer of your child to another classroom if your child has been verified by the Superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. See the superintendent or designee for further information.
- To request a transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. See policy FDD (LOCAL).
- To remove a student from Sexuality Instruction: As a part of the district’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council is involved with the selection of course materials for such instruction. The following is a summary of the District Curriculum for Human Sexuality instruction. Beginning in the sixth grade and continuing through high school, the Scott & White “Worth the Wait” curriculum provides factual, age-appropriate information that helps students understand that abstinence is the expected standard for teens. As students advance from grade to grade, they receive more detailed information and learn lessons that build upon knowledge acquired in previous years. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency syndrome must: present abstinence as the preferred choice of behavior and devote more attention to abstinence from sexual activity than to any other behavior. As a parent, you are entitled to review the curriculum materials. You may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with curriculum by becoming a part of the district’s SHAC committee. Please see the campus principal for additional information.

GRADING GUIDELINES

Grading

The instructional objectives are derived from the Texas Essential Knowledge and Skills for each grade- level subject and course. Assignments, tests, projects, classroom activities, and other instructional activities are designed so that the student’s performance indicates the level of mastery of the instructional objectives. Mineral Wells ISD guidelines for grading are established to ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the grade assigned.

Elementary Grading

Grading System

The following grades will be reported:

100-90	A	E = Excellent
89-80	B	S= Satisfactory
79-75	C	N= Needs Improvement
74-70	D	U= Unsatisfactory
0-69	F	

Lamar Grading Policy : Policy for retaking or redoing failed assignments/tests

Students who fail an assignment or test will be given an opportunity to redo the work with a maximum grade of 70 allowed. It is the responsibility of the teacher to make arrangements to redo assignments or retake tests. Practice and study materials will be sent home with failing work for parents to work with their child before assignment is redone. Redone work will be stamped "redone with teacher". Assignments exempt from this requirement are benchmarks and formative running record assessments. The student will have five (5) school days after receiving the failing grade to complete the retake of the assignment or test. Extenuating circumstances shall be addressed by each individual teacher.

Clarification : If a student makes a 50 on an assignment or test and is re-assessed and makes an 80, the student will receive a 70. If a student fails the reassessment, the student will receive the higher of the two grades made.

Note: A student may be given a replacement assignment/test when retaking or redoing failed assignments/tests at the discretion of the individual teacher.

Houston Grading Policy : Policy for retaking or redoing failed assignments/tests

Students who fail an assignment or test will be given an opportunity to redo the work with a maximum grade of 70 allowed. It is the responsibility of the student to make arrangements with the teacher to redo assignments or retake tests. Final Exams/End of Unit Assessments and long term projects such as research papers are exempt from this requirement. The student will have five (5) school days after receiving the failing grade to complete the retake of the assignment or test. Extenuating circumstances shall be addressed by each individual teacher.

Clarification : If a student makes a 50 on an assignment or test and is re-assessed and makes an 80, the student will receive a 70. If a student fails the reassessment, the student will receive the higher of the two grades made.

Note: A student may be given a replacement assignment/test when retaking or redoing failed assignments/tests at the discretion of the individual teacher.

Travis Grading Policy: Policy for retaking or redoing failed assignments/tests

Students who fail an assignment or test will be given an opportunity to redo the work, providing the work is eligible for redo, with a maximum grade of 70 allowed. If a student makes a 50 on an assignment or test and is re-assessed and makes an 80, the student will receive a 70. If a student fails the reassessment, the student will receive the higher of the two grades made. Assignments and/or tests eligible for redo will be determined by the teachers at each grade level. It is the responsibility of the student to make arrangements with the teacher to redo assignments and/or tests. Long term projects are exempt from this requirement. The student will have three (3) school days after receiving the failing grade to complete the retake of the assignment or test. Extenuating circumstances shall be addressed by each individual teacher.

Note: A student may be given a replacement assignment/test when retaking or redoing failed assignments/tests at the discretion of the individual teacher.

Pre-Kindergarten

The report card will use a grading scale of the following:

Skill not introduced

Indicates an area of concern

#1-6 Numbers will indicate the six weeks the child developed the skill.

The report card will reflect skills developed in reading, math, science, social studies and work habits.

Grades K-3

Reading, Language Arts, Math, Science, and Social Studies

A numerical average will be recorded on the report card. A sufficient number of grades each six weeks will be taken for each subject to support the grade average assigned.

Physical Education/Health, Art, Music

These subjects will receive a grade of either: E, S, N, or U.

Handwriting

The emphasis will be on legible handwriting in all curriculum areas.

Conduct

If a student chooses to break a rule, their conduct grade will be lowered by one point. Each student begins with a conduct grade of 100, and points are deducted accordingly.

Grade 4-6—Language Arts

A minimum of six reading grades should be taken per six weeks. Grades may come from the following: literature response, comprehension activities, vocabulary, literary elements, reading strategies, study skills. A minimum of six written communication grades should be taken per six weeks. Grades may come from the following: usage, mechanics, sentence structure, composition, and spelling. One of the six written communication grades will be a six weeks' spelling average.

Grades 4-6 Math: A minimum of two grades should be taken weekly

Grades 4-6 Science & Social Studies: A minimum of one hands-on activity must be incorporated into weekly instruction as well as a minimum of two grades recorded each week.

Grades 4-6 Physical Education/Health, Art, Music

A minimum of one grade per week will be recorded in the grade book.

Conduct

If a student chooses to break a rule, their conduct grade will be lowered by one point.

Each student begins with a conduct grade of 100, and points are deducted accordingly.

100-96 = E

95-90 = S

85-75 = N

74-0 = U

A student with more than 4 conduct points deducted in a six weeks period will not be considered for “super kids”. Any student that had been suspended, been to ISS or assigned to the DAEP will not be considered for “super kids”.

Secondary Grading

Grading System

Grades will be reported as numerical averages:

100-90 A

89-80 B

79-70 C

Below 70 F (Failing; no credit earned)

Junior High

Grade Calculation

There will be a minimum of ten (10) grades per subject per six weeks period.

All grades within the marking period will have the same weight. There will be no distinction, for example, between homework, warm-ups, lab exercises, tests, quizzes, or projects.

A student's work may be assessed in more than one way; therefore, it is possible for one assignment or test to have more than one grade attached to it. No individual assignment or assessment, however, will count more than twenty (20) percent of the average for the six weeks.

If a six weeks test is given, it will count no more than ten percent of the average that marking period and may carry the same weight as other work done during the six weeks.

Mineral Wells Junior High Grading Policy: Policy for retaking or redoing failed assignments/tests
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Students who fail an assignment or test will be given an opportunity to redo the work with a maximum grade of 70. It is the responsibility of the students to make arrangements with the teacher to redo assignments or retake tests. Final exams, labs, concerts/performances, and long term projects such as research papers are exempt from this requirement. The students will have three (3) school days after receiving the failing grade to complete the retake of the assignment or test. Extenuating circumstances shall be addressed by each individual teacher. A student may be given a replacement assignment/test when retaking or redoing failed assignments/tests at the discretion of the individual teacher.

Note: A student may be given a replacement assignment/test when retaking or redoing failed assignments/tests, at the discretion of the individual teacher.

Clarification: If a student makes a 50 on an assignment or test and is re-assessed and makes an 80, the student will receive a 70. If a student makes a 55 on the re-assessment, he/she will receive a 55. If a student fails the re-assessment, the student will receive the higher of the two grades made.

In calculating final grades for year-long classes, each six weeks grade and the final will count one seventh. In semester classes, each six weeks will count two sevenths and the final will count one seventh.

Pre-AP classes may use a grading policy which is different from that used in other classes. The details of these grading policies will be supplied in the syllabus for each Pre-AP class. This syllabus is sent home at the beginning of the year.

Extra Credit

Extra credit may be offered at the discretion of the teacher. Credit for this work is not to be given in the place of mastering TAKS objectives.

High School

Grade Calculation

There will be a minimum of ten (10) grades per subject per six weeks period two of which must be tests. Six week cycle grades will be based on 50% daily work and 50% tests. Six weeks cycle grades for the high school science department will be based on 30% daily work, 20% labs, and 50% tests. (Advanced Placement Classes are not required to adhere to this grading guideline. The details of each of these grading policies will be supplied in the syllabus for each Pre-AP/AP class. This syllabus is sent home at the beginning of the year.)

In calculating grades, semester grades are computed in this manner: each six weeks grade is two sevenths and the exam is one seventh of the final grade. Final exams are given in all classes.

Exam exemptions for students are available as set forth in the exemption policy. Final exams may not be taken early. In extenuating circumstances, the principal may allow a final exam to be made up.

Mineral Wells High School Grading Policy: Policy for retaking or redoing failed assignments/tests
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Students who fail an assignment or test will be given an opportunity to redo the work with a maximum grade of 70 allowed. It is the responsibility of the student to make arrangements with the teacher to redo assignments or retake tests. Teachers are permitted to require a student to attend before- or after-school tutoring in order to qualify for a redo. Final and mid-term exams and long term projects such as research papers are exempt from this requirement. The student will have three (3) school days after receiving the failing grade to complete the retake of the assignment or test. Extenuating circumstances shall be addressed by each individual teacher.

Note: A student may be given a replacement assignment/test when retaking or redoing failed assignments/tests, at the discretion of the individual teacher.

Clarification: If a student makes a 50 on an assignment or test and is re-assessed and makes an 80, the student will receive a 70. If a student makes a 55 on the re-assessment, he/she will receive a 55. If a student fails the re-assessment, the student will receive the higher of the two grades made.

Award of Credit

Provided student attendance in a course meets state and local regulations, semester credits are granted for courses passed (a semester average of 70 or better is required). If a student fails a semester, then he/she receives no credit for that semester with one exception: if the student passes the second semester and the two semesters average together to a 70 or greater than the student receives credit.

Local credit courses (e.g. teacher's aide, office aide, third and fourth year athletics, etc.) will count toward graduation, but will not be computed for GPA.

Semester Exam Exemptions

Students may earn exemptions from semester examinations. Students who have not been enrolled at Mineral Wells High School for a least two-thirds of the semester may not be exempt from any exam during that semester. At the time of the prior to the semester exams, a student will become eligible for an exemption in a course if they have met the requirements listed below. Students will still be accountable through the end of the six weeks for attendance and behavior. If the student's overall six weeks average is failing going into the week of semester or final exams, **the student will be required to take the final exam.** These guidelines will be used as the standard for determining eligibility for exemptions **in each class** a student takes.

Beginning with the 9th grade class that enters MWHS in 2011-2012, students in the 9th grade will not be exempt from final exams in core classes (English, Math, Science and Social Studies) during the first semester of the school year. These students will be able to earn exemptions in elective classes following the same guidelines applied to other grade levels at MWHS. 9th grade students will have the opportunity to earn exemptions in core classes in the second semester by following the guidelines listed below and by passing the appropriate STAAR End of Course exam.

<u>Grade Average*</u>	<u>Attendance**</u>	<u>Discipline***</u>
90-100 (or above)	2 absences/semester	No suspensions/ No truancy No ISS/Shutdown No DAEP placement
80-89	1 absences/semester	No suspensions/No truancy No ISS/Shutdown No DAEP placement
70-79	0 absence/semester	No suspensions/No truancy No ISS/Shutdown No DAEP placement

Students will lose exemptions if more than 8 tardies have been recorded in a semester.

*The grade average is determined by averaging the first two six week's grades of the semester and the final three-week progress report grade.

Attendance is based on absences for the semester. **ANY STUDENT ABSENT ON THE DAY OF A TAKS TEST FOR, ANY REASON, WILL AUTOMATICALLY BECOME INELIGIBLE FOR EXEMPTIONS.

All absences, whether excused or unexcused, will count against exemptions, except for extracurricular absences, field trips, and absences associated with: holy days, documented health-care appts, required court appearances, activities related to a student obtaining US citizenship, and service as an election clerk.

***Discipline includes any referrals received within the semester which result in the student receiving In-School Suspension (ISS), placed in shutdown, suspension, a Disciplinary Alternative Education Program (DAEP) placement, or truancy cases.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Grading Periods

Beginning of First Semester	August 22
End of First Six Weeks	Sept. 30
End of Second Six Weeks	November 11
End of Third Six Weeks and End of First Semester	January 12
Beginning of Second Semester	January 17
End of Fourth Six Weeks	February 24
End of Fifth Six Weeks	April 13
End of Sixth Six Weeks	May 31
End of Second Semester and Last Day of Instruction	May 31

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

Students will receive report cards at the end of each six weeks period. Six weeks report cards must be signed by the parent and returned. If a student receives a failing grade in any class on the report card, the parents will be notified of the need for a conference with the teacher who issued the failing grade. The report card must be returned to the district and signed by the parent.

At the end of the first three weeks of a grading period, teachers will send home progress reports for all students. The progress report must be returned to the district and signed by the parent. Teachers will notify parents of any child who begins to fail after the progress reports are sent home at the third week. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 2 on how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the Superintendent pursuant to the Board adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 5 days.

STATE-MANDATED ASSESSMENT TESTS

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The

test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

The 2011-2012 Testing Calendar will be posted on the District website.

MEDICAL POLICIES

- School employees will administer medication to students only upon receipt of a written request by the student's parent, legal guardian or other persons having legal control of the student.
- All medications will be stored in a locked cabinet in the office of the nurse or of the principal's designee (see exceptions).
- Students will not be allowed to keep medication on their person while in school (see exceptions).
- Medication should be brought to school by an adult. The student should not carry medication with him/her to school on the bus unless authorized to self-administer under “exceptions.” Medication will be counted upon receipt and returned to parent/guardian.
- Prescription medication will be counted upon receipt and returned to parent.
- A physician’s order is required for all prescribed medications administered 30 days or more including “as needed” prescription medications. Orders for prescription medications will be accepted from those persons legally authorized to write prescriptions in the United States. Out-of-state prescription medication not accompanied by a physician order will be considered on an individual basis.
- Medication must be in the original container and properly labeled. The label on prescription medication must include the name of the student, the prescribing doctor, the name of the medication, the date the medication was prescribed and the instructions for administration.
- Prescription medication will be administered only to the person named on the prescription label, and in the dosages, intervals, and for the duration period prescribed. If the duration/period is not specified, the medication will not be administered beyond the date on which the medication would have been expended had it been taken as prescribed.
- Modifications of a prescription will be accepted only upon receipt of written instructions from the prescribing doctor.
- When a child’s physicians requires that any over-the-counter medication be given at school, that medication must be sent in the original container, and must be accompanied by a medication permission form which has been completed and signed by the child’s physician. The medication will not be administered more liberally than the instructions provide. However, the medication may be given in smaller dosages, or less frequently, or for a shorter duration period according to the written request authorizing the administration of the medication. Medication permission forms are available in the nurse’s office on each campus.
- If the school nurse believes that continued administration of the medication is not beneficial to the student, the nurse will notify the student's parent, legal guardian, or other person

having lawful control of the student. The nurse may require a doctor's statement verifying that continued administration of the medication to the student is appropriate.

- When the period for administering the medication expires, the medication must be picked up by the parent, legal guardian, or other person having legal control of the student. Medication, whether prescription or non-prescription, will not be returned home by delivering it to students. Medication will be discarded if it is not picked up within thirty (30) calendar days after the period for administering it has expired or the school year has ended, whichever occurs first.
- Only the amount of medication required for administration while on a field trip will be sent. Medication must be in the properly labeled original container. Medication will be administered by the designated staff member only and remain in the possession of the designated staff member at all times. The initial dose of any medication may not be administered by a staff member while on a field trip.
- It is the policy of MWISD to refer parents to their family physician for answers to questions about the appropriateness and effectiveness of psychotropic drugs for behavior management.

EXCEPTIONS – With physician, parent/legal guardian and school nurse written consent:

- Students who have a chronic medical condition and who are participating in athletics, or other after school activities and who have written permission from the physician, school nurse and parent may obtain their medicine from the clinic prior to the activity and return it to the school nurse the following morning.
- A student with asthma or anaphylaxis may possess and self-administer prescription medicine while on school property or at a school-related event or activity under the following conditions:
 - Prescription label must reflect student's name for which the medication is prescribed.
 - Self-administration must be in compliance with prescription or written instructions from the student's physician or other licensed health care provider.
 - Physician's statement must state that the student is capable of self administration.
 - Physician's written statement must reflect student's name, name of medication, purpose, dosage, administration times or circumstances, and the period for which it is prescribed.
 - Parent must also provide written authorization for self-administration.
 - Statement must be kept on file in the school nurse's office or principal's office if there is not a school nurse.
- Students diagnosed with having a life threatening allergic reaction requiring use of injectable epinephrine, i.e. EpiPen, may carry prescribed injectable medication for emergency treatment during school hours, including before and after school activities. Student must:
 - Demonstrate knowledge of signs and symptoms indicating a need to administer injection

- Demonstrate proficient use of medication
- Acknowledge consequences of sharing medication with another student
- Medication for elementary level students will be maintained in the possession of an adult staff member who is authorized by the principal and properly trained to administer injectable medication. Emergency medical services will be activated and parent notification initiated if/when injectable medication is administered.

COMMUNICABLE OR INFECTIOUS DISEASE

Prevention and control of communicable disease in the school setting is an essential part of insuring a healthful and safe environment for students and faculty, and permits each student opportunity to maximize his/her education. School communicable disease prevention and control programs address prevention in terms of active immunization programs and provide specific guidelines to minimize the transmission of disease by the early identification of illness and use of universal precautions.

Students are screened on an individual basis for symptoms of contagious disease. Students sent home may return to school when asymptomatic or with a note from a physician, stating that the condition is not contagious. The Department of State Health Services *Communicable Disease Chart for School and Child-Care Centers* is the tool used when deciding if a child should be excluded or readmitted.

Students are screened on an individual “as needed” basis for wide spread conditions such as head lice. Full classroom checks will not be conducted. The Department of Health recommends individual checks only.

Students with reportable diseases will be reported to the Department of State Health Services, Public Health Region 2/3 in Mineral Wells, and school nurses also work with the Department of State Health Services and the local medical community in the control of serious outbreaks of communicable disease.

Control of Communicable Disease

1. The principal (or his designee) of a school is authorized to exclude a child from school if the child has symptom of a communicable disease. *These symptoms include:*
 1. Temperature over 100 degrees
 2. Skin eruption or rash
 3. Repeated vomiting and/or diarrhea
 4. Red, crusty, painful and/or itchy eyes

All reasonable attempts will be made to notify the child’s parent/guardian of the condition. If symptoms are noted near the end of the school day, a note will be sent home with the child.

2. If a child is sent home with symptoms of a possible contagious condition and the child's physician states that the condition is not of a contagious nature, the child may return to school with a written statement from the doctor.

The re-admission of a child with a contagious condition will be left primarily to the decision of the school nurse and principal (or his designee). The following criteria will be used:

Chicken Pox	Exclude until all blisters are scabbed over
Impetigo	Must have note of treatment/readmission from Dr.
Infect. Hepatitis	Must have note of readmission from Dr.
Pediculosis	No evidence of lice or nits, only 2 school days allowed for TX
Pink Eye	Must have note of treatment/readmission from Dr.
Ringworm	Must have note of treatment/readmission and keep covered at school
Scabies	Must have note of treatment/readmission from Dr.
Scarlet Fever	Exclude for a7 days if untreated, 48 hours with note from Dr.

ILLNESS and/or INJURY

1. Every student in the MWISD must have a completed and signed emergency/health update form on file in the nurse's office. Please be sure that any person listed as an emergency contact for your child will be willing to assume responsibility for him/her if you cannot be reached. Students will be sent home according to the above criteria. If you prefer that you be notified of every minor illness or injury, written notice should be sent to the nurse's office.
2. The school nurse at your child's school does not take the place of your child's physician, and will not attempt to diagnose illness or assess injury which occurred during non-school hours. If you are concerned about any aspect of your child's health, he/she should be taken to a physician for evaluation.
3. If your child has a chronic health condition or develops one during the school year it is your responsibility to keep the school nurse informed as needed.
4. Only very simple First-Aid will be administered by school personnel. In case of severe injury every reasonable attempt will be made to notify parent/guardian. In an emergency situation, if a parent/guardian or emergency contact person cannot be reached, the child may be transported to the nearest hospital by ambulance.

Bacterial Meningitis

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death. Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red purple spots. These can occur

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

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability. How is it spread? Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). Do not share food, drinks, utensils, toothbrushes, or cigarettes.

Where can you get more information: <http://www.dshs.state.tx.us/>

PHYSICAL EDUCATION, PARTICIPATION, MEDICAL EXCUSES

All students shall be required to participate in Physical Education except:

- Marching Band, Cheerleaders, and Dance Team
- Students having a medical statement from a doctor excusing them from participation.

This form may be obtained from the school nurse.

- Medical excuses must be renewed yearly.
- They are kept on file in the school nurse's office.

In the event a student has been ill and the parents have requested that they be excused from participation in PE for a few days, such requests should be honored. No penalty to the student's grade should be involved in such instances. The note from the parent is to be given to the physical education teacher who shall honor it. If this becomes a frequent occurrence, then the physical education teacher should ask the nurse to contact the parent and investigate the situation further. During the recovery time, the student shall continue to learn the concepts of the lessons but shall not actively participate in the skill demonstration.

- Students who have a written medical excuse from a member of the health arts licensed to practice in the State of Texas for permanent disability shall be exempted from activities that require participation in a skill demonstration. The student will be required though to meet the essential elements of the course.

STUDENT INSURANCE

Student insurance is available to all students with the school acting as a service agent only, and not responsible for claims resulting from injuries. The school will be happy to assist in any way possible. The office will have insurance applications and will accept the return of these applications. These applications include pricing information and coverage details. Student insurance may be purchased at any time. If you have any questions regarding student insurance, you may contact the assistant superintendent.

DOCTOR/DENTIST APPOINTMENTS

Doctors and dentists should be requested to make appointments for students after school hours or on Saturday. In the event that an appointment must be made during school hours, a note from the

doctor or dentist must be presented to the school upon the student's return. The student will not be counted absent if a doctor's note is brought to school the same day as the appointment.

CLINIC PROCEDURES

- Students will be admitted to the clinic only in an emergency or when sent to the clinic by the teacher. Approval by the school nurse must be given before any ill student is excused to go home. If it is necessary for a student to go home, the nurse will inform the parent and the student will be released from school by signing out through the office. If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for classes missed.
- The nurse keeps records on all students as prescribed by State Law. The nurse gives vision, hearing, and scoliosis testing as well as height and weight checks, and from time to time may assist other students to fulfill State Law requirements for enrollment due to health problems. The nurse will also work with Health Education and Welfare Assistance programs (Free Lunch and Reduced Price Lunch), and school insurance.
- There is NO medication given in the clinic such as aspirin, Bufferin, Pepto- Bismol, etc. Those students requiring medication during school hours should bring their medication to the clinic and leave it there during school hours. A pass from the teacher should be obtained when it is time to take the medication. Texas State Law requires that student medication sent to school must be sent in the original pharmacy labeled container, which must include child's name, directions for giving the medication, the name of the medication, and the physician's name and number.
- When your physician requires over-the-counter medications to be given at school, a medication permission form which has been signed by the child's Dr. must be on file, and the medication must be sent in the original container. Any medications sent to school in a non-original container (plastic bag, envelope, etc.) will not be administered and will be discarded.

PSYCHOTROPIC DRUGS

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advance nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

"Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance. [For further information, see policies at FFAC.]

STEROIDS

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

STUDENT RECORDS

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

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

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year. [See the acknowledgment form attached to this handbook.]

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

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

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

The District must comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, **unless parents have advised the District not to release their child’s information without prior written consent.**

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is 906 S.W. 5th Ave.

The address(es) of the principals’ offices are:

Mineral Wells High School

Principal: Doug Rice
3801 Ram Blvd.
940/325-4408

Mineral Wells Junior High School

Principal: Jay Walsworth
1301 S.E. 14th Ave.
940/325-0711

Travis Elementary School

Principal: Natalie Griffin
1001 S.E. Martin Luther King Jr. Street
940/325-7801

Houston Elementary School

Principal: Kelly Wilkerson
300 S.W. 13th St.
940/325-3427

Lamar Elementary School

Principal: Parisa Lerma
2012 S.E. 12th St.
940/325-5303

DAEP (Disciplinary Alternative Education Placement)

Lead Teacher: Devin Gulliford
940/325-7513

Mineral Wells Academy

Asst. Principal: Jim Yancey
Alternative By Choice campus
940/325-3033

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 10, and **Student or Parent Complaints and Concerns** on page 20 for an overview of the process.]

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy (FL) regarding student records is available from the principal's or Superintendent's office or on-line at www.mwisd.net.

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

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Assistant Superintendent's office. In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent's Office. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

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

Late Arrival to School / Tardy Policies

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time.

Lamar: Any student who arrives after 8:00 a.m. is considered tardy. Students who are tardy three or more times will not be eligible for terrific kid, Principal's Award or Lamar Pride Lunch.

Houston: Any student who arrives after 8:00 a.m. is considered tardy and must report to the office for a tardy slip. The student's teacher will keep a record of all tardies. If a student has three or more tardies, he/she may be assigned to school detention and a parent conference may be requested by the teacher. A student who has 3 or more tardies in a 6 week period will not be eligible for the bicycle drawing for perfect attendance.

Travis:

Any student who arrives at school after 8:00 a.m. is considered tardy and must report to the office for a tardy slip. Any student entering the classroom after the tardy bell is required to complete the following procedure: **1. Sign the classroom tardy sheet 2. Sit in the assigned seat 3. See the teacher the last several minutes of class.** The teacher will use the classroom discipline plan to enforce the tardy policy by using the hierarchy portion and moving down the hierarchy, if tardies persist.

- Example... 1st tardy---verbal warning, conference with student
 2nd tardy---conference with student, contact parents
 3rd tardy---lunch detention, conference with student, contact parents
 4th tardy---lunch detention, conference with student, contact parents
 5th tardy or more---referral to administration

If excessive tardiness continues to be a problem the student may be placed in ISS and/or other disciplinary measures may be enacted.

Junior High 7-8

Mineral Wells Jr. High School Tardy Policy

Students who arrive late to class and who do not possess a note from their previous teacher, the counselor, nurse, or other administrator will be recorded as tardy using the school attendance software. Any student entering the classroom after the tardy bell is required to complete the following procedure:

- Sign the classroom tardy sheet
- Sit in the assigned seat
- See the teacher the last several minutes of class
- The teacher will use the classroom discipline plan to enforce the tardy policy by using the hierarchy portion and moving down the hierarchy, if tardies persist.

Example...

- 1st tardy--verbal warning, conference with student
2nd tardy--2 minutes after class, conference with student, contact parents
3rd tardy--2 minutes after class, conference with student, contact parents
4th tardy--2 minutes after class, conference with student, contact parents

5th tardy or more--Referral to administration.

Students who are more than fifteen (15) minutes late to class will be counted absent. This may be an unexcused absence.

High School: 9-12

Mineral Wells High School Tardy Policy

In an effort to improve student learning, Mineral Wells High School is committed to the ideal of students being in class on time and ready to learn. A student is considered tardy if he or she is not seated in his or her desk with needed supplies out when the tardy bell rings. To help students develop good habits of punctuality and preparedness, MWHS teachers and administrators will enforce the tardy policy by providing consequences for excessive tardiness and rewards for punctuality.

When the tardy bell sounds at the beginning of each class period, teachers will close and lock their classroom doors. Students who arrive late to class and who do not possess a tardy slip will be denied entry into the class. They will be required to report to the attendance window where they will be given a tardy slip. After receiving the tardy slip, students will be sent back to class and will be given three minutes to get there. Students who fail to return to class within the allotted time will be sent to the office again and will receive a discipline referral. Students reporting back to class from the attendance window after being marked tardy will be required to go directly to class and will not be allowed to visit the restroom, snack machines, other classes or any other place.

Students who are in the classroom but who are not prepared to learn (i.e., they do not have necessary supplies or they are out of their seats when the bell rings) may also be sent to the attendance window by the teacher to get a tardy slip. This will count just like any other tardy.

The office will maintain a count of student tardies. Tardies in all classes will be cumulative. The consequences for tardiness will be as follows:

1st tardy – verbal warning

2nd tardy – written warning and notification of consequence to parent

3rd tardy – 3 days lunch detention

4th tardy – 1 week lunch detention

5th tardy – 1 day ISS

6th tardy – 2 days ISS

7th tardy – 3 days ISS

The student tardy count will start over at zero at the beginning of the second semester.

Students who are more than fifteen (15) minutes late to class will be counted absent. This will be an unexcused absence.

Students who do not receive a single tardy during a semester of school will receive a certificate of recognition from the principal at the end of the semester.

Withdrawing from School

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

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

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

SECTION II CURRICULUM-RELATED INFORMATION

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

QUICK REFERENCE:

Where to look when you need help with...

- Class rank/top ten percent/highest ranking student page 28
- State scholarships and grants page 30
- Class schedules page 30
- Computer resources page 31
- Correspondence courses page 31
- Counseling page 31
- Credit by exam page 32
- Dual credit courses/college courses page 34
- Career and technology programs page 34
- Extracurricular activities, clubs, and organizations page 35
- Grade classification page 37
- Promotion and retention page 38
- Graduation page 39
- Homework page 41
- Nontraditional academic programs page 42
- Special programs page 42
- Summer school page 46
- Textbooks page 46

ACADEMIC PROGRAMS

The school counselor provides students and their parents' information regarding academic programs to prepare for higher education and career choices.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Class Rank and Grade Point System

Class rank for senior students shall be calculated by averaging semester grades earned in grades 9-12 and any high school course taken prior to ninth grade for which a student earned state graduation credit. The numeric semester average shall earn grade points according to the District weighted grade point scale. Class rank shall be calculated at the end of the fifth six-weeks grading period.

For the purpose of assigning grade points to determine student ranking in class in grades 9-12, the following conversion table is used:

WEIGHTED GRADING SYSTEM				
	Grade	AP	Pre-AP and Dual Credit	Regular
	100	5.3	5.0	4.0
	99	5.2	4.9	3.9
	98	5.1	4.8	3.8
	97	5.0	4.7	3.7
	96	4.9	4.6	3.6
	95	4.8	4.5	3.5
	94	4.7	4.4	3.4
	93	4.6	4.3	3.3
	92	4.5	4.2	3.2
	91	4.4	4.1	3.1
	90	4.3	4.0	3.0
	89	4.2	3.9	2.9
	88	4.1	3.8	2.8
	87	4.0	3.7	2.7
	86	3.9	3.6	2.6
	85	3.8	3.5	2.5
	84	3.7	3.4	2.4
	83	3.6	3.3	2.3
	82	3.5	3.2	2.2
	81	3.4	3.1	2.1
	80	3.3	3.0	2.0
	79	3.2	2.9	1.9

	78	3.1	2.8	1.8
	77	3.0	2.7	1.7
	76	2.9	2.6	1.6
	75	2.8	2.5	1.5
	74	2.7	2.4	1.4
	73	2.6	2.3	1.3
	72	2.5	2.2	1.2
	71	2.4	2.1	1.1
	70	2.3	2.0	1.0
	Below 70	0.0	0.0	0.0

College and University Admissions

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

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

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2012 term, the University will be admitting the top nine percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines.

Honor Graduates

Honor graduates are those who pursue a **Recommended Program** or **Distinguished Achievement Program** and have a 90 numerical average as calculated by the weighted GPA table.

Highest Ranking Students

To be considered for valedictorian or salutatorian in the graduating class, a student must meet the following:

- be a graduating senior who has attended MWHS for his/her final four semesters (2 years), and
- be a graduating senior who has met the graduation requirements for the **Recommended Program** or **Distinguished Achievement Program**.

Given these two requirements, the valedictorian and salutatorian will have the highest and second highest grade point average. In case of a tie, the grade point average will be extended to four decimal places. If the tie is not resolved through this method, co-valedictorians or co-salutatorians will be declared.

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

STATE SCHOLARSHIPS AND GRANTS

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ.]

CLASS SCHEDULES

Bell Schedules

- Lamar Elementary 8:00 – 3:30
- Houston Elementary 8:00 – 3:30
- Travis Elementary 8:00 - 3:30

Mineral Wells Junior High School Bell Schedule:

<u>7TH GRADE</u>	<u>PERIOD</u>	<u>8TH GRADE</u>
8:00-8:55	1 ST	8:05-9:00
9:00-9:10	Advisory Time	9:05-9:15
9:05-9:10	Announcements	9:05-9:10
9:15-10:10	2nd	9:20-10:15

10:15-11:10	3rd	10:20-11:15
11:45-12:40	4 TH	11:20-12:45
12:45-1:40	5 TH	12:50-1:45
1:45-2:40	6 th	1:50-2:45
2:45-3:40	7 th	2:50-3:45
11:10-11:40	Lunch	12:15-12:45

Mineral Wells High School Bell Schedule

Period	Time	
1	8:05 - 8:48	
2	8:58 – 9:46	
3	9:51 – 10:44	
4	10:49 – 11:37	
5	11:42 – 1:07	
A lunch	11:37 – 12:07	Class 12:12 – 1:07
B lunch	12:07 – 12:37	Class 11:42 – 12:07 & 12:37 – 1:07
C lunch	12:37 – 1:07	Class 11:42 – 12:37
6	1:12 – 2:00	
7	2:05 – 2:53	
8	2:58 – 3:46	

Students are pre-registered in the spring and scheduled during the summer according to their pre-registration and their academic achievement scores. No schedule changes will be made except where an error has been made in scheduling or when there is a rationale acceptable to the counselor and principal.

COMPUTER RESOURCES

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

Students and their parents should be aware that e-mail, using District computers, is not private and may be monitored by District staff.

Please see the MWISD Network and Internet Acceptable Use Guidelines at the end of the handbook.

[For additional information, see policy CQ.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment with the counselor.

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

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

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. To receive credit, a student must score at least 70 on the exam. If such credit is given, the district shall enter the examination score on the student's transcript or permanent folder. To be eligible for credit by examination, the student must have had prior instruction in the subject and earned a grade of at least 60 in the course failed.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

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

Credit by Examination (CBE) provides an alternative process for grade placement and for granting of course credit for students with no prior instruction in the grade level or course. The district will

administer CBE tests in language arts, mathematics, science, and social studies for grades 1-6. For secondary courses, grades 7-12, most academic subjects will be tested by semester. There are six testing dates scheduled through the Mineral Wells ISD. These examinations provide a way for students who have good command of a subject area or course content to accelerate. Granting of acceleration requires district recommendation and is subject to written approval by the student's parent or guardian.

A request for CBE must be submitted in writing to the principal/assistant principal. A CBE registration form indicating the grade level/subject area for testing and signed by the parent or guardian must be completed for each student. A student must meet the eligibility requirements for enrollment in order to register.

Credit by Exam Schedule

<u>Date of Test</u>	<u>Registration Deadline</u>
August 2-4 2011	July 15, 2011
June 5-7 2012	May 11, 2012

Mineral Wells High School credit-by-exams are arranged by high school counselors. Please contact your child's counselor at the high school

Credit by Examination without Prior Instruction

To take an examination for acceleration, the students must be enrolled in the district, and the student and parent must conference with the campus administrator.

In grades 1-5, the district shall accelerate a student one grade level if the student meets the following requirements:

- The student scores 90 or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated; and
- The student's parent or guardian gives written approval for acceleration.

The district shall give a student in grades 6-12 credit for an academic subject in which the student has received no prior instruction if the student scores 90 or better on a criterion-referenced examination for acceleration for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript or permanent folder.

Kindergarten acceleration requires that the student be at least 5 years old, parent must make a request with the principal, student takes test on reading and math readiness, and a committee decides whether the student shall be accelerated.

DISTANCE LEARNING

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

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

DUAL CREDIT COURSES / COLLEGE CREDIT COURSES

Students in grades 11–12 have opportunities to earn college credit through the following methods:

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

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

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student’s desired degree plan.

Mineral Wells High School offers a number of dual credit courses through Weatherford College that enable students to gain high school credit and college credit simultaneously. In addition, dual credit courses with student grades of “B” or better can serve as a part of the advanced measures for the Distinguished Achievement Diploma.

The list of courses ordinarily includes U.S. Government, Economics, College Algebra, and Psychology. Offerings for 2011-2012 include College Spanish 1, Botany Zoology. Juniors may participate in dual-credit as well. In order to register for the classes, students must provide several pieces of paper work.

- College Application for Admission
- Early Admission Form (available from MWHS counselor; must be signed by principal and parent)
- Copy of high school transcript

- Copy of TAKS scores with ELA essay score included (scores of 2200 on subject area tests and “3” on the essay allow student enrollment without having to take the THEA or COMPASS test)
- Acceptable THEA or COMPASS scores if TAKS scores are not sufficient for admission (contact Weatherford College at 817 598-6488 for more information on test administration times and dates)

These courses are available to juniors and seniors and planning should begin the semester before the class is offered. The student should make plans to provide test scores, and plan for the expense of the THEA or COMPASS testing, as well as the cost of the course and the textbooks needed. Once school begins at the high school in August, a Weatherford College counselor will visit interested dual credit course students to take registration information, accept fees for tuition and books, and be sure that all paper work is complete.

A few college courses are available from other colleges (see your counselor for details)

CAREER AND TECHNOLOGY PROGRAMS

Mineral Wells ISD, in partnership with Weatherford College or TSTC, awards credit for high school Tech Prep classes completed with an 85 or better. After graduating from high school and enrolling in Weatherford College and completing at least one other technical course in the career major, credit will be transcribed on the college transcript without any expense to the student. Among the Tech Prep classes currently offered at MWHS are Child Guidance, Child Development, Lifetime Nutrition and Wellness, Equine Science, Advanced Animal Science, Business Management, Business Information Management I, Human Resources Management, Web Technologies, Law Enforcement I and II, Principles of Law, Public Safety, Correction and Security, Touch Systems Data Entry, Digital and Interactive Multimedia, and Interpersonal Studies. These courses are subject to change from time to time. Students with an interest in Tech Prep classes should visit with their counselors about this course of study.

Mineral Wells Independent School District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.

- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Camp Grady Spruce

Another activity that is a large part of Travis School is the trip to Camp Grady Spruce. This takes place in March each year, and is available to sixth grade students. Certain standards of behavior are required of students who wish to participate. Discipline Guidelines include:

1. Students who have MORE THAN ONE suspension (in school or out of school) will NOT be allowed to attend Camp Grady Spruce.
2. Students who have been assigned to DAEP or expelled ONE OR MORE times will NOT be allowed to attend Camp Grady Spruce.

Attendance at PTO Socials

1. Students who have MORE THAN ONE suspension (in school or out of school) will NOT be allowed to attend PTO Socials.
2. Students who have been assigned to DAEP or expelled ONE OR MORE times will NOT be allowed to attend PTO Socials
3. Students who were absent or in ISS on the day of the social will NOT be allowed to attend the PTO Social.

Mineral Wells Junior High UIL offerings include the following:

<u>Athletics</u>	<u>Academics</u>	
Football	Band	Choir
Basketball	Science	Spelling
Track	Ready Writing	Mathematics
Cheerleading	One Act Play	Calculator Applications
Volleyball	Number Sense	Informative Speaking
Cross Country	Persuasive Speaking	Oral Reading
	Impromptu Speaking	Art
	Dictionary Skills	Modern Oratory
	Listening Skills	Keyboarding
	Pantomime	Improvisation
	Maps/Graphs/Charts	Editorial Writing
	Social Studies	

Other activities and/or clubs available to MWJH students are: National Junior Honor Society, Student Council, Mathletes, and Pathfinders.

The National Junior Honor Society (NJHS) members are chosen for their scholarship, leadership, citizenship, and services to their school and community. During the spring of their seventh grade year, a student may apply to become a member of NJHS. The student’s academic grade must be a 93 average in the core subjects. The average of 93 must be maintained throughout the next school year. There is a probation period to enable students to regain their appropriate average of 93.

NJHS is a service organization. The students participate in a variety of projects both for the school and the community.

The Mineral Wells Junior High School Student Council is the student government body for the school. The purpose of this organization is to develop school spirit and pride, to provide a forum for student expression, to provide for the general welfare of the school, to teach leadership and fellowship, to promote good citizenship, and to cooperate with the administration in all problems concerning the school and student body. Membership in Student Council is by application and is conducted each fall. Qualifications for membership are determined according to the Student Council Constitution and Bylaws. Students may also be dismissed from the Council according to the Constitution and Bylaws.

Mineral Wells High School UIL offerings include the following:

<u>Athletics</u>	<u>Academics</u>
Baseball	Band
Basketball	Choir
Football	Cheerleading
Golf	Dance
Powerlifting	Accounting
Soccer	Journalism
Softball	Science
Tennis	Spelling
Track	Ready Writing
Volleyball	Mathematics
Cross Country	One Act Play
	Literary Criticism
	Oral Interpretation
	Computer Applications
	Calculator Applications
	Computer Science
	Number Science
	Informative Speaking
	Persuasive Speaking

Other activities and/or clubs available to MWHS students are: Art Club, Burro (Yearbook), Chess Club, Crime Stoppers, Drama Club, Future Business Leaders of America (FBLA), Fellowship of Christian Athletes(FCA), Family Community Career Leaders of America, Future Educators of America (FCCLA), FFA, HOSA, Key Club, Los Latinos, National Honor Society, Pathfinders, Skills USA, Student Council, and Z Club..

The Mineral Wells High School Student Council is the student government body for our high school. The purpose of this organization is to develop school spirit and pride, to provide a forum for student expression, to provide for the general welfare of the school, to teach leadership and fellowship, to promote good citizenship, and to cooperate with the administration in all problems concerning the school and student body. Membership in student council is by application with teacher recommendation and is conducted each spring. Junior Student Council members in good

standing will be appointed as senior members. Qualifications for membership are as follows: students must maintain an average of 75 or above in all classes and have no truancy or disciplinary infraction within the last year.

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

Organizational codes of conduct and constitutions can be supplied on request.

GRADE CLASSIFICATION

Entering 9th grade **prior** to 2007 -2008

Freshman	Less than 5 credits
Sophomore	5 to 11.5 credits
Junior	12 to 16.5
Senior	17+ credits and completion of 3 years of high

Entering 9th grade 2007 -2008 and beyond

Freshman	Less than 6 credits
Sophomore	6 to 11.5 credits
Junior	12 – 17.5 credits
Senior	18 credits

(Classification is determined at the beginning of each school year)

Mid-year reclassification of a student by an administrator may occur if: 1. The student is in his or her third year of enrollment at high school and has obtained the necessary 12 credits to be classified as a Junior. The purpose of reclassification is strictly to allow the student the option to successfully complete the Exit-Level TAKS test for graduation purposes. OR
2. The student is in his or her fourth year of enrollment at the high school and has obtained the necessary 17 (entry date prior to 07-08) or 18 (entry date 07-08 or after) credits to be classified as a senior and plans to graduate at the end of the school year. The purpose of reclassification is strictly to allow for proper class rank calculation.

PROMOTION AND RETENTION

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

In grades 1-8, promotion is based on the following standards:

- Grades 1-3

In grades 1-3, promotion to the next grade level shall be based on an overall average of 70 or above on a scale of 100 based on course-level, grade-level standards for each subject area listed: language arts, reading, mathematics, science, and social studies.

- Grades 4-8

In grades 4-8, promotion to the next grade level shall be based on an overall average of 70 or above on a scale of 100 based on course-level, grade-level standards for each subject area listed: language arts, mathematics, science, social studies, or a passing score on the applicable exit-level examination.

In addition, at certain grade levels a student – with limited exceptions – will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.*

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

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

* Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

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

With the exception of the 2011–2012 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

GRADUATION

Requirements for a Diploma

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

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

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

Students in grades 10 and 11 during the 2011–2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it.

Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Graduation Programs

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

Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's eligible graduation program. To graduate, a student must meet a minimum cumulative score set by

the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

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

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/ Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	4	4	4
Science	2	4	4
Social Studies	2.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English	0	2	3
Fine Arts	1	1	1
Locally required courses	.5 credit in health 1 credit in technology applications	5 credit in health 1 credit in technology applications	5 credit in health 1 credit in technology applications
Electives	8	4	3
Miscellaneous			Completion of 4 Advanced Measures

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

SAT, ACT, and Other College Testing

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

Certificates of Coursework Completion

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

Students with Disabilities

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

Graduation Activities

Graduation activities include Baccalaureate and Graduation Ceremonies. State and local requirements must be met before a student is eligible to participate in the graduation ceremony. Students shall also have all attendance requirements successfully completed and any fines and debts paid before participating in graduation. (December graduates wishing to participate in May ceremonies must still adhere to all school rules, policies, and guidelines.)

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 64.]

HOMEWORK

The Mineral Wells ISD Staff recognizes that homework is an integral component of the learning process. The homework assigned should enhance the learning of necessary concepts and direct students toward mastery of the Texas Essential Knowledge and Skills (TEKS). Homework should provide students with opportunities to apply learning and experience necessary practice. It should also develop a certain amount of independence among students and provide an opportunity to take personal responsibility for their own achievement.

	Lamar	Houston	Travis	Junior High	High School
Amount of homework	20 minutes per day (Monday – Thursday)	20 minutes per day (Monday – Thursday)	30 minutes per day (Monday – Thursday)	Not to exceed 70 minutes in a single evening	30 minutes per day per core subject area
Grading	Part of Work Habits Grade	Part of Conduct Grade	Academic Grade	Academic Grade	Academic Grade
Planner or Assignment	Homework given on	Homework given on	Homework written in	Student responsible	Student responsible

Sheet	assignment sheet	assignment sheet	planner by student	for noting assignments	for noting assignments
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Parent Responsibilities

- Be aware of policy
- Be positive toward homework
- Provide quiet, well lighted area to complete homework
- Establish definite time for homework
- Read to children regularly
- Refrain from doing homework
- Inform teacher of any concerns about homework as they arise

Student Responsibilities

- Seek immediate help from teachers if work is not understood
- Complete and return all homework on time
- Read nightly for pleasure
- Establish a realistic time schedule for long term assignments
- Do homework on your own and to the **BEST** of your ability

NONTRADITIONAL ACADEMIC PROGRAMS

The Mineral Wells Academy is an Alternative By Choice campus which offers at risk students in grades 9-12 an alternate route to graduation in the Mineral Wells ISD. The Mineral Wells Academy requires no additional credits beyond the 22 credits mandated by the state for graduation in the Minimum Program. For information regarding entrance requirements, please contact Jim Yancey---325-3033.

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 your campus counselor.

Bilingual/ESL

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student’s parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student’s level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student’s continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at Standardized Testing, below, may be

administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

Bilingual and ESL classrooms are served by certified bilingual and ESL teachers trained in instructional strategies especially suited for these students. For further information, contact Bobby Estes-Akin, 325-6404

Foreign Exchange Students

The number of Foreign Exchange Students desiring enrollment in the Mineral Wells ISD is limited to eight students at the high school. This is granted by a waiver from the Texas Education Agency. Foreign Exchange Students are accepted on a first come, first serve basis after meeting requirements for admission.

Gifted and Talented Program

“Supporting advanced learning for all students and meeting the unique needs of gifted and talented learners”

Mineral Wells ISD offers a comprehensive Gifted and Talented Program for qualifying students in kindergarten through twelfth grade as required by the state.

The goal of the MWISD G/T program is to organize curriculum and instruction providing challenging, differentiated content, intellectual processes, student products and research. Both the elementary and secondary programs are characterized by interdisciplinary approaches to the curriculum, extended units of study and questioning designed to enhance the analytical, creative and evaluative processing.

Elementary gifted students are served within the regular classroom setting. Pre-AP/AP and Dual Credit courses address the needs of gifted secondary students. Secondary students are required to participate in at least one Pre-AP/AP or Dual credit course each semester. All teachers serving the Gifted Learner have received 30 hours of specified G/T training and maintain yearly 6-hour updates.

Screening

Parents, teachers, administrators, community members, or students may nominate students who perform or show potential for performing at superior levels. Copies of nomination forms may be obtained at the appropriate campus office during the following dates:

Fall window for nominations:

The second full week in September for students entering the district after March 1 in grades 1-12

Kindergarten window for nominations:

The second full week in December

Spring window for nominations:

The second full week of March for students in grades 1-12 who have not been tested this year.

Selection

A Board approved Matrix using multiple criteria will be used to determine placement in the G/T program. All students qualifying for the program may participate if they desire. Notification of qualification will be sent by mail after the testing process has been completed.

Appeals

A parent may file an appeal concerning district program placement by completing a *Notice of Appeal* (available from the principal) and returning it to the District G/T Coordinator's office.

Furloughs

A student may request a furlough from the G/T program if a student is facing extenuating circumstances, or it is felt the G/T program no longer meets the child's needs

Exiting

A student may be exited from the program based on multiple criteria relating to performance and/or continued inappropriate behavior in the program.

Transfers

Students previously identified by another district shall be placed in the gifted program for the remainder of the current school year. The District shall assess the student during the next annual screening period using the District's established identification criteria, and the selection committee shall determine if continued placement in the District's gifted and talented program is appropriate.

For further information contact:

Patrice Trickey, District G/T Coordinator

906 SW 5th Ave.

Mineral Wells, TX 76067

940-325-6404- ext. 5152

ptrickey@mwisd.net

Homeless Students

A homeless child is a minor who lacks a fixed, regular, and adequate residence or who has a primary nighttime residence within a supervised, publicly or privately operated shelter for temporary accommodations, in an institution providing temporary residence for individuals intended to be institutionalized, or in a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. A person who claims to be a homeless child may apply to the Homeless Coordinator for enrollment. (Marilyn Bradshaw 325-6404) A homeless child's residence for school purposes shall be the place where the child most regularly lives.

State Compensatory Education

The District shall offer an intensive program of instruction to a student who does not perform satisfactorily on a state assessment instrument. The program shall be designed to enable the student to perform at the student's grade level at the conclusion of the next regular school term, to the

extent practicable, or to attain a standard of annual growth specified by the District and reported by the District to TEA. The District shall use student performance data from the state basic skills assessment instruments and achievement tests to design and implement appropriate compensatory, intensive or accelerated instructional services for students in the District's schools.

The campus level programs may be found in the MWISD State Compensatory Manual which is available from the campus principal.

Title I, Part A Program

The Title I, Part A program provides students with an enriched and accelerated educational program with effective instructional strategies and challenging academic content. A focus of Title I, is to provide parents with meaningful opportunities to participate in the educational program. The Title I parent Involvement Policy and School-Parent Compact have been developed to support partnerships and build capacity among schools and parents in order to help parents become full partners in the education of their children. (See the Parent Involvement Policy and School-Parent Compact in Section I of the Handbook)

Tutorial Program

The District provides tutorial services at the District schools. These tutorials require a student whose grade in a subject for a reporting period lower than a 70 to attend.

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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of 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 is Dr. Janna Brendle at 325-6404.

SUMMER SCHOOL

Summer school is offered for enrolled ESL and Bilingual students who will be entering kindergarten or first grade the following year. Fifth and Eighth grade students that failed to meet state standards on TAKS will be offered Accelerated Instruction during the summer months. At junior high and high school, opportunities to regain credit during the summer will be offered.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is

issued a damaged item should report the damage to the teacher immediately. Any student failing to return a item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent. However, a student will be provided textbooks and equipment for use at school during the school day. Below is a chart indicating possible textbook fines:

<u>Damage</u>	<u>Elementary</u>	<u>Jr. High /High School</u>
Pencil Marks	.10 per page	.25 per page
Ink Marks	.25 per page	.50 per page
Excessive Marks throughout book	Full price of book	Full price of book
Markings on edge of book	.50 per edge	\$1.00 per edge
Torn Page	.50 per page	\$1.00 per page
Page Torn Out & Missing	Full price of book	Full price of book
Binding Damage	\$1.00 to full price	\$1.00 to full price
Broken or Bent Cover	\$1.00 to full price	\$1.00 to full price
Liquid or Water Damage	Full price of book	Full price of book

Library Books---Lost or Damaged

Elementary (EC/PK-3)- When the student loses or damages a library book on any other library item, the student is responsible for paying the replacement cost of the item. Students are responsible for paying the replacement cost of library materials damaged beyond repair. If a damaged item can be repaired, the librarian and principal will assess a damage fine to be paid by the student.

Intermediate, Junior High, and High School (4-12)- Students are required to pay an overdue fine of ten cents. (\$.10) per book, per day, excluding holidays and weekends, for books returned late. The total fine assessed may not exceed five dollars (\$10.00) per book. When a student loses or damages a library book or any other library item, the student is responsible for paying the replacement cost of the item. Students are also responsible for paying the replacement cost of library materials damaged beyond repair. If a damaged item can be repaired, the librarian and principal will assess a damage fine to be paid by the student.

SECTION III

GENERAL INFORMATION AND REQUIREMENTS

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

QUICK REFERENCE:

- Attendance page 49
- Driver License Attendance Verification page 52
- Makeup work page 52
- Health-related matters page 54
- Freedom from Discrimination page 54
- Conduct page 56
- Disruptions page 56
- Law enforcement agencies page 58
- Distribution of published materials or documents page 59
- Dress and grooming page 60
- Student fees page 64
- Fund-raising page 64
- Immunization page 65
- Pledges of allegiance and a minute of silence page 65
- Prayer page 65
- Safety page 65
- Emergency school-closings information page 66
- School facilities page 67
- Searches page 70
- Transportation page 70
- Videotaping of students page 71
- Visitors to the school page 71

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's,

and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Attention: Parents/Guardians

Senate Bill 1432, approved by the 77th Texas Legislative Session, requires Texas school districts to notify parents of the following:

Sec. 25.095. WARNING NOTICES. (a) A school district shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period: (1) the student's parent is subject to prosecution under Section 25.093; and (2) the student is subject to prosecution under Section 25.094.

Ley del Senado 1432, aprobado por la 77 Sesión Legislativa de Texas, requiere Que distritos escolares de Texas notifiquen a los padres de lo siguiente:

Sec. 25.095 NOTAS DE AVISO. (a) El distrito escolar notificara a los padres del estudiante por escrito al empezar el año escolar de que si el estudiante es ausente de la escuela 10 o mas dias o parte de esos dias dentro de un periodo de seis meses en el año escolar o en tres o mas dias o parte de esos dias dentro de un periodo de cuatro semanas: (1) Los padres del estudiante seran sujeto a prosecucion bajo la Sección 25.093: y (2) el estudiante sera sujeto a prosecucion bajo la Sección 25.094.

Each is discussed in the following sections:

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the

grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

Regaining Credit

The attendance committee may impose conditions on the 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 classes
- Maintain the attendance standards for the rest of the semester
- Satisfy other reasonable requirements as determined by the attendance committee
- Take an examination to earn credit in accordance with policy EEJA.

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

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

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older.

Registration

Pre-Kindergarten Enrollment

Pre-Kindergarten classes will be offered on a half-day basis. To be enrolled in the Mineral Wells ISD Pre-K program a child must be:

- Three (3) or Four (4) years old on or before September 1
- Limited English speaking and/or
- Meet the required economic guidelines
- Complete new student requirements

Enrollment will be on a first-come, first-served basis until the class is full. A waiting list will be established when the program fills.

PK students who voluntarily attend or enroll prior to their fifth birthday are required to attend each school day. If a student younger than five has more than 5 consecutive unexcused absences in a semester, the District may revoke the student’s enrollment

Parent(s) and/or guardians(s) must participate in parenting workshops (1 hour each semester for the school year) for the student to remain in the program.

New Student and Transfer Requirements

- An official city, county, or state birth certificate to show evidence of a birth date is required for all kindergarten and first grade students who have not been enrolled in MWISD. Acceptable documents of identification are driver’s license, passport, school ID card, school record, school report card, hospital birth records, adoption records, church baptismal record, or another legal document that establishes identity. Note: Original document, certified copy, or photocopy made and certified by the county clerk or other official who keeps the record of the above listed documents, qualify as acceptable proof of identity.
- Students previously enrolled in a school should present the most recent report card to verify grade placement.

- Proof of residence is required. Examples of proof of residence include lease agreement, house title, current electric bill, current gas bill and/or current water bill.
- Students transferring from accredited schools (TEA or its equivalent in other states) within the United States, numerical grades will be recorded exactly as they appear on the transcript, and alphabetical grades will be given the numerical equivalent according to the grading scale of the sending school. If no grading scale is provided, the following conversion scale will be used.

A+ = 99	B+ = 89	C+ = 79	
A = 95	B = 85	C = 75	
A- = 90	B- = 80	C- = 70	F = 65
- For students that transfer from state accredited schools within the US with a grade of 60 to 69 that is indicated as passing, credit will be awarded and recorded as a “70”. Pre-AP and/or AP courses will be designated on the MWHS transcript.
- Private and Home school credit will be given only for courses taken at schools accredited by TEA or its equivalent. Students entering from a non-accredited private school or home school must either retake state required courses or receive credit by examination.

WITHDRAWAL OF STUDENTS FROM SCHOOL

Please notify the school office at least 24 hours in advance to prevent a lengthy waiting period while withdrawal papers are being prepared. This may also save an unnecessary trip to return library books or textbooks.

A student may be withdrawn from school before the end of the school year only by his parents or guardian.

Driver License Attendance Verification

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

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

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

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

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

Late Work (EIAB-Local)

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

Lamar and Houston- Students will be expected to complete late work during recess or any other time during the school day as designated by the teacher.

Travis - If work is not turned in on the day due, it is 10 points off the following day. The next day it is 20 points off the grade, and the third day it is 30 points off the grade. Thereafter, the student will have a zero on the assignment.

Junior High and High School- Late work may be accepted up to one day after the due date and will receive a ten point reduction in the grade. After that, late work will not be accepted without a student or parent initiated conference or contact.

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or credit recovery. [See policy FEA.]

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

HEALTH-RELATED MATTERS

Physical Activity for Students

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in K-5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135

minutes per week. Students in grades 6-8 shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters.

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, parents receive the results of his or her child's physical fitness assessment conducted during the school year.

School Health Advisory Council: During the preceding school year, the district's School Health Advisory Council held 3 meetings. This committee is involved in advising the District in matters relating to vending machines in District facilities, nutritional policies, and Health curriculum decisions.

Other Health-Related Matters

Tobacco Prohibited

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

Smoking or tobacco use is strictly prohibited on any campus parking lots, in or in front of the bleachers at Ram Stadium, Pratt Field, Kessler Field and the Jackie Harvey Track Complex.

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Principal's office. If you have any questions, please contact James Bradford at 940-328-0065.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact James Bradford at 940-328-0065.

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

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

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

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

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

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Linda Porter Bradford 325-6404
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Carolyn Cooper 325-6404

- All other concerns: See the Superintendent Dr. James R. Collins at the District Services Complex, 906 S.W. 5th Ave.

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Marilyn Bradshaw 325-6404
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Campus Principals

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Dr. Janna Brendle at 325-6404.

CONDUCT

Applicability of School Rules

As required by law, the District has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

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

Social Events

School rules apply to school social events to which a student brings a guest. Each campus has guidelines specific to behavior and guests attending social events. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

Disruptions

As identified by law, disruptions include the following:

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

- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

TELECOMMUNICATIONS DEVICES -INCLUDING A CELL PHONE OR A PAGING DEVICE

“Operation, use or visible possession of a telecommunication device, including a cell phone or a paging device, is prohibited during school hours, between the beginning and ending of the school day, Monday through Saturday. A device in the ‘on’ position is considered ‘in’ operation or use. Non-visible possession is allowed.”

EXCEPTION: A student may use a telecommunication device when specifically authorized to do so by the present and supervising school official.

The operation of a telecommunication device, including a cell phone and pager, in a classroom is defined as a disruptive activity for which the telecommunication device may be confiscated. Any student found to be in possession of a telecommunication device shall forfeit it to the school district.

PENALTIES – Students who violate this policy shall be subject to established disciplinary measures. District employees shall confiscate a telecommunication device, including a cell phone or pager, found in operation, as defined above, on school property or found in operation while attending school-sponsored or school-related activities on or off school property. (See EXCEPTION above.)

DISPOSAL - Parents shall be notified within two school days after the telecommunication device is confiscated. If a telecommunication company’s name and address appears on the device, campus officials shall notify the company. Parents or telecommunication companies may obtain the release of the telecommunication device for a fee to be determined by the Administration. Unclaimed, confiscated telecommunication devices shall be held by the District for a period of 30 days after notification has been made. After the 30-day period has expired, the District shall dispose of the telecommunication device. FNCE (LEGAL), FNCE (LOCAL)

- 1ST OFFENSE – device is confiscated and returned to student at a cost of \$15.00.
- EACH ADDITIONAL OFFENSE – device is confiscated and returned parent for a cost of \$15.00.

LOST OR STOLEN TELECOMMUNICATION DEVICES ARE NOT THE RESPONSIBILITY OF THE SCHOOL AND WILL NOT BE INVESTIGATED BY ANY SCHOOL OFFICIAL.

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the

educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The District is also required by state law to notify:

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

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newsletter and the yearbook are available to students.

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

Nonschool Materials ... from students

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal will designate the location for approved nonschool materials to be placed for voluntary viewing by students. See policy FNAA.

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

Nonschool Materials ... from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

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

Lamar and Houston

- The district prohibits clothing with pictures, emblems, or writing that: a). is lewd, offensive, vulgar, obscene, or disrupts the educational environment; b). depicts satanic and/or cult symbols, advertises or depicts tobacco products, alcoholic beverages, drugs, or any substance prohibited under MWISD's policy FNCF (L);
- Caps/hats and sunglasses are not allowed to be worn inside any building
- Revealing, see-through, or extremely tight clothing is unacceptable. Clothing which reveal undergarments or bare body parts is prohibited
- Moderate length shorts, skirts and/or dresses are permitted
- Shoes must be worn at all time. Footwear styles which are dangerous, noisy and/or distracting are not acceptable
- Hair and body shall be kept neat, clean, and well groomed. Any hairstyle causing a significant disruption to school environment will not be allowed.
- Moderate ear piercing is acceptable (no more than two earrings per ear and studs only). Not other visible body piercing is allowed.
- Chains, ropes, or other objects not originally designed as jewelry are prohibited.
- Overall and dress straps must be securely attached over the shoulder.

Violations will be subject to the guidelines set out in the student code of conduct.

The principal may designate other modes of dress for special occasions and has the final authority in deciding appropriate attire for their campus.

Travis

The principal has the final authority in determining dress code violations on their campus.

The following dress code will be followed by all students:

- The district prohibits clothing with pictures, emblems, or writing that: a). is lewd, offensive, vulgar, obscene, or disrupts the educational environment; b). depicts satanic and/or cult symbols, advertises or depicts tobacco products, alcoholic beverages, drugs, or any substance prohibited under MWISD's policy FNCF (L);
- Caps/hats are not to be worn inside any building. Students may wear caps/hats outside the building provided the cap is facing the front. Caps/hats worn backwards or sideways will not be allowed.
- Revealing, see-through, or extremely tight clothing is unacceptable. These include, but are not limited to: extremely short skirts, halter tops, tank tops, or other shirts with deep-cut openings, bare midriffs, low cut dresses, tube shirts, bicycle pants, tights over or under unacceptable clothing, clothing which reveal undergarments or bare body parts, including baggy or sagging pants.
- Moderate length shorts, skirts and/or dresses are permitted. Walking shorts, capris, jams, culottes, and skorts are examples of appropriate styles. Wind shorts, cut-offs, short shorts, jogging shorts, or bicycle shorts are not acceptable.
- Shoes must be worn at all time. Footwear styles which are dangerous, noisy and/or distracting, such as flip-flops, beach/shower shoes, house/bedroom slippers, extremely high or spike heels, and thongs are not acceptable
- Hair and body shall be kept neat, clean, and well groomed. Any hairstyle causing a disruption to school environment will not be allowed. Hair may not be worn in a manner that obstructs the student's vision at any time. Distracting unnatural hair colors including primary colors, intermediate colors, and/or metallic colors are not allowed.
- Sunglasses are not allowed inside the school without a written explanation from the student's physician.
- Moderate ear piercing is acceptable. No more than two earrings per ear are permitted. No other visible body piercing is allowed.
- Wallet chains are not allowed. Chains, ropes, or other objects not originally designed as jewelry are prohibited.
- Overall and dress straps must be securely attached over the shoulder.
- Tattoos must be covered.

Violations will be subject to the guidelines set out in the student code of conduct.

The principal may designate other modes of dress for special occasions such as Crazy Sock Day, etc.

Junior High and High School (see quick reference p. 75)

It is the intent of Mineral Wells High School to teach discipline in dressing at school which reflects the beliefs and values of the community. We also strive to provide the guidance necessary so that our students have an appropriate knowledge of grooming to be successful in a variety of situations. We also want our students to dress in a manner that represents the student, the student's family, and Mineral Wells High School in a positive and dignified manner. There is a close relationship

between high standards of dignity and pride and proper grooming. In order to represent yourself, your family, and our school, the following guidelines are required.

Students and parents should keep in mind that the student and their parents share in the responsibility for proper grooming and hygiene of the student. Modesty will be the dominant feature in all clothing. Attire shall be clean and not offensive. Appropriate behavior, attitude and our community standards take precedence over style. **The principal has the final authority in determining dress code violations on their campus.**

The District prohibits any *picture, emblem, or writing* that:

1. Is lewd, offensive, vulgar, obscene or disrupts the educational environment
2. Depicts satanic and/or cult symbols; advertises or depicts tobacco products, alcoholic beverages, drugs or any other substance prohibited under FNCF (L) of the M.W.I.S.D. Board Policy Manual, or any violent behavior not allowable on campus
3. Reflect or affiliate an individual or individuals with an organization not recognized through the office, i.e. gangs, cults, etc...(For example extra long belts, bandanas, sagging pants, towels and t-shirts carried rather than worn)

The following guidelines will serve as determining factors for parents and students in choosing **clothing appropriate for school:**

- Revealing, see-through, or skintight clothing is unacceptable. These include, but are not limited to the following: extremely short skirts, halter tops, tank tops or other shirts with deep-cut openings, bare midriffs, low-cut dresses or tops, tube skirts, bicycle pants, pajamas, boxer style shorts, tights over or under otherwise unacceptable clothing, or clothing which reveals undergarments, including baggy pants which are not worn at the traditional waist or baggy pants which show undergarments or bare body parts.
- Shorts, dresses, and skirts may be worn if they extend to the top of the knee cap. No extremely tight or thin shorts such as: wind shorts, jogging shorts, or bicycling shorts will be allowed. Stirrup pants or leggings may be if worn with a long top that extends to the top of the kneecap.
- Jeans with holes above the knee are not allowed.
- Tattoos must be covered up.
- Hair and body shall be kept clean and well groomed. In addition, any extreme hair style causing disruption to the school process will not be allowed spikes, designs cut in head, and extreme and No facial hair, except for a neatly trimmed mustache not extending below the corner of the mouth, will be permitted. Sideburns shall not extend below the bottom of the ear. Mutton chop sideburns are considered to be unacceptable facial hair.
- Shoes must be worn at all times. Unacceptable footwear includes dangerous, noisy and/or distractive shoes, such as house shoes and extremely high or spike (3 in.) heels.
- Sunglasses are not allowed inside the building without a written explanation from the student's physician.
- Caps/hats and other head coverings are not allowed to be worn inside the building or carried to classrooms. Headgear required for classes or religious reasons may be approved by the principal or principal's designee.
- School sanctioned uniforms will be approved on a case-by-case basis.
- The Principals may designate other modes of dress for special occasions such as Western Day, etc.

- Ear piercing is acceptable. No other visible body piercing will be allowed (**including plugs**). Rings/gauges worn in earlobes to create large holes are unacceptable and will not be permitted.
- Wallet chains are prohibited. No chains will be allowed on school property (examples: wallet, backpack). Only neck chains considered to be jewelry will be allowed. Dog chains or bicycle chains worn around the neck or wrist will not be allowed.
- Overalls and dress straps must be securely attached over the shoulders.
- Bandanas are prohibited.

Note: ALL SHORTS, DRESSES AND SKIRTS MAY ONLY BE WORN IN THE ACADEMIC SETTING IF THEY EXTEND TO THE TOP OF THE KNEE CAP.

DAEP

SHIRTS:	<p>Solid color shirts (with no writing, symbols, or hoods)</p> <p>Only t-shirts & shirts with a collar are allowed Students will show no bare shoulders, underarms, midriff, or cleavage Shirts will be tucked in at all times with belt visible.</p>
PANTS:	<p>Solid color pants (jeans or slacks are acceptable, but must be fitted at the waist.) Pants should fit no more than two (2) inches larger than the student's waist. <u>No bagging or sagging.</u> The bottom of the slacks may not touch the floor or be flared enough to cover the foot. Excessive rips or tears are not permitted. No cargo pants. No shorts.</p>
BELT:	<p>Black or brown, unadorned, extending no more than four (4) inches beyond the buckle. Belt should be worn in belt loops and visible at all times.</p>
SHOES:	<p>Closed toe, low heel, low top shoes. No flip-flops, crocs, house shoes, or boots</p>
SWEATSHIRTS:	<p>(Optional item) Solid color with no pockets, logos, or hoods.</p>
JEWELRY/HAIR:	<p>No jewelry except a wristwatch without adornment. Hair pulled back off the face with hair tie Hair must be natural colored and not a distraction, as determined by the principal Face or hair glitter is not allowed Male students will be clean-shaven from the bottom of the ear down (no sideburns below the ear)</p>

STUDENT FEES

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

- Costs for materials for a class project that the student will keep.

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

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

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal at least 20 days before the event.

Fund-raising by outside organizations is not permitted on school property, except as approved by the Superintendent. [For further information, see policies FJ and GE.]

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of

immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

PRAYER

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

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

Continuous Fire Alarm

Evacuate the building using campus procedures

Tornado Drill Bells

Continuous Campus Bell

Duck and cover according to campus procedures

Lock Down Drill

Verbal notification will be given

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

From time to time, inclement weather makes it necessary to close schools. When weather conditions threaten such action, stay tuned to any of the following media stations for information about MWISD.

RADIO: KYXS 95.9 FM or KJSA 1140 FM

TELEVISION: Channel 5, KXAS

An announcement will also be recorded on the after hours tape on the Central Office's Switchboard, 940-325-6404, (weather permitting). Information will also be posted on the District's website: www.mwisd.net

Mineral Wells ISD will also use the School Messenger System for contacting parent.

The administration does follow standard operating procedures when determining whether or not to close schools. During high-risk situations such as sleet, snow, icy streets and floods, members of the administrative staff and the superintendent begin checking the streets throughout the district during the early hours (approximately 3:00 am) After evaluating all of those reports and listening to weather updates, the superintendent then makes the decision by 6:00 a.m. to either open or close schools. The media is immediately advised of MWISD's decision.

If schools do open and weather conditions worsen during the course of the day, buses will only run when road conditions are considered safe. In such cases, students will remain in the schools and will be supervised, warm, dry and fed until they can be transported home, or until their parents come for them.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

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

- Lamar Cafeteria/Gym
- Houston Cafeteria/Gym
- Travis Cafeteria/Gym
- Junior High Cafeteria/Gym
- High School Cafeteria Only

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

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

Gang Free Zone

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Use of Hallways During Class Time

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

Cafeteria Services

Student Nutritional Services/Policies

The primary goal of the MWISD Child Nutrition Services department is to provide balanced, nutritious meals at a minimum cost to all MWISD students and staff. The department provides breakfast and lunch in all schools, for all students. Special event food requests are also handled by the Child Nutrition Services department.

Meal Prices for the 2011-2012 are as follows:

Breakfast:	All students @ \$1.15
	All adults @ \$1.65
Lunch	Pre-K through sixth grade @ \$2.00
	Seventh through twelfth grade @ \$2.25
	All adults @ \$2.75

Ala carte prices are posted at each campus

Students eligible for free meals will be provided with a meal at no charge. Reduced-price students continue to pay \$.30 for breakfast and \$.40 for lunch.

Meal Service Accountability System

- When students enroll in any District school, they are assigned a 6 digit personal Keypad number. It is important that each student in grades 2 – 12 memorize their Keypad number as this number will be used daily in the cafeteria. Pre-K, Kindergarten and 1st grade students receive a scan card which debits money from the student's account. Keypad numbers are confidential; therefore the number should not be given to other students.
- At mealtime, students key in their Keypad number on a keypad. Special students, not using the Keypad, may have their names checked from a classroom roster or have their debit card scanned when they receive a meal. When the student's account is accessed, the system will determine if there is enough money in the account to pay for the meal and the transaction will be processed.
- By having every student in the school use his/her account number, the anonymity of children receiving free or reduced-price meals is assured.
- If there is not enough money in the account, the cashier may serve the meal and put the account in debit (a negative status). The student is verbally notified when they have a negative situation. **A negative balance may not exceed \$6.00.** After the student surpasses the \$6.00 negative amount, they will be given an alternative meal. The alternative meal is a cheese sandwich and milk.
- Deposits can be made on meal money accounts before school in the cafeteria. When placing meal money in a sealed envelope, the following information must be stated:
 - Student's name
 - Grade
 - Dollar amount enclosed.

- Credit or debit card web-based, payments can be made at www.mwisd.net . Click on the Food Service and Nutrition Heading and then find the “Lunch Money Now” tab and click to add credit. You will need your students I.D. number, the last four digits of their social security number and their birth date. There is a small fee for this service.
- Please make your deposit with cash or check payable to your child’s cafeteria by school name. (Ex. Lamar Elementary) Pre-payment for multiple meals are encouraged to reduce the need for frequent deposits and daily cash handling.
- Households with more than one child in a school need to designate the amount of money to be placed into each child’s meal account. An account balance cannot be shared by different children in the same household.
- Money in a student’s meal account may be used for complete meals and Ala Carte sales. Ala Carte (extra food and drinks) can be blocked on the student’s account at the request of a parent or guardian. IF the account is open, students are allowed purchase meals and/or extras.
- Refunds from student meal accounts are available only upon written parent/guardian request. Small refunds up to \$10.00 will be issued at the school site. Large refunds will be issued by the District Child Nutrition Services office. Allow at least five school days notice for large refunds.
- If you have questions concerning your child’s meal account, please contact your child’s school cafeteria. If you have any questions or comments about our computerized meal system, please contact the Child Nutrition Services office. (940-325-6404)

Free and Reduced Meals

Free and reduced-price meals are available to students from families who meet established federal income guidelines. Families must complete a new application each school year. SEND **ONLY ONE (1)** COMPLETE APPLICATION PER FAMILY (even though each student will receive an application form). Applications are distributed to all students at the beginning of each school year. Applications are available all year in the cafeteria and the Child Nutrition Services office.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal at each campus (Also policies CO & FFA)

Meetings of Noncurriculum-Related Groups

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

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

Vandalism

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

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Parking fees at Mineral Wells High School are as follows:

\$15.00 for close parking

\$1.00 for remote parking

TRANSPORTATION

School-Sponsored

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling James Maitlen at 325-4290.

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

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

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

VIDEOTAPING OF STUDENTS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

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

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

Lamar: Parent of students are invited to have lunch with their child on designated days. Lunches purchased from the cafeteria are preferred during these visits.

Students are not permitted to bring friends on to the campus for visitation.

Visitors Participating in Special Programs for Students

On High School Career Day, the Mineral Wells Independent School District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Child Sexual Abuse

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

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

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

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

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available in Your County/default.asp>

Bullying

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

Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. See Policy FFI (L)

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

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

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

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

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

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

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

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

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

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

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

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and is required for graduation for students at these grade levels.

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

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses

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



Quick Reference

<p>PANTS/SHORTS/CAPRIS</p> <p>Acceptable</p> <ul style="list-style-type: none"> • Must be hemmed and fitted/fastened at the waist. • Overalls that are worn with a shirt or a blouse; straps must be properly secured over the shoulders. • Hem of the shorts must touch the kneecap or lower and can be worn year round. <p>Unacceptable</p> <ul style="list-style-type: none"> • Sagging or baggy pants. • Holes above the knee • Revealing, see-through or overly tight such as, bike shorts, wind shorts. • Clothing appearing to be pajamas, underwear or loungewear. • Any garment that reveals undergarments (e.g., bras, bra straps, boxers, brief, panties, etc...) 	<p>DRESSES/SKIRTS/SKORTS</p> <p>Acceptable</p> <ul style="list-style-type: none"> • The length of skirts and dresses must touch the kneecap or lower. • Dresses must have sleeves or straps of 2” or more. <p>Unacceptable</p> <ul style="list-style-type: none"> • Slits more than 4” above the kneecap. • Revealing, see-through or overly tight. • Clothing appearing to be pajamas or loungewear. • Any dress which reveals cleavage and/or bare midriff. • Any garment that reveals undergarments (e.g., bras, bra straps, boxers, brief, panties, etc...) • Dresses or skirts that do not touch the knee and are layered with under-clothing that would not meet dress code if worn without the skirt or dress. 	<p>BLOUSES/SHIRTS/TOPS</p> <p>Acceptable</p> <ul style="list-style-type: none"> • No holes or rips; contain no phrases or advertisements of items described in the Policy Overview. • All blouses, shirts and tops will have sleeves or straps of 2” or more. <p>Unacceptable</p> <ul style="list-style-type: none"> • Halter-tops (sleeves of less than 2”). • Revealing, see-through or overly tight. • Clothing appearing to be pajamas or loungewear. • Any cleavage and or bare midriffs. • Any garment that reveals undergarments (e.g., bras, bra straps, boxers, brief, panties, etc...) or reveals areas of the body not usually visible. (e.g. tank tops that have 2” straps but have a deep cut armpit that is revealing.) • Cutoff shirts without a hem.
<p>HAIR</p> <p>Acceptable</p> <ul style="list-style-type: none"> • Hairstyles must be neat and clean appearing. • Facial hair- neatly trimmed mustache not extending below the corner of the mouth and sideburns not extending below the bottom of the ear. • Subtle shades of natural hair colors and/or highlights. <p>Unacceptable</p> <ul style="list-style-type: none"> • Distracting hair colors and extreme hairstyles 	<p>OUTERWEAR and BACKPACKS</p> <p>Acceptable</p> <ul style="list-style-type: none"> • Coats three-quarter (3/4) length or less. • Backpacks that will fit in your locker. <p>Unacceptable</p> <ul style="list-style-type: none"> • Full-length jackets/coats commonly referred to as “trench” coats or “dusters”. • Briefcases or bags that will not fit in your locker. 	<p>FOOTWEAR</p> <p>Acceptable</p> <ul style="list-style-type: none"> • Appropriate footwear must be worn at all times. <p>Unacceptable</p> <ul style="list-style-type: none"> • Dangerous, noisy and/or distractive shoes. • Cleats, spiked heels and/or high heels of more than 3 inches, house shoes or house slippers.
<p>BODY ADORNMENTS</p> <p>Acceptable</p>	<p>OTHER</p> <p>Acceptable</p>	

<ul style="list-style-type: none"> • Jewelry that is not of a size as to cause a learning distraction. • Necklaces, bracelets, anklets, finger and toe rings that are not of a size as to cause a learning distraction. • Tattoos must be covered. <p>Unacceptable</p> <ul style="list-style-type: none"> • Other visible body piercing (e.g., nose ring, eye brow stud, lip ring, etc...) • Gages or plugs • Tattoos • Overly-applied face make-up such as to cause a distraction that prevents learning. 	<ul style="list-style-type: none"> • Special occasion days as designated by the principal (e.g., western day, twinkie day, etc...) • School-sanctioned uniforms that must be worn in order to perform duties of the class or school group (e.g., cheerleaders during a pep rally). <p>Unacceptable</p> <ul style="list-style-type: none"> • Sunglasses worn inside the building (unless you have a doctor's note stating the medical need). They will be kept in your locker. • All head coverings (e.g., caps, hats, sweatbands, etc...) must be stored in your locker during the school day. • Any gang or cult related articles (such as: wallet chains, dog collars, bandanas, pentagrams, certain shoelaces, etc...) • Chains not normally accepted as jewelry such as dog chains and bicycle chains. • All spiked jewelry
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ACCEPTABLE USE GUIDELINES

MINERAL WELLS INDEPENDENT SCHOOL DISTRICT NETWORK AND INTERNET ACCEPTABLE USE GUIDELINES AND INTERNET PROTECTION PLAN

OVERVIEW

The Mineral Wells Independent School District (MWISD) provides technology resources to its students and staff for educational and administrative purposes. It is a privilege to have such sophisticated information networking capabilities available, and the District believes the vast, diverse and unique resources available on the Internet will assist us in carrying out our mission of providing a quality education for our students. Our goal in providing this service is to promote educational excellence in the Mineral Wells ISD by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

With access to computers and people from across the world comes the availability of material that may not be considered to be of educational value or appropriate in the context of the school setting. We will filter all access. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Mineral Wells ISD firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies on the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that you are fully informed and so that you may freely accept the responsibilities you are about to acquire. In general, the guidelines require efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account will be deactivated and future access could possibly be denied. The signature(s) on the Application for Account is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Definition of District Technology Resources

1. The District's computer systems and networks are any configuration of hardware and software.
2. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes, but is not limited to: electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.
3. The District reserves the right to monitor all technology resource activity.

Acceptable Use

The District's technology resources will be used in support of education and research and be consistent with the educational objectives of the Mineral Wells Independent School District. The use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrators, Mineral Wells ISD employees responsible for the operation of the network, will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required or as they deem appropriate and without notice. The administration of Mineral Wells ISD may direct the system administrators to deny, revoke, or suspend specific user accounts for, including but not limited to, violation of network computing regulations and guidelines, or as a result of other disciplinary action against the user.

Mineral Wells ISD is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while also making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any violation of the regulations and guidelines will result in disciplinary action in the form of temporary revocation of user privileges. Permanent revocations can result from disciplinary actions taken by administrators.

Students and staff member of Mineral Wells Independent School District must be in compliance with Mineral Wells ISD Electronic Communication and Data Management Policies CQ (Local) and CQ (Legal) when using any computer, network or technology resource in the district.

INTERNET - SPECIFIC TERMS AND CONDITIONS

SECTION 1 - GENERAL COMPUTING

Once a user receives an account or formal permission to access the network, he/she is solely responsible for all actions taken while using that account. Therefore:

1. Applying for an account or access permission under false pretenses is a punishable disciplinary offense.
2. Sharing an account or password with any other person is prohibited. You are fully responsible for any actions that occur in relation to your account or password.
3. Revealing your personal address or phone numbers, or the address or phone numbers of students, staff, or colleagues, is prohibited.
4. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
5. Continued use of network by monopolizing system resources that interferes with other users, after receipt of a request to cease activity is prohibited.
6. Use of facilities and/or services for commercial purposes is prohibited.
7. Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
8. Supervision and permission: Student use of the computers and the network is allowed only when supervised and granted permission by a staff member.
9. Copyright: All users are expected to follow existing copyright laws. Copyright infringement is theft.

SECTION 2 - ELECTRONIC MAIL

[Does not apply to students]

SECTION 3 - NETWORK SECURITY

As a user of the network, you may be allowed access to other networks and/or the computer systems connected to those networks. Therefore:

1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
2. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. Decryption of system or user passwords is prohibited.
4. The copying of system files is prohibited.
5. The copying of copyrighted materials, without the express written permission of the owner or the proper license, is prohibited.
6. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.
7. Any attempts to secure a higher level of privilege on network systems are punishable disciplinary offenses.

8. The willful introduction of computer “viruses” or other disruptive and/or destructive programs into the network or into external networks is prohibited.
9. Software or external data may not be placed on any computer, whether stand-alone or networked to the District’s system, without permission from the Technology Director or designee.

SECTION 4 - PROHIBITED MATERIAL AND ACTIONS

The following materials and/or actions are prohibited. This includes but is not limited to:

1. Material that is obscene, profane, lewd, lascivious, filthy, indecent, racist, or patently offensive as measured by contemporary community standards.
2. Material that would encourage illegal acts, violence, terrorism, or hate.
3. Actions that annoy, abuse, threaten, or harass another person.
4. Actions that attempt to or harm equipment, materials, or data.
5. Actions that attempt to or send anonymous messages of any kind.
6. Actions that attempt to or access information resources, files, and documents of another user without their permission.
7. Using the network for financial gain or commercial activity.
8. Political lobbying.
9. Using the network to provide addresses or other personal information that others may use inappropriately

MWISD uses filtering services/software that blocks access to inappropriate websites and material on the Internet. Internet Sentry (Squid) is currently being used in the district. In addition, students using the Internet will be monitored and supervised by a teacher/staff member continuously. All students must have a signed Acceptable Use Policy consent form on file.

Disclaimer And Limitation of Liability

Access to the Internet is provided on an “as is, as available” basis. The Mineral Wells Independent School District, its Board of Trustees, agents, and staff members make no representation of warranties, whether expressed or implied, of any kind with respect to the services provided by the network, or any information or software accessed or received by the applicant or contacts made by the applicant, and disclaims of any implied warranties, including any implied warranties of merchantability or fitness for a particular purpose. The system administrators and MWISD do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user’s requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. MWISD will not be responsible to you or liable to you for any claims, losses, or damages you may suffer as a result of these Terms and Conditions or your access to the MWISD Network, including without limitation, any losses, claims or damages arising from Mineral Wells ISD’s negligence or your own errors or omissions. **YOU AGREE THAT THIS LIMITATION IS INTENDED TO AND DOES RELEASE MINERAL WELLS INDEPENDENT SCHOOL DISTRICT, ITS BOARD OF TRUSTEES, AGENTS, AND STAFF MEMBERS FROM**

ANY CLAIMS, DAMAGES, OR LOSSES THAT YOU MAY SUFFER THAT MAY ARISE OUT OF THE USE OF THIS SYSTEM. Use of any information obtained via your connection with the Network is at your own risk. Mineral Wells ISD specifically denies any responsibility for the accuracy or quality of information obtained through this service. Furthermore, Mineral Wells ISD assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and or equipment or line costs incurred by the user while accessing the Mineral Wells ISD Network. Any disputes or problems regarding phone service are strictly between the user and his/her local phone company and/or long distance service provider.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on the Internet or the Network, you must notify your teacher, librarian, or system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. A Mineral Wells ISD Network user shall not let anyone else use his/her account and password. Attempts to login to the system using any other account, password, or privileges than one's own will result in cancellation of user privileges. Users shall immediately notify a system administrator if their password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Network.

Vandalism

Vandalism will result in cancellation of user privileges. Vandalism, as addressed in the Network regulations and guidelines, is defined as any malicious attempt to access without permission of, or harm or destroys data of, another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet or the Network. This includes, but is not limited to, the uploading or creation of computer viruses.

Netiquette and Good Practices

“Netiquette” is the Internet equivalent of good behavior or “etiquette.” Accepting the responsibility of using the network requires that you treat users with respect and practice “netiquette.” Backing up data is good computing practice and is strongly recommended.

Updating Your User Information

The system administrators may occasionally require new registration and account information from you to continue service. You must notify the system administrators of any changes in your account information.

Application of Terms and Conditions

All terms and conditions in this document are applicable to the applicant's use of the MWISD Network. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas, and the United States of America. Headings are for convenience of reference only and shall not be used in the interpretation of this document. Any dispute regarding these terms and conditions will be resolved by the administration whose decisions will be final and binding.

Application for Student Account and Acceptable Use Policy

Dear Parent(s) or Guardian(s): Your son or daughter is about to receive access to a worldwide network called the Internet. The reason for using the Internet is to participate in a curriculum or research project developed by some of your child's teachers. Your son or daughter will reach this worldwide network through a computer account provided by the Mineral Wells Independent School District.

The purpose of this letter is to give you information about the Acceptable Use Policy that MWISD will use. The policy is described below. We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son or daughter.

If you have any questions about the network curriculum activities, please call your child's teacher. If you would like more information about the Internet in MWISD, please call the technology director at 325-6404.

Guidelines and Prohibitions

The Internet is a worldwide telecommunications network. There are hundreds of thousands of resources on the Internet. You will find libraries, government agencies, universities, discussion groups, software, technical information, as well as the 40+ million people who are part of this global network. Your child's access to the Internet will allow him/her to use these resources.

The purpose of student access is to let your child use the Internet for curriculum activities and classroom projects. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are expected to exercise responsible behavior when on the Internet. Responsible behavior includes, but is not limited to, the following:

1. being courteous.
2. following the rules set up by other groups on the Internet.
3. using the Internet as a resource tool only.
4. avoiding inappropriate language.
5. staying on task.

The MWISD staff will monitor each student's use of network resources to ensure enforcement of this policy. Monitoring will include tracking the amount of time students spend using these resources and what resources are used.

MWISD uses a technology protection measure that blocks or filters Internet access to block access to some Internet sites that are not in accordance with the policy of Mineral Wells ISD. The technology protection measure that blocks or filters Internet access may be disabled by an authorized MWISD staff member for bona fide research purposes by an adult.

An MWISD staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access. The override must be approved by the technology director.

While working on the Internet, students are expected to follow general network etiquette as listed below:

1. Be polite. Do not be abusive in messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Illegal activities (such as vandalism, theft of hardware or data either by transportation or electronic transfer, copyright infringement, and software piracy) are strictly forbidden.
4. Do not access material that is obscene, pornographic, child pornography, "harmful to minors", or otherwise inappropriate for educational uses.
5. Do not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
6. Do not reveal personal information including name, address or phone number.
7. Do not use the network in such a way that would disrupt the use of the network by other users.
8. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network. Therefore, messages should not contain expressions of bigotry or hate, profanity, obscene comments, or sexually explicit material.
9. The use of chat rooms is not permitted.
10. Subscriptions to LISTSERVs are not permitted.

Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, Internet, or any of the other networks that are connected to the MWISD Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

The technology director will deem what is considered to be inappropriate use of the network and his decision is final. He may close an account at any time. In addition, the administration, faculty, and staff of MWISD may request that the technology director

deny, revoke, or suspend any student's computer use.

Rules

1. Using someone else's account is not acceptable.
2. Using the network account for non-school related activities is not acceptable.
3. Using unauthorized copies of commercial software is not acceptable.
4. Copying software provided by MWISD for student use is not acceptable.
5. Bringing floppy disks, CDs, or any other computer software from home, to be used on an MWISD computer is not acceptable.

Violating the above guidelines and prohibitions will result in the loss of the individual's computer and/or network use.