

**Midland Academy
2011-2012
Student Handbook**



**Reviewed by the Midland Academy Board of Trustees
July 26, 2011**

Please return the following documents to your child's teacher tomorrow, following your review of the material and the handbook:

- Lunch Application
- Emergency Contact Information Form
- Student Acceptable Use Agreement
- Handbook Notice Acknowledgement Form
- Student Code of Conduct Acknowledgement Form
- Photograph/Video Release Permission Form
- A copy of the Teacher/Parent/Student Compact signed by the student and parent/guardian. *There will be two compacts provided so that the parents and students will have a copy at home.*

All items above are required for all students. Thank you for your cooperation.

Midland Academy Charter School
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Telephone: 432-686-0003
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PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Midland Academy students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about Admission, Attendance, and Conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Midland Academy a positive educational experience.

The Student Handbook has been developed by school district administrators with assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of Midland Academy. If Midland Academy makes changes to the Handbook during a school year, the administration will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

ACKNOWLEDGEMENT

Dear Student and Parent:

Midland Academy provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student's teacher, the school counselor, or campus administrator.

The student and parent should each sign this page on the space provided below, then return the page to the student's school. Thank you.



We acknowledge that we have received the Midland Academy Student Handbook for the 2011-12 school year, and that we are responsible for reading and understanding the information contained here.

Student's Name: _____

(Please print)

Student's Signature: _____ Date: _____

Parent's Name: _____

(Please print)

Parent's Signature: _____ Date: _____

School: _____ Grade Level: _____

REQUIRED LEGAL NOTICES

Nondiscrimination: Midland Academy does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973, as amended. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Jill Lankford, whose office is located at 500 North Baird, Midland, TX, and who can be reached by telephone by calling 432-686-0003.

The Section 504 Coordinator for the school district is Janet Wallace, whose office is located at 500 North Baird, Midland, TX, and who can be reached by telephone by calling 432-686-0003.

Homeless Liaison and Title I Participants

Donna Cornelius is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact Mrs. Cornelius at 432-686-0003.

Brenda Martinez is our Parent Involvement Coordinator who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact Mrs. Martinez at 432-686-0003.

Family Educational Rights and Privacy Act: Midland Academy creates and keeps general education records for all students enrolled in school. Those records are confidential and generally are available only to parents and school personnel or other people who are acting on behalf of the Midland Academy. When we say "parents" have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person with whom the child resides and who is acting as a parent in the absence of the child's parent or legal guardian.

Parents control the access to their children's education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and obtain a copy their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or obtain a copy his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 7:30 a.m. to 4:30 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from the principal's or superintendent's office. Copies will be provided to parents within a reasonable time after parents have made a written request for copies. Parents will be charged the district's usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child's records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student's record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- Midland Academy will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- Midland Academy may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the school, who is under the school's control related to the use of the records, and who has complied with school limitations on the re-disclosure of personally identifiable information from education records.
- Midland Academy will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- Midland Academy will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in this Student Handbook.
- Midland Academy will release educational records to a juvenile justice agency in accordance with an agreement between the school and the agency. The

- Midland Academy will release educational records to “school officials,” meaning any employees, trustees, or agents of the school, including persons employed in shared services arrangements or cooperatives of which the school is a member, school volunteers, parents or students serving on official committees, and the school’s legal counsel, who have a “legitimate educational interest” in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the school, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating school programs.

If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

DIRECTORY INFORMATION

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student.

If you do not want Midland Academy to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 01, 2011.

Midland Academy has designated the following information about your child as directory information: name, address, telephone listing, school e-mail address, photograph, degrees, honors, awards received, date of birth, place of birth, major field of study, dates of attendance, grade level, most recent school attended, security recordings unless used to impose discipline, participation in officially recognized activities and sports, height & weight of members of athletic teams.

If you DO NOT want us to release ANY information about your child without your written consent, check this box and return the form by September 01, 2011.

We have designated the following categories of directory information as pertinent to limited school-sponsored purposes. "School-sponsored purposes" means for publication in a student directory, a school yearbook, or official school publications including the school's website and programs for school-sponsored events.

<input type="checkbox"/> Name	<input type="checkbox"/> Address
<input type="checkbox"/> Telephone listing	<input type="checkbox"/> School electronic mail address
<input type="checkbox"/> Photograph	<input type="checkbox"/> Degrees, honors, awards received
<input type="checkbox"/> Grade level	<input type="checkbox"/> Most recent school attended
<input type="checkbox"/> Participation in officially recognized activities and sports	<input type="checkbox"/> Height & weight of members of athletic teams

- If you CONSENT to the use of all of the above-listed items for limited school-sponsored purposes ONLY, check this box and return this form to us by September 01, 2011.
- If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, check this box AND the categories for which you are providing consent and return this form to us by September 01, 2011.

Midland Academy receives federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-9) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent. Please note that you may not selectively withhold this information from military recruiters but provide it to institutions of higher education.

- If you DO NOT want us to release your secondary school (grades 7-9) child's name, address, and telephone number to a military recruiter or institution of higher education, check this box.

Student's Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian's Signature

Date

Protection of Pupil Rights Amendment: We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or his or her parent; or
8. income, other than as required by law to determine program eligibility.

Invasive Examinations or Screenings: We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, acanthosis nigricans, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

Teacher Qualifications: You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

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 school's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

If Midland Academy determines that the evaluation is not needed, the school 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 school. 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:

Contact Person: Jill Lankford

Phone Number: 432-686-0003

Bacterial Meningitis Information: What is meningitis?

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

There are two common types of bacteria that cause meningitis: - *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness -

Neisseria meningitidis—Meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have:

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

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

What is the risk of getting bacterial meningitis?

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

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

How is bacterial meningitis diagnosed?

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

For more information

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

Pest Control: Periodically, Midland Academy buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.

Asbestos Management Plan: Midland Academy's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in District facilities, is available in the Superintendent's office during regular business hours, 7:30 a.m. to 4:30 p.m., Monday through Friday. If you have any questions, please contact Jill Lankford, at 432-686-0003

GENERAL INFORMATION

2011-2012 School Calendar

The 2011-2012 Midland Academy calendar is the first page of the appendix.

Student's Legal Name

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

Admission, Enrollment, Release, Withdrawal

All students are admitted and enrolled in Midland Academy Charter School on probationary status. Attendance documentation which includes absences, "early outs" and tardies, Academic Progress and Discipline Referrals will be reviewed by the principal or designee at the end of each nine-week grading cycle. Any student who has excessive absences, lack of academic progress or repeated violations of the Student Code of Conduct will be withdrawn from enrollment in Midland Academy Charter School.

The purpose of the Admission Process is to establish a student's eligibility to attend Midland Academy Charter School. Eligibility is determined primarily on whether the student lives in the geographic area served by Midland Academy Charter School and whether the student is in a grade level offered by Midland Academy Charter School. Midland Academy can reject a student's application for admission if it is determined:

1. that the applicant provided false information on the admissions application;
2. that the later review of the applicant's education records indicates that the student should be placed in a grade level for which there are no spaces available; or
3. that the later review of disciplinary records indicates that the student is disqualified from admissions eligibility.

After the student is enrolled, the formal admission and enrollment process ends. The student is officially part of Midland Academy Charter School, which now has the privileges and responsibilities associated with that student's education.

We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be

admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

At the time of enrollment, we will request that you disclose whether your child has a food allergy or a severe food allergy (including the food to which the child is allergic and the nature of the allergic reaction) that, in your judgment, should be disclosed so that district officials may take necessary precautions regarding the child's safety. This information is confidential and will be disclosed only to those employees who need the information to appropriately care for your child.

Certain Transfers—Victims of Bullying and Sexual Assault

If you believe that your child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at Midland Academy. If we verify that your child is the victim of bullying, the transfer will be made. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

If another student in the district is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to another classroom, and the request will be granted. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

Release During the School Day

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and she or he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

Withdrawing from School

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

Attendance Requirements

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

Regular attendance is critical to your child's success in school. It is also critical to the Midland Academy's success because it is a factor in the district and campus rating under the state accountability system and is a significant factor in the amount of state financial aid the district is entitled to receive.

At the end of each nine-week grading cycle, the attendance records, which include daily attendance, "early-outs" and tardies, will be reviewed. If it is determined that a student exceeds two absences, two "early outs" or two tardies, the student will be withdrawn from enrollment at Midland Academy Charter School.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or

he returns to school. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

If the child does not bring a signed note, the absence will be classified as unexcused. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused.

Doctor and Dental Appointments: Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day. These excused absences include those for a student diagnosed with autism spectrum disorder to attend appointments with health care practitioners to receive a generally recognized service for persons with that diagnosis, such as applied behavioral analysis, speech therapy, and occupational therapy.

Religious Holidays: Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Court Appearances: Absences for required court appearances will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's appearance in court.

Sounding "Taps" at a Veteran's Funeral: Absences by students in grades 6-12 for the purpose of sounding "Taps" at a veteran's funeral with military honors may be excused upon verification that the student provided the service noted.

Citizenship/Naturalization Activities: Absences for appearing at a government office to complete citizenship application paperwork and for taking part in a United States naturalization oath ceremony will be excused upon verification of the student's participation.

Attendance and Credit Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. State law generally requires students to be "in attendance" for at least 90 percent of the days a class is taught during a semester or year. The attendance for credit standard for Midland Academy is 95 percent of the days a class is taught during a semester or year. All absences from class, excused or unexcused, are counted in determining whether a student has met attendance for credit requirements.

Students who are in attendance in a class at least 75% of the days but less than 95% are eligible to receive credit if they complete a plan approved by the principal providing for the student to meet the instructional requirements for the class.

In the 2011-12 school year, we require students to be in class for 76 days in the Fall Semester and 90 days in the Spring Semester to meet the 95% attendance for credit requirements. Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal's plan for meeting instructional requirements, the committee can award credit or tell the student what additional work, additional time, or both time and work must be completed in order for the student to get credit for the grade level or course. We offer a Saturday school program as one way students can make up time and ordinarily will charge a fee for participating in that program. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child's situation.

Conduct and Discipline

Along with this Student Handbook, your child has also received a copy of the Midland Academy Student Code of Conduct. The Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

Dress and Grooming Code

Standard Attire for Students

School Uniforms

To help create an environment conducive to learning, students at the Midland Academy are required to wear a simple uniform. This policy is designed to permit students to focus their attention on academics and on those aspects of their personalities that are truly important.

All uniform clothing must be in generally good condition, not overly worn, and without stains. Uniform clothing must also fit appropriately, not being more than two sizes too large or be undersized.

Uniform clothing should in no way depict drugs, sex, violence or alcohol. Children can wear any outerwear to and from school, but non-uniform outerwear must be

removed when inside the school building and classrooms. Outerwear includes such items as sunglasses, coats/jackets, hooded sweatshirts, hats, scarves, and gloves. Wearing outerwear in the building could result in the item being confiscated and/or an after school detention, and a phone call to the parent.

The school reserves the right to require compliance with this policy and to make exceptions, such as excluding certain items, grooming or dress, in an effort to maintain a learner-centered environment.

School Uniform Standards- PK – 6th Grades

Bottoms

- Boys may wear solid color khaki or navy pants or shorts, and
- girls may wear solid color khaki or navy long pants, Capri pants, skirts, shorts, skorts, or jumpers. Collared solid color navy dresses are also permitted.
- No bottom may be more than 3” from the top of the knee. **Baggy or wide-legged pants are not permitted.**
- Pants should not be cut at the cuff or hem nor have open seams.
- All bottoms must be worn at the natural waist (no hip hugger styles or sagging).
- Belt loops may not be cut off.
- Overalls, tight fitting pants, and leggings are not permitted.
- The slit or opening of a skirt, skort, or shorts must not violate the 3” rule from the top of the knee.

Tops

- Both girls and boys wear navy, maroon, or white knit polo shirts with a collar or turtleneck shirts.
- Shirts must be tucked in and clean.
- Navy, maroon, gray or white cardigan sweaters, fleece jackets, and sweatshirts are allowed; however, hoods, pockets, and drawstrings are not allowed on outerwear inside the classroom.
- The sweatshirt must also be banded at the wrist and waist and worn over a visible school uniform shirt.
- Short-sleeve undershirts are allowed if worn in solid navy, maroon, or white.

Shoes

- Students are required to wear closed-toe shoes that are appropriate for physical education and recess.
- **No shoes with wheels or lights are allowed.**
- Shoestrings must be tied.
- High-heeled shoes (more than 2 inches), open-toe sandals and cleats are not permitted.
- Boots are allowed, but cannot have steel toes. Pants should not be tucked into tops of boots.
- All shoes must have a back that supports and covers the heel.
- Any shoes that may cause a distraction will not be allowed.

Socks and Belts

- Students must wear socks or hosiery. Socks or hosiery must be worn at all times for all grade levels regardless of shoe type.
- Color choices for socks or hosiery include blue, white, black, or brown.
- If there are belt loops on their shorts, pants, skorts, or skirts, a belt **must** be worn.
- Belts may be brown, black, navy or khaki with no contrasting colors or attachments.
- **PreK students are not required to wear belts.**

Jewelry/Accessories

- Girls may wear simple stud earrings (one per ear) that do not hang from the ear.
- Any piercing other than in the ear is not allowed.
- Boys cannot wear earrings at any time.
- Make-up is not permitted in the elementary school.
- **Artificial nails are not allowed at any grade level.**
- Students can wear wristwatches. The watch should not cause any distractions with lights or sounds during the day.
- All other jewelry including rings, bracelets, necklaces, anklets, and accessories are not permitted.
- Tattoos and body glitter are also not allowed.

Hair

- Students must keep their hair neat and out of their eyes.
- No facial hair is allowed. Boys must be clean-shaven.
- Students may not wear drastic or unnatural hair colors or styles, *e.g.*, shaved to show letters, numbers, Mohawks, or designs.
- For boys, the hair should not extend below the jaw line or over the shirt collar.
- Bandana-styled headbands or caps are not allowed inside the building.

Standard Attire for Students

School Uniforms

To help create an environment conducive to learning, students at the Midland Academy are required to wear a simple uniform. This policy is designed to permit students to focus their attention on academics and on those aspects of their personalities that are truly important.

All uniform clothing must be in generally good condition, not overly worn, and without stains. Uniform clothing must also fit appropriately, not being more than two sizes too large or be undersized.

Uniform clothing should in no way depict drugs, sex, violence or alcohol. Children can wear any outerwear to and from school, but non-uniform outerwear must be removed when inside the school building and classrooms. Outerwear includes such items as sunglasses, coats/jackets, hooded sweatshirts, hats, scarves, and gloves.

Wearing outerwear in the building could result in the item being confiscated and/or an after school detention, and a phone call to the parent.

The school reserves the right to require compliance with this policy and to make exceptions, such as excluding certain items, grooming or dress, in an effort to maintain a learner-centered environment.

School Uniform Standards- 7th – 9th Grades

Bottoms

- Boys may wear solid color khaki or navy pants or shorts, and girls may wear solid color khaki or navy long pants, Capri pants, skirts, shorts, skorts, or jumpers. Collared solid color navy dresses are also permitted for girls.
- No bottom may be more than 3” from the top of the knee. Baggy or wide-legged pants are not permitted.
- Pants should not be cut at the cuff or hem nor have open seams. All bottoms must be worn at the natural waist (no hip hugger styles or sagging).
- Belt loops may not be cut off. Overalls, tight fitting pants, and leggings are not permitted.
- The slit or opening of a skirt, skort, or shorts must not violate the 3” rule from the top of the knee.

Tops

- Both girls and boys wear navy, maroon, or white knit polo shirts with a collar or turtleneck shirts.
- Shirts must be tucked in and clean.
- Navy, maroon, gray or white cardigan sweaters, fleece jackets, and sweatshirts are allowed; however, hoods, pockets, and drawstrings are not allowed on outerwear inside the classroom.
- The sweatshirt must also be banded at the wrist and waist and worn over a visible school uniform shirt.
- Short-sleeve undershirts are allowed if worn in solid navy, maroon, or white.

Shoes

- Students are required to wear closed-toe shoes that are appropriate for physical education and recess.
- Shoes with wheels or lights are not allowed.
- Shoestrings must be tied.

- High-heeled shoes (more than 2 inches), open-toe sandals and cleats are not permitted.
- Boots are allowed, but cannot have steel toes. Pants may not be tucked inside the boots.
- All shoes must have a back that supports and covers the heel.
- Any shoes that may cause a distraction will not be allowed.

Socks and Belts

- Students must wear socks or hosiery.
- Socks or hosiery must be worn at all times for all grade levels regardless of shoe type.
- Color choices include blue, white, black, or brown.
- If there are belt loops on their shorts, pants, skorts, or skirts, a belt **must** be worn.
- Belts may be brown, black, navy or khaki with no contrasting colors or attachments.

Jewelry/Accessories

- Girls may wear simple stud earrings (one per ear) that do not hang from the ear.
- Any piercing other than in the ear is not allowed.
- Boys cannot wear earrings at any time.
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- Students can wear wristwatches. The watch should not cause any distractions with lights or sounds during the day.
- All other jewelry including rings, bracelets, necklaces, anklets and accessories are not permitted.
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Hair

- Students must keep their hair neat and out of their eyes.
- No facial hair is allowed. Boys must be clean-shaven.
- Students may not wear drastic or unnatural hair colors or styles, *e.g.*, shaved to show letters, numbers, Mohawks, or designs.

- For boys, the hair should not extend below the jaw line or over the shirt collar.
- Bandana-styled headbands and caps are not allowed.

Harassment of Students

We prohibit students from sexually harassing other students and from sexually harassing employees; we also prohibit harassment based on anyone's race, color, religion, gender, national origin, or disability. Engaging in harassment is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object. See the Student Code of Conduct for a complete description of the offense of "harassment" and possible disciplinary consequences.

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school employee or about any other kind of harassment, do not hesitate to contact the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or the superintendent regarding any other harassment. We will listen to your concern and conduct a prompt investigation, if warranted based on the allegations. We also will look into reports that other students have been making sexual or other harassing comments to or engaging in sexual or other inappropriate conduct or contact with your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act, p. 10) protects the confidentiality of information about the student you reported for investigation. In other words, we will not ordinarily disclose to you the specific discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrong-doing on the employee's part.

A copy of the entire policy addressing prohibited harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation is included in the appendix of this handbook.

Searches of Students, Lockers, and Vehicles on School Property

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

Questioning Students at School

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or employees, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

Pledges, Minute of Silence, Prayer, and Meditation

Each day students will participate in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or at any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

CURRICULUM AND PROGRAMS

General Curriculum Information

Midland Academy operates a PreK – 9th program that meets all state curriculum requirements.

A free half-day pre-kindergarten program is available for children who are at least four years old on September 1 and who are eligible because:

1. they cannot speak or understand English;
2. they are homeless as defined by federal law;
3. they are educationally disadvantaged;
4. they are the child of an active duty member of the armed forces, including a National Guard member ordered to active duty;
5. they are the child of member of the armed forces, including a National Guard member, who was injured or killed while on active duty; or
6. they are or ever have been in the conservatorship of the Department of Family and Protective Services, after an adversary proceeding

If you think your child or children are eligible, please contact the principal.

Structured Physical Activity

In accordance with state law, we ensure that all students in elementary school and junior high school engage in the amount and level of physical activity required by the State Board of Education.

Special Programs

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

Special Education: Midland Academy provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may

request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Jill Lankford, Superintendent at 432-686-0003, or your principal to receive full information about our special education programs. See also the required Notice at the beginning of this Handbook.

Section 504: Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

Gifted and Talented Students: Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students.

Accelerated or Intensive Instruction/Students At-Risk: Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

Counseling Programs and Services

Midland Academy provides counseling services. Academic achievement will be closely monitored, by teachers and the principal. You will be advised if the need for

additional assistance for your child arises. We will administer the PSAT and provide information to secondary students regarding higher educational opportunities.

Testing and Assessment Programs

Once again, the statewide assessment program is in transition. Students and parents will be informed of changes in the program affecting them as those changes are implemented. The current transition will eliminate TAKS for high school students and implement instead a state-developed end-of-course examination in core curriculum courses. Students in grades 3-8 will now be assessed using the State of Texas Assessment of Academic Readiness (“STAAR”).

Results of the state examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide and federal accountability systems. Please make every effort to have your children at school on state test administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

As required by state law, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your child in writing at the end of the school year.

Grading and Report Cards

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teachers is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child’s performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

PreK, Kindergarten, 1st Grade and 2nd Grade will report student achievement on skills-based Progress Reports. 3rd – 9th Grades will use traditional computer-generated report cards for communicating student achievement with parents.

With the report of grades for the first grading period of the school year, we will inform you of the most recent performance rating of your child’s campus under the state’s Student Achievement Indicator System, along with a definition and explanation of each performance rating.

1 st Nine Weeks begins – August 22, 2011	1 st Nine Weeks ends – October 14, 2011
2 nd Nine Weeks begins – October 17, 2011	2 nd Nine Weeks ends – December 16, 2011
3 rd Nine Weeks begins – January 3, 2012	3 rd Nine Weeks ends – March 9, 2012
4 th Nine Weeks begins – March 19, 2012	4 th Nine Weeks ends – May 24, 2012

Promotion, Retention, Award of Credit

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

If your child entered kindergarten in the 2000-2001 school year or after, he or she will have to pass the STAAR examination in the fifth and eighth grades—in order to be promoted to the sixth and ninth grades. If your child does not pass the STAAR, we will provide intensive instruction in your child’s area(s) of academic weakness. Contact your principal for more information.

The promotion standard at Midland Academy is a student in 3rd – 9th Grades must pass 3 out of 4 core subjects with an overall average of 70. The core subjects are English Language Arts, Social Studies, Math and Science. The promotion standard at Midland Academy for students in PreK – 2nd Grade is mastery of grade-level skills and standards.

Library Facilities, Hours, and Access

Midland Academy has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a library aide. Students have access to the library during the school day.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child’s access to the questioned materials.

Educational Technology and Acceptable Use

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You

will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director.
2. Viewing, posting or distribution of messages that are obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, offensive to others, threatening to others, or illegal, because a significant part of the District's educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position, measure, or proposition. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
4. Viewing or participating in social network sites or chat rooms other than those sponsored and overseen by the District.
5. Tampering with anyone else's computer, files, or e-mail.
6. "Hacking," i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
7. Attempting to change, disable, or destroy District equipment, files, or data or any other user's data or files, including introducing computer viruses into the District's system by any means.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct.
12. Use related to commercial activities or for commercial gain.
13. Advertisement for purchase or sale of a product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

OF SPECIAL INTEREST TO STUDENTS

Extracurricular Activities

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as UIL academic activities, are closely related to subjects taught in the curriculum; others, such as the National Junior Honor Society, help students build leadership skills. All of the academic, athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular. Secondary students will have the opportunity to participate in UIL academic competition, South Plains Math/Science competition, Cross Country track and orchestra. Although most extracurricular activities are designed for students in grades 7-9, we encourage elementary students in grades 2 – 6 to participate in UIL Academic competition.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced placement or international baccalaureate course or in an honors or dual credit course in English language arts, math, science, social studies, or a language other than English. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

The following groups, activities, and organizations are authorized extracurricular activities in Midland Academy: UIL Academics, South Plain Math/Science Competition, NJHS, Cross Country and Orchestra. Students can miss a class no more than 10 times in the school year to participate in an approved extracurricular activity. If a student advances to a post-district competition level, she or he is allowed up to five additional absences.

Student Publications/Distribution of Materials

All materials prepared and published as part of a school's language arts programs and/or technology program are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Midland Academy has an area in the school where nonschool publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute nonschool publications or materials in the classroom or hallways.

Before nonschool materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within two school days after the materials are

submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students can appeal to the superintendent using the student complaint policy.

Graduation Plans

The Minimum and Recommended programs in place for ninth graders entering in 2007-08 and after and a basic description of their requirements are described in the chart below. Contact the counselor for information on graduation plans for students who entered the ninth grade before the 2007-08 school year.

Minimum High School Program		Recommended High School Program	
English Language Arts or approved substitute	4	English Language Arts	4
Mathematics-including Algebra I and Geometry	3	Mathematics-Algebra I & II, Geometry, plus one other approved math course	4
Science-Biology and IPC or approved substitute	2	Science-Biology required; 2 from IPC, Chemistry, Physics (not more than one from each area), plus one other lab-based science course	4
Social Studies-World History or World Geography & US History After Reconstruction & .5 Government	2.5	Social Studies-World History, World Geography, US History After Reconstruction, Government, Economics-Free Enterprise	4
Academic Elective-World History, World Geography, or a Science class	1	Language other than English (in the same language)	2
Economics-Free Enterprise	.5		
Physical Education (2 maximum for state credit)	1.5	Physical Education (2 maximum for state credit)	1
Health Education	.5		
Speech-Communication Applications	.5		
Technology Applications	1		
Electives	5.5	Fine Arts	1
		Electives	6
Total Units Required	22	Total Units Required	26

The Distinguished Achievement/Advanced Program is similar to the Recommended Program with the following differences and additional requirements:

Recommended Program		Distinguished Achievement/Advanced Program	
Language other than English (in the same language)	2	Language other than English (all in the same language)	3
Electives	6	Electives	5

For the Distinguished Achievement/Advanced Program, students must also receive any combination of four of these advanced measures that are assessed through an external review process:

1. Score of 3 or higher on College Board Advanced Placement examination(s).
2. Score of 4 or higher on International Baccalaureate examination(s).
3. Grade point of 3.0 or higher in courses that count for college credit, including advanced technical credit courses and dual credit courses.
4. PSAT that qualifies student for recognition as Commended Scholar or higher; as part of National Hispanic Scholar Program; or as part of National Achievement Scholar Program for Outstanding Negro Students.
5. Original research/project related to the required curriculum that is judged by a panel of professionals in the field that is the focus of the project or conducted under direction of mentor(s) and reported to an appropriate audience.

Personal Graduation Plan: All students in grades 6 - 9, will be asked to participate in developing a personal graduation plan. That plan will identify your child's education goals and will take into consideration your educational expectations for your child. Should a personal graduation plan be appropriate for your child, the principal will contact you with more specific information.

OF SPECIAL INTEREST TO PARENTS

Parent Rights

Academic Programs: You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect that

the child can perform satisfactorily in the class, the request will not be unreasonably denied.

Teaching Materials: You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are so expensive that we purchase classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

Records and Other Information: As we stated in the "Required Notices" section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on "Questioning Students at School," we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

Video and Audio Recording: We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses;
- a purpose related to a co-curricular or extracurricular activity;
- a purpose related to regular classroom instruction; or
- media coverage of the school.

Psychological Examinations: We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect. If the examination or test is part of the comprehensive assessment to see if your child needs special education or related services, before we obtain consent, on your request, we will provide you with information about the name and type of examination and how the examination will be used to develop an appropriate individualized program for your child.

Exemption from Instruction: You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child's teacher.

However, you are not entitled to remove your child from class or an activity to avoid taking a test or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

Campus Performance and Accountability: We will keep you informed annually of your children's campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding public school choice and transportation at that time. You will receive information with your child's report card for the first reporting period of each year related to the campus performance rating under the state accountability system.

Classroom Celebrations: You or a grandparent may provide any food product of your choice to your child and his or her classmates on the occasion of the child's birthday or for any other school-designated function, such as class parties, bake sales, etc. This food product may not be taken to a classroom prior to 3:00 p.m. Prior arrangements must be made with teacher and/or principal before any food product may be brought to the classroom.

Visiting School

You are welcome to visit your children's schools from time to time; however, you must comply with our policy requiring **all** visitors to go first to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers and may be subject to arrest.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child. Unless we have possession of a court document that limits a possessory conservator's (that is, the parent who does not ordinarily have custody of the student) access to

their child while at school, we will permit either parent to eat lunch with their children at school.

Each visitor to Midland Academy must sign in at the front office and receive a Hall Pass Visitor badge.

Complaint Process

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within 15 business days of the events or situation about which you are concerned . Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of problem, you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you must put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a written response within ten business days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to consider the matter at a future meeting. You must, however, follow our established policies and use our forms.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

Student Health Concerns

We have adopted and enforce policies to ensure that our campuses comply with Texas Department of Agriculture guidelines for restricting student access to vending machines containing foods of minimal nutritional value. Generally, this means that soft drinks and other foods of minimal nutritional value will not be available to elementary students during the school day or to secondary students during any designated meal periods.

As required by state law, we have and enforce prohibitions against student possession and use of tobacco and tobacco products on campuses or a school-sponsored or –related activities. These prohibitions are addressed in the Student Code of Conduct and also in board policy and the employee handbook.

The district's student health advisory council met four (4) times during the preceding school year and will meet at least four times during each school year.

In collaboration with you and, if possible, your child's physician, we will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child's physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

Student Illness or Injury at School

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have a school nurse available on each campus and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

Administering Medicine at School

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with

severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and a written statement from child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

The nurse or authorized personnel may administer commonly used over-the-counter treatments, such as antacids, aspirin, acetaminophen, ibuprofen, antibiotic ointments, when provided by the parents. Nurses or authorized personnel will administer these medications according to the labeled instructions if you make a written request to the nurse, providing the same basic information as is required for administering prescription drugs.

If your child has unique medical conditions or any other condition that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

If your child has a food allergy or a severe food allergy that, in your judgment, would require immediate medical attention if the student were exposed to the allergen, we will ask you to disclose that information, including the food to which the child is allergic and the nature of the allergic reaction, at enrollment so that we may take necessary precautions for the child's safety. The information provided is confidential and will be disclosed only to those employees who need the information in order to appropriately care for your child.

Lost, Damaged, or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable watches or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

Midland Academy maintains a "Lost and Found" in the administrative offices; clothing and other items that are turned in as "lost" and not claimed by the end of the school year will be donated to a local charity.

Telephone Use

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. Improper use of a cellular phone or other electronic communication device during the school day will result in the item's being confiscated.

Parent Organizations/Volunteer Opportunities

Every campus in the district has an active Parent-Teacher Organization, and we encourage you to actively participate in the group at your child's or children's campus.

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs.

Transportation Program

Midland Academy does not provide transportation on school buses to and from school. We do provide transportation for field trips. When riding on a Midland Academy bus, students are expected to follow all directives and safety rules.

Authorized Fees

Although the basic cost of your child's public education is provided through state funding and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials, supplies, or materials that must be returned to the school.
- fees for items of personal use or products a student chooses to purchase, such as student publications.
- a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments

- fees for personal apparel used in extracurricular activities that become the student's personal property, such as Cross Country uniforms.

- fees, not more than \$50, for attendance in a program offered outside of regular school hours that allows students who have excessive absences that would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

Food Service/Free and Reduced-Price Food Program

We serve a variety of nutritious food for students and faculty members at a nominal cost. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, i.e., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Students may pay in advance for meals. Advance payment will be credited to the student's meal account. Students may also pay for meals on a daily basis. Midland Academy students are allowed to charge meals up to the established limit of \$10.00.

If a student exceeds the \$10.00 charge limit, he/she will be given a peanut butter and jelly sandwich or a ham sandwich with a cup of water.

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact the Director of Food Services, Donna Cornelius.

Meal Prices

Breakfast - \$1.00	Lunch - \$2.25	Adult breakfast - \$1.00
Reduced Breakfast - \$0.30	Reduced Lunch - \$0.40	Adult lunch - \$2.50