MIDLAND INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS

F – STUDENTS

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ADMISSIONS
FD (REGULATION)

VERIFICATION OF AGE

The principal must verify the age of each student enrolling in the District for the first time. If a birth certificate is not available, the principal may accept other documents as specified in the Texas Education Code as proof of a student's age.

PROOF OF RESIDENCE

At the time of registration, the parent, guardian, or other person having lawful control of the student under order of a court must present proof of residence in the District and attendance zone in the form of one or more of the following:

1. A current lease agreement.
2. A current utility bill indicating address and the adult's name.
3. Other documents as approved by the Executive Director of Administrative Services.

For a student living separate and apart from his or her parent, guardian, or other person having lawful control under order of a court, the adult District resident with whom the student resides must provide proof of residence in the same manner as a parent.

VERIFICATION OF RESIDENCE INFORMATION

District staff in charge of enrollment procedures may require additional documentation when a student's residence status is in question. Other verification of a student's residence information may be approved by the Executive Director of Administrative Services. In addition, a District attendance officer or another District employee may visually inspect/visit the residence for evidence that the student indeed lives there.

EXCEPTION

In accordance with law, the District will waive this requirement in the case of a student who is homeless. [See FD(LEGAL)]

ADMISSION INFORMATION

The District requires completion of a form containing information on each student seeking admission. If the student is not living with a parent, guardian, or other person having lawful control of the student, the District will verify the student's reason for establishing a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student under order of a court.

DESIGNATION OF PERSON STANDING IN PARENTAL RELATION

The District will request that a Power of Attorney be provided for any student not currently residing with a parent or guardian. The District will establish a timeline for the completion and return of the Power of Attorney and a procedure for waiving this request when the Superintendent or designee determines that a student's circumstances preclude compliance. Generally, Powers of Attorney are not accepted for students who have a parent or guardian residing in the District.

CHILDREN UNDER 11 YEARS OF AGE

When a child under the age of 11 years old is enrolled for the first time, the District will request previous school records (or verification of previous school records if records are provided by the person enrolling the child). If the person enrolling the child does not provide the valid prior school information and a certified copy of the child's birth certificate or other reliable proof of the child's identity, the principal or designee will notify the appropriate local law enforcement agency.

FLAGGING RECORDS OF MISSING CHILDREN

School records of all children reported to the District as missing by law enforcement authorities will be flagged so that law enforcement can be notified if there is a subsequent request for those records. If a request for a flagged record is made in person, the school will require the person to fill out a form stating the person's name, address, telephone number, the relationship to the child, and the name, address, and birthdate of the child, copy the person's driver's license, and immediately notify law enforcement. When a missing child under 11 is returned and law enforcement notifies the school, the flag will be removed.

Approved – October 2006

ADMISSIONS:
INTERDISTRICT TRANSFERS
FDA (REGULATION)

HARDSHIP TRANSFERS

Hardship or emergency transfers may be requested by the parents at the office of the Executive Director of Administrative Services.

Eligibility for hardship transfers will be based on one or more of the following circumstances:

1. The student wishes to take academic courses needed for graduation and not offered in the District of residence.

2. The student has attended school in the receiving district for at least the two previous years and will be eligible for graduation this school year.

3. The student is under ten years of age, both parents (or one parent in a single parent household) work, and no child-care facility is located within the sending district.

4. The student's health is involved, as certified by a medical doctor; or the student's safety is involved, as certified by the Superintendent of the sending district and the Superintendent of the District.

5. The parent or guardian of the student is employed by the District [see DEB(LOCAL)].

6. The receiving school is more than 20 miles closer to the student's home than the school of residence.

Transfers may be rejected for the following reasons:

1. Admission of the student would cause overcrowding of classes.

2. The student's prior conduct record.

3. The student's prior attendance record.

4. Other lawful reasons determined by the Superintendent.

Approved – October 2006

STUDENT WELFARE
FFA (REGULATION)

The Campus School Health Advisory Council (CSHAC) team will serve as the primary health and wellness communication link from campuses to the district School Health Advisory Council (SHAC). The CSHAC teams will develop site-based guidelines that advance student health and are included in the Campus Improvement Plan and evaluated at the end of each year. The following are general regulations that apply throughout the District.

NUTRITION

1. Every CSHAC will establish age-appropriate guidelines for food and beverages at classroom parties or school celebrations that advance student health.
2. Every CSHAC will provide teachers with education and guidelines on the use of food as a reward in the classroom.
3. Every CSHAC will establish guidelines for school-sponsored fund-raising activities that involve serving or selling food.
4. Every CSHAC will suggest that healthy food and beverage options be included at concessions at school-related events outside the school day.

NUTRITION EDUCATION

1. Students shall receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. Nutrition education will be a District-wide priority and will be integrated into other areas of the curriculum, as appropriate.
3. Staff responsible for nutrition education will be adequately prepared and will participate in professional development activities to effectively deliver the program as planned.
4. The child nutrition staff, teachers and other school personnel will coordinate the promotion of nutrition messages in the cafeteria, the classroom and other appropriate settings.
5. Educational nutrition information shall be shared with families and the general public to positively influence the health of students and community members.

(See MISD Regulation CO for additional information concerning Child Nutrition Services)

PHYSICAL ABILITY

1. The District will provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.
2. Physical education classes will regularly emphasize moderate to vigorous activity.
3. The District will encourage teachers to integrate physical activity into the academic curriculum where appropriate.
4. Before-school and after-school physical activity programs will be offered and students will be encouraged to participate.
5. Teachers and other school staff will receive training to promote enjoyable, life-long physical activity for themselves and students.
6. The District will encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

OTHER SCHOOL-BASED ACTIVITIES

1. Sufficient time will be allowed for students to eat meals in lunchroom facilities that are clean, safe and comfortable.
2. Wellness for students and their families will be promoted at suitable school activities.
3. Employee wellness education and involvement will be promoted at suitable activities.

IMPLEMENTATION

The Midland ISD SHAC Chairman will oversee the implementation of this policy and will develop administrative procedures, as needed, for periodically measuring the implementation of the wellness policy. The MISD SHAC will conduct an annual review of campus education improvement plans to insure that the local Wellness Policy is developed, implemented and improved on each campus.

Approved – October 2006

STUDENT SAFETY:
BICYCLE/AUTOMOBILE USE
FFFD (REGULATION)

PARKING PERMITS

Any student wishing to park a vehicle in District parking lots should request a parking permit at the beginning of the school year. A parking fee, determined by the Superintendent or designee, may be assessed. So long as space is available, parking permits may be issued throughout the year.

PARKING GUIDELINES

Students will not be permitted to:

1. Speed in any District parking lot.
2. Double-park or back-in park.
3. Park across a white or yellow line.
4. Park in a fire lane.
5. Loiter or sit in parked cars during school hours.

Students may be subject to parking citations and/or disciplinary action in accordance with the Student Code of Conduct for violation of this regulation. Cars may be towed away at the owner's expense for violation of this regulation.

Approved – October 2006

STUDENT WELFARE:
CHILD ABUSE AND NEGLECT
FFG (REGULATION)

ABUSE

As defined in the Family Code, Section 261.001, abuse includes the following acts or omissions by a person:

1. Mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning.

2. Causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning.

3. Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm.

4. Failure to make reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child.

5. Sexual conduct harmful to a child's mental, emotional, or physical welfare.

6. Failure to make a reasonable effort to prevent sexual conduct harmful to a child.

7. Compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code.

8. Causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene (as defined by 43.21, Penal Code) or pornographic.

NEGLECT

As defined in the Family Code, Section 261.001, neglect includes:

1. The leaving of a child in a situation where the child would be exposed to a substantial risk of harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child.

2. The following acts or omissions by a person:
    a. Placing the child in or failing to remove the child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child.
    b. Failing to seek, obtain, or follow through with medical care for the child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child.
    c. Failing to provide the child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused.
    d. Placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child.

3. The failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

REPORTS

The principal must establish campus procedures for reporting child abuse or child neglect. Each employee is directed to comply with these procedures and is under independent statutory obligation to report any suspected child abuse or neglect within 48 hours of first suspecting that a child has been abused or neglected.

FIRST REPORT

An employee will make the first report of suspected abuse and/or neglect by telephone or through the Web site for the Department of Family and Protective

Services (DFPS). The principal or designee may assist the employee in the reporting process. Reports should be made to one of the following agencies:

1. Department of Family and Protective Services (DFPS) Child Protective Services (CPS) 24-hour Hotline - (800) 252-5400 Web site - http://reportabuse.ws/

   Users will be prompted for a login and a password. The login is: professional. The password is: report1.

   The Web site should not be used for reporting a life-threatening/emergency situation.

2. A local law enforcement agency:

   Midland ISD Police Department at 432-689-1059.

   Midland Police Department at 432-685-7149.

In some cases, CPS intake staff may direct the caller to report to local law enforcement as well.

When a report is made by telephone or through the Web site, the employee should describe the situation and express any concerns about the urgency of the situation.

The individual should be prepared to give known family information, e.g., names of other family members and where siblings attend school.

WRITTEN REPORT

A written report may also be sent to the CPS office. Such a written report will give the name and address of the student, the name and address of the person responsible for the care of the student, if available, and any other pertinent information regarding the alleged or suspected abuse or neglect.

SCHOOL INTERVIEW WITH CHILD

Legal authorities investigating an allegation of child abuse or neglect, including employees of CPS, are authorized to interview, examine, videotape, and photograph children at school, without parental permission, if in their opinion, contact with the child is necessary.

The principal will require the representative from CPS or other legal authority to

show identification, sign in at the office, and state the purpose of the campus visit.

The principal may request, but cannot require, that the interview be conducted in his or her presence or that of a designee, e.g., other administrator, helping teacher, counselor, or nurse. The representative from CPS or other legal authority will determine who is to be present during the interview. The principal will ensure that the interview is conducted in a place that respects the privacy and ensures the safety of the student.

Legal authorities may take the child from the campus, if they have provided the principal with adequate explanation of the need for removal and assurance that the parent/guardian will be notified as soon as possible.

Approved – October 2006

STUDENT RECORDS
FL (REGULATION)

DISCIPLINE RECORDS

Student discipline records will include the following:

1. Instances of the student being referred to the office for disciplinary reasons.

2. Calls or conferences held with a parent regarding the student's behavior.

3. Assignments to detention and the number of days the student is assigned.

4. Assignments to in-school suspension and the number of days the student is assigned.

5. Instances of corporal punishment, administered according to District policy; the name of the person administering it, and the name of the witness.

6. Instances of out-of-school suspension and the number of days the student is suspended.

7. Placements in a disciplinary alternative education program (DAEP) and the length of the placements.

8. Instances of expulsion and the length of the expulsions.

RECORDS OF DISTRICT'S POLICE

Records maintained by the District's police force will be maintained in a place separate from a student's academic records, in accordance with federal law.

NOTICES FROM LOCAL LAW ENFORCEMENT

Information received by the District about a student, under Article 15.27, Code of Criminal Procedure, will be maintained separately from the student's permanent academic file. The District will destroy all such information at the end of the school year in which the information was received.

Approved – October 2006

STUDENT ACTIVITIES
FM (REGULATION)

SCHOOL SPONSORSHIP

School sponsorship of student activities will apply only to curriculum-related groups or clubs sponsored and promoted by the school.

GUIDELINES FOR SCHOOL-SPONSORED ORGANIZATIONS

The following guidelines will apply to all school-sponsored organizations:

1. The sponsor must be a District employee.

2. All financial accounts and files will be kept in the principal's office, in accordance with Board policy.

3. An annual budget, detailing revenue and expenditures, will be filed with the principal.

4. All activities must have prior approval from the principal and will be placed on the activities calendar.

5. Each sponsor must file a report with the principal at the beginning of each school year listing membership and officer requirements for the organization.

6. Any constitution or bylaws, and subsequent amendments, require approval from the principal and Superintendent.

NO PASS, NO PLAY EXEMPTIONS

A student may request an exemption from the “no pass, no play” rule for a failing grade in a course identified in policy. (The Office of Student Development will compile the list of applicable courses.) The student may only receive one exemption per course per school year. The exemption may not be granted if the student has been assigned to DAEP or expelled during that school year. The student must request the exemption from the campus principal.

The principal (or other campus administrator designated by the principal in his/her absence) should grant the exemption unless the student has failed to turn in assignments in a timely fashion or the student has failed to attend tutorials or otherwise seek outside help. The principal may grant the exemption if one of the above-listed factors exists if the classroom teacher failed to contact a parent concerning the student’s performance or there are extenuating circumstances (e.g., health or family situations) that impacted the student’s performance.

Revised – August 2009

STUDENT ACTIVITIES:
TRAVEL
FMG (REGULATION)

All requests for approval of trips must be made at least 30 calendar days prior to the date of departure.

Each student must submit a form signed by a parent, giving permission to participate in trips sponsored by a specific school organization.

OVERNIGHT TRIPS

Requests for overnight trips must be submitted for approval in accordance with FMG(LOCAL) and must contain the following information:

1. Dates of departure and return.
2. Events to be attended.
3. Location of events.
4. Names of sponsors.
5. Number of students attending.
6. Number of chaperones attending.

CHAPERONES

The expenses of chaperones for student trips must be incorporated in the trip budget. Chaperones will be recruited at the earliest possible date and may participate in the fund-raising activities to offset their expenses. The number and gender of the chaperones must reflect the student membership (i.e., sufficient male or female chaperones for the group). A recommended ratio of chaperones would be one chaperone for every 10 students. Chaperones must be employees or approved District volunteers.

School-sponsored trips must be supervised by at least one District employee. When both male and female students participate in a school-sponsored overnight trip, they will be accompanied by at least one male and one female sponsor.

Approved – October 2006

STUDENT CONDUCT: DRESS CODE
FNCA (REGULATION)

STANDARD ATTIRE/SCHOOL UNIFORMS

The Superintendent may approve a request to implement standard attire/school uniforms upon a recommendation from the campus principal. The principal's recommendation must include a description of the process used to obtain staff/parent input and a description of the proposed attire. The process must include meetings with the CEIC and PTA Board, along with at least one (1) general parent meeting. The Superintendent will seek final approval from the Board of Trustees as required by policy.

If approved, the campus must notify parents of the standard attire/school uniform requirements at least 90 days prior to implementation. The campus must be certain that federal and/or local funds are available for students who cannot afford to purchase the uniforms and implement procedures for students/families to request such assistance.

All campuses with school uniforms should align their requirements with other uniform campuses so that students transitioning from one campus to another may expect similar rules and utilize some of the same garments.

A parent or guardian may request that his/her child be exempted from the uniform requirement by submitting to the campus principal a written statement of a religious or philosophical objection on a form which is available at each uniform campus. The written request shall be submitted no later than August 1 of the applicable school year. If the student is not enrolled in that school as of August 1, the written request shall be submitted no later than the 10th calendar day after the date of enrollment. The Board will consider the exemption request, on the basis of the written

objection(s), at the next available Board meeting. If the Board grants the request, the student will not be required to wear the campus uniform. Alternatively, the student may be eligible for transfer to a non-uniform campus based on space availability. If the Board denies the request, the student must begin compliance with the uniform requirement no later than the 10th calendar day after the date the parent is notified of the denial. Once a request is approved or denied, such approval or denial remains in effect for the duration of the child's enrollment in any school that requires uniforms.

Revised – May 2012

STUDENT RIGHTS AND RESPONSIBILITIES:
INTERROGATIONS AND SEARCHES
FNF (REGULATION)

NONRANDOM SEARCHES OF STUDENTS

A particular student may be singled out to be searched with a magnetometer only if there exists a reasonable suspicion that the individual to be searched possesses a prohibited weapon.

SEARCHES OF STUDENTS – REASONABLE SUSPICION

A search of a student may occur only when the student is on District premises, or while the student is attending a school-sponsored or school-related event, either on or off school property.

The following rules will apply when the Superintendent, a principal, or other authorized personnel detain and search a student:

1. Authorized personnel may search a student whenever the student consents to such a search; however, consent will not be obtained through threats or coercion.

2. In the absence of consent, a search may occur when an authorized person has reasonable suspicion that the student may be in possession of:
    a. Alcohol;
    b. A prohibited weapon;
    c. Controlled substances or illegal drugs as defined by law;
    d. Stolen property, if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school or school activities;
    e. Any other item that has been or may reasonably be expected to be disruptive of school operations; or
    f. Any other item for which possession by a student is listed as a violation of the Student Code of Conduct.

3. If the search yields contraband, authorized personnel have the authority to detain the student and to preserve any contraband seized.

4. Any search of a student will be conducted by an authorized person who is of the same sex as the student and will be witnessed by at least one other

authorized person who is of the same sex as the student.

5. Strip searches are prohibited. No clothing, except cold weather outer garments and shoes, will be removed before or during a search.

DISCIPLINARY ACTION

Any student found to be in possession of an item prohibited in the Student Code of Conduct will be subject to disciplinary action in accordance with the Student Code of Conduct.

Approved – October 2006