

# TULOSO-MIDWAY High School



## Student/Parent Handbook 2017-2018 Student/Parent Handbook District Information Student Code of Conduct

*Our Mission Statement...Tuloso-Midway High School creates a safe, secure secondary campus able to educate and develop every student into a highly educated, successful, well adjusted, productive citizen through the implementation of both research based and curriculum based instruction satisfying the rigorous expectations of Tuloso-Midway Independent School District.*

**ANN BARTOSH, PRINCIPAL**

**ASSISTANT PRINCIPALS  
GAIL BIRDWELL  
STACY LUCAS  
BENITO PORTILLO**



To Students and Parents:

Welcome to Tuloso-Midway High School! My staff and I look forward to working with you to make this a wonderful year. We believe that through our partnership with you, we will have a very successful year.

Throughout your years at TMHS, we will insure that you have a quality education that prepares you for the future. Our challenging and rigorous curriculum will support your plans for higher education. In addition to the academics at TMHS, we want you to be involved in your school. We want you to take advantage of the numerous activities and organizations at TMHS. Tuloso-Midway High School is your school. You are an integral part in our community.

Please read your handbook carefully. If you have any questions, please do not hesitate to contact me or any staff member at TMHS for more information. We look forward to a great year!

Sincerely,

Ann Bartosh

## **Campus Information**

**Tuloso-Midway High School (Grades 9-12)**  
**2653 McKinzie Road, Corpus Christi, Texas 78410**  
**Telephone: 361-903-6700      Fax: 361-241-4258**  
**Office Hours: 7:30 a.m. – 4:30 p.m.**  
**School Hours: 8:35 a.m.-4:10 p.m.**  
**Morning Tutorials: 8:10 a.m.-8:35 a.m.**

Ann Bartosh – Principal  
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Stacy Lucas– Assistant Principal – Grades 9-12 (A-Garc)  
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Gail Birdwell – Assistant Principal - Grades 9-12 (Gard-O)  
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Benito Portillo – Assistant Principal – Grades 9-12 (P-Z)  
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Rose Perez – High School Testing/College & Career Coordinator  
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Nelda Garibay – Counselor 10-12 (A-K)  
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Rebecca Brand – Counselor 10-12 (L-Z)  
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## ***ABSENCES/ATTENDANCE***

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child’s attendance affects the award of a student’s final grade or course credit—are of special interest to students and parents. They are discussed below.

### **Compulsory Attendance**

#### Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

#### Between Ages 6 and 19

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

### All Grade Levels

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

### Secondary Grade Levels

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- A student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6–12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

### **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit

or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

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

## **Documentation After an Absence**

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

## **Doctor’s Note After an Absence for Illness (All Grade Levels)**

Within 5 days of returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

**Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school in order to determine whether the absence or absences will be excused or unexcused.**

[See policy FEC(LOCAL).]

## ***RELEASE OF STUDENTS FROM SCHOOL***

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

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

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

**If a student leaves without following the high school procedures for checking out, he/she will receive an unexcused absence.**

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

### **ATTENDANCE/ILLNESS**

Please do not send your child to school if any of the following symptoms or signs is present in the previous twenty four hours:

- Elevated temperature (100 degrees or greater)
- Acute cold, sore throat, or persistent cough
- Vomiting, nausea, or severe abdominal pain
- Repeated diarrhea
- Pus-like discharge from the nose or eyes, or Red or inflamed eyes/lids
- Suspected and untreated impetigo, scabies, or lice

### **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers free and reduced-priced meals based on a student's financial need. For additional information about this program, contact the Food Service office at 903-6520 from 8:30 a.m. to 3:30 p.m.

#### **Breakfast:**

TM Breakfast Plate is \$1.15 and the reduced breakfast is \$0.30

#### **Lunch:**

TM Student Plate \$1.90 and the reduced lunch is \$0.40

A la cart items will also be provided but prices will vary.

### **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs in Agriculture, Food, & Natural Resources, Architecture & Construction, Business, Management &

Administration, Education & Training, Finance, Health Science, Human Services, Information Technology, Manufacturing, Marketing, Sales & Service, Science, Technology, Engineering, & Mathematics, and Transportation, Distribution & Logistics. Admission to these programs is based on interest, prerequisite class completion, grade level, and class availability.

Tuloso-Midway ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. (See **Nondiscrimination Statement** for additional information regarding the district's efforts regarding participation in these programs.)

### ***CELL PHONES AND OTHER ELECTRONIC DEVICES***

Students may use their cell phones before and after school, during lunch, and in between classes. This usage may not impact the instructional classes. Teachers will collect the cell phone and turn it in to the principal's office if used during class time (unless teacher is using for an instructional activity). A parent is required to come to the office to pick up the cell phone. Any disciplinary action will be in accordance with the Student Code of Conduct.

Cell phones will be collected and turned in to the principal's office.

1<sup>st</sup> offense: \$15.00 charge & parent must collect phone.

2<sup>nd</sup> offense: \$15.00 charge, keep for two weeks & parent must collect phone.

3<sup>rd</sup> offense and more: \$15.00 charge, keep for six weeks & parent must collect phone.

### ***CLASS RANK/HIGHEST RANKING STUDENT***

#### **\*Weighted Grades**

A weighted grade point average (WGPA) shall be used to determine class ranking. The list of courses for which a weighted grade will be awarded shall be published in the District course selection catalogue. In a weighted course, ten points shall be added to the final grade for each semester. These weighted grades shall be used in calculating the WGPA.

#### **\*Calculation**

All grades earned in high school courses in grades 9–12 shall be used in calculating class rank, with the exception of grades earned in the following types of courses, which shall not be included:

Courses for which only local credit is given;

Summer school courses;

Courses taken off-campus;  
Correspondence courses;  
Credit by examination;  
Homeschool;  
Night school; and

High school courses taken in middle school/junior high.

Final class ranking shall be averaged at the end of the second semester for freshmen, sophomores, and juniors. Final class ranking for seniors shall be calculated after the fifth six-week grading period of the senior year

#### \*VALEDICTORIAN/SALUTATORIAN eligibility

The eligible graduates with the highest and second highest WGPA shall be named valedictorian and salutatorian respectively. To be eligible for valedictorian or salutatorian honors a student shall have:

Endorsement with Distinguished level of Achievement

Top Ten Percent eligible

Been in attendance in District for preceding two years

**CLASS RANK WILL BE CALCULATED BASED ON GRADES THROUGH THE 5<sup>TH</sup> SIX WEEKS**

#### \*Breaking a Tie

In case of a tie in weighted grade averages among the top ranking students, the following methods shall be used to determine who shall be recognized as valedictorian:

The weighted grade average shall be computed to a sufficient number of decimal places until the tie is broken.

However, if a tie still remains, the student with the highest numerical grade average of all weighted courses taken shall be designate

#### \*CUM LAUDE

Students who have attended an accredited high school, have earned at least one endorsement with Distinguished level of achievement and have a minimum GPA of 94.

#### \*TOP TEN PERCENT

All students whose grade point averages make up the top ten percent of the graduating class and qualify for automatic admission under Education Code 51.803 shall be recognized. Eligibility requirements for determining valedictorian and salutatorian or other local honor positions, such as time in the District, shall not apply to the procedure for determining the top ten percent. The GPA shall be reported on the student's transcript and made available in accordance with the application deadline for the college or university when requested by the student. [See EIC(LEGAL)]

**\*Transfer students**

A student who transfers into the District high school with higher-level course credits shall receive a weighted grade in accordance with the District’s weighted grade scale.

Students transferring into the District shall receive the numerical grade that was earned in courses at another school. Letter grades shall be recorded as follows:

Conversion Scale	
A	95
B	85
C	75
D	70
F	60

***CLASS SCHEDULES***

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9—12 who meet specific criteria and receive parental consent to enroll in less than a full-day’s schedule.

[See Schedule Changes on page 30 for information related to student requests to revise their course schedule].

***COLLEGE CREDIT COURSES***

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Del Mar College;
- Enrollment in courses taught at the following institutions in the district: Del Mar College
- Certain CTE courses and articulated courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student’s grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

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

### ***COURSE CREDIT***

A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

### ***CONDUCT BEFORE AND AFTER SCHOOL***

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

After school tutorials—Students are required to stay in tutorials until parents pick them up from school or until the student rides the late bus. No loitering will be allowed outside of tutoring.

### ***CORRESPONDENCE COURSES***

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation.

[For further information, see policies at EEJC.]

### ***COUNSELING***

#### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early

graduation procedures. Each spring, students in grades 08-11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

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

## **Personal Counseling**

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

## **Psychological Exams, Tests, or Treatment**

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

(For more information, refer to policies EHBA (LEGAL), FFE (LEGAL), and FFG (EXHIBIT).)

## ***DISTANCE LEARNING***

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

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

Depending on the course in which a student enrolls, the course may be subject to the “no pass, no play” rules. In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment and the requirements related to the incorporation of the EOC score into the student’s final course grade and the implications of these assessments on graduation apply to the same extent as they apply to traditional classroom instruction.

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

The additional distance learning opportunities available to district students are Texas Tech University and University of Texas.

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

### ***DAEP or In-School Suspension Make Up Work***

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

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

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

## ***DRESS CODE***

Tuloso-Midway High School enforces our TMISD Board approved Dress Code Policy. Dress code will be monitored and enforced. The student will be given an opportunity to correct the violation the first offense. Subsequent offenses will result in disciplinary action.

## ***DRIVER LICENSE VERIFICATION OF ENROLLMENT & ATTENDANCE REQUIREMENTS***

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester. **A student/parent may request a VOE from the attendance clerk. There is a 24 hour turnaround time. If your student has not been in attendance at TMHS 90% of the previous semester, a VOE cannot be issued.**

## ***ELECTRONIC DEVICES***

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF (LEGAL) for more information.]

## ***END OF COURSE TEST***

There are five End of Course tests required for graduation. The exams are English I, English II, Algebra I, Biology, and U. S. History. Reviews for testing opportunities will be provided within the school day as a class or during intersessions as needed. Opportunities are limited, it is extremely important that your student take every chance to pass these graduation requirement exams.

## ***EXEMPTIONS & SEMESTER EXAMS***

Semester exams count for 15% of the final grade per semester. Students are given an opportunity to exempt one core exam and two elective exams based on attendance and grades. A student must have 3 or fewer absences, including excused, unexcused, and medical. The student must be passing the class. The student must be enrolled in TMHS no later than the second week of each semester. Parents and students must monitor attendance regularly. Absences may not be changed for exemption use after the policy deadlines for attendance.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

Eligibility for initial and continuing participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization (See <http://uilitexas.org> for additional information.)

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

## **EXTRACURRICULAR ACTIVITIES**

Students who are trying out for, elected or appointed to positions in organizations within the school environment:

- Must have an overall grade average of 70 during the current school year.
- Must not have received a disciplinary consequence for a **major infraction listed in the Student Code of Conduct**; including but not limited to the use of drugs or alcohol.
- Must not have had a disciplinary consequence for truancy, persistent dress code, and/or persistent tardies.
- Must follow UIL guidelines concerning practices and participation.

Once the student is selected, elected or appointed, his or her active participation shall be based on:

- UIL guidelines for eligibility.
- Maintenance of good behavior and attendance as described above.

This policy also pertains to elections of favorites, sweethearts or other honorary positions. A student must earn a grade of 70 in all classes in order to participate in extracurricular activities. According to state guidelines, a student cannot participate in extracurricular activities for a three-week period following the grading period where a grade below 70 is earned.

## **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<b>Credits Earned</b>	<b>Classification</b>
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

**GRADING POLICY**—Students will receive authentic grades reflecting mastery on assignments. Opportunities for retest/reteach will be provided.

## ***GRADUATION 2018***

### **Requirements for a Diploma**

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

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Pass statewide EOC exams, unless waived as permitted by state law.

### ***Graduation Cords:***

Graduation cords are limited to pre-approved cords that are earned through Tulosso-Midway High School. The approved list is available with the TMHS bookkeeper. Changes or additions are approved by the principal. Students are not allowed to purchase personal cords or to adorn their cap and gown with any purchased or homemade articles.

### ***Graduation Activities:***

- Senior Awards
- Senior Trip
- Senior group photo/lunch

### ***Graduation Speakers:***

- Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.
- A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

**Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments will be allowed to participate in graduation activities. However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.**

## ***Graduation Expenses***

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

## ***Foundation Graduation Program***

Every student in a Texas public school who enters grade 9 in the 2014–15 school year and thereafter will graduate under a new program called the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student, as described on page 29.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s diploma and transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy; in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam, which are national exams; or for earning a nationally or internationally recognized license or certificate. The criteria for

earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student enrolled in high school in the 2014–15 school year or beyond will graduate under the foundation graduation program.

The foundation graduation program requires completion of the following credits:

<b>Course Area</b>	<b>Number of credits Foundation Graduation Program</b>	<b>Number of credits Foundation Graduation Program with an Endorsement</b>
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies, including Economics	3	3
Physical Education**	1	1
Language other than English***	2	2
Fine Arts	1	1
Locally required courses	½ credit in Health  1 credit in Technology Applications	½ credit in Health  1 credit in Technology Applications
Electives	5	7
Miscellaneous		Available Endorsements****:  Science, Technology, Engineering, and Math  Business and Industry  Public Services  Arts and Humanities  Multidisciplinary
<b>TOTAL</b>	<b>22 credits</b>	<b>26 credits</b>

\* In order to obtain the distinguished level of achievement under the foundation graduation program, which will be denoted on a student's transcript and diploma and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the four mathematics credits.

\*\* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\*\* Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

\*\*\*\* A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

### ***Personal Graduation Plans for Students under the Foundation Graduation Program***

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal

graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

A student may amend his or her personal graduation plan after this initial confirmation. The school will send written notice of any such amendment made by the student to the student's parent.

OR

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

### ***Available Course Options for all Graduation Programs***

Information regarding specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

### ***CERTIFICATES OF COURSEWORK COMPLETION***

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the End of Course exams.

### ***COURSE CREDIT***

A student in grades 9—12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

### ***DISCIPLINE CONSEQUENCES***

Discipline consequences may include student conference, after school detention (1 hour), after school detention (2 hours), Saturday school (4 hours), In School

suspension, Out of suspension, Alternative Discipline Center, and Juvenile Justice Alternative Educational Program. The consequence is determined by the severity and frequency of the infraction/infractions.

### ***IMMUNIZATION RECORDS***

A copy of your student's immunization record may be requested through the school nurse. The fee is \$1.00 for current, active students and \$2.00 for graduates.

### ***INTERSESSION***

Intersession is utilized for Review for Standardized testing as well as credit and attendance recovery.

### ***LIBRARY***

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit/office permit:

- Monday through Friday 8:10-4:10
- Monday, Tuesday, Thursday tutorials, 4:10-5:10

### ***LOCKERS***

Lockers are school district property and remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect or search all lockers at any time there is reasonable cause to do so, whether or not the student is present. Each locker has a combination lock permanently installed and is the only lock permitted on the locker. Valuables should not be left in lockers. Students are responsible for making certain their assigned locker is secure. Care should be exercised when opening and closing lockers and students should not share their lockers or locker combination with other students. The school is not responsible for articles that may be stolen from lockers.

### ***MAKE UP WORK***

#### **Routine and In-Depth Make Up Work Assignments**

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

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

### ***MEDICINE AT SCHOOL—Must be turned in to school nurse***

Medication must be:

- In the original properly labeled container (no baggies or envelopes, please!)
- One medication per bottle
- Up to date (check expiration date before bringing it to school)
- Age appropriate in dosage

Injectable Medications:

- May only be given at school for life-threatening/urgent conditions.
- Must have parent and physician authorization on file.
- May only be administered by a nurse (or specially trained school designee).

“Controlled Medication”:

Ritalin, Adderall, and all other “controlled” medications must be brought to the nurse by a parent, guardian or responsible adult. Please do not send these medications to school with your child. All controlled medications are locked in a secure cabinet.

Asthma Inhalers:

Rescue inhalers for asthma [such as Albuterol/Ventolin) may be carried by high school students who have both parent and physician consent in writing (form available in the school clinic)].

### ***MEETINGS OF NONCURRICULUM –RELATED GROUPS***

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL).

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

### ***Nurse Letter-specific information***

See 31-34

## **PARKING REGULATIONS**

Speed limit on school property is 5 miles per hour. All students must park in the student parking lot. Students who drive to school must register their vehicle with the principal. Each school year a new parking tag will be required for each student's vehicle to be allowed to park in the student parking areas. Request for a parking tag is made in the main high school administrative office. **A student must show proof of insurance, current driver's license, and pay a fee of \$10.00 before a tag is issued.** Failure to have a parking tag may result in the vehicle being tagged and discipline actions or removal of the vehicle from TMHS property. All students must place parking tags in the inside of their vehicle on the rear view mirror with their parking tag number visible to the outside. Student parking areas are located in front of the tennis courts all the way out to Haven Street and in the parking lot between the stadium and the high school. **Students are not allowed to park in the front high school parking lot as this area is for faculty and visitor parking only.**

**PROFESSIONAL LEARNING COMMUNITIES**—Every Wednesday high school students will be dismissed at 3:35 p.m. in order to allow teachers to meet in professional learning communities to examine student data, plan curriculum, and meet your student's needs through collaboration. You must make arrangements to pick your student up as there is no supervision for students since faculty is in collaborative planning.

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

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

At the end of the first three weeks of a grading period, parents will be mailed a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of the grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

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

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

## ***SAT, ACT, AND OTHER STANDARDIZED TESTS***

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

## ***SCHEDULE CHANGES***

- Forms are available in the counselors' office the first week of each semester. Deadlines are announced. Each schedule change is handled individually and based on class sizes, student's initial course choices, and availability.

## ***SCHOLARSHIPS AND GRANTS***

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A. S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools as well as to private institutions.
- Contact the counselor for information about other scholarships and grants available to students.

## ***SCHOOL FACILITIES USE BEFORE AND AFTER SCHOOL***

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

The following areas are open to student before school

- Commons (cafeteria)
- Classroom tutoring (8:10-8:35)
- The following areas are open to students after school
- Library tutorials (Monday, Tuesday, Thursday 4:10-5:10)
- Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.
- After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

## ***SEARCHES***

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

## ***STUDENTS' DESKS AND LOCKERS***

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

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

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

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

## ***STUDENTS WITH DISABILITIES***

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, if that program is applicable based on the school year in which the student entered high school, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful

performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Alternate is the alternative assessment currently allowed by the state. [See Standardized Testing for additional information.]

ARD committees for students with disabilities who receive special education services and who are subject to the foundation graduation program will make instructional and assessment decisions for these students in accordance with state law and rules.

### ***STUDENT FEES***

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including, but not limited to:

- Lab fees for consumable materials such as Aquatic Science, Art, and Floral Design
- Fees for lost, damaged textbooks or overdue library books.
- Fees for lost or damaged calculators
- Fees for optional courses offered for credit that require use of facilities not available on District premises
- Lost student identification cards
- Parking fee space
- Costs for materials for a class project that the student will keep
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities

### ***TARDINESS***

Students who are tardy may be assigned office detention. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

## ***TEXTBOOKS & CALCULATORS***

State-approved textbooks are provided free of charge for each subject or class. The law requires that books be covered and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day. Calculators are no longer checked out to students. There will be a graphing calculator available in your student's mathematics class, but he/she will need to have a personal TI-NSPIRE calculator for homework.

## ***TRAINED DOGS***

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

## ***TUTORING***

- Be sure that your child attends tutorials if needed. Tutorials are available daily from 8:10-8:35 in your student's teachers' rooms. Also available are afterschool tutorials in the library with transportation for students residing in TMISD boundary lines.
- The afterschool tutorials will be:
- Monday 4:10 p.m.-5:10 p.m.
- Tuesday 4:10 p.m.-5:10 p.m.
- Thursday 4:10 p.m.-5:10 p.m.

**Important Health Information: Please Keep for Future Reference.**

**✦From the Desk of the School Nurse✦**

2017-2018 School Year

Dear Parents,

Greetings from TMISD Health Services! Welcome to all new and returning families. As your school nurse, I enjoy the very special privilege of caring for your child. Please take a few minutes from your busy day to note some very important information that will help me provide the best care and service to your family:

**Medication:** I am happy to assist students who need medications at school, and request that all medications be brought to school by a parent, guardian or designated adult--not a child for reasons of safety. Medications, both prescription and over-the-counter, will require written consent and dosage instructions by a parent or guardian. Please note that Texas law does not permit public schools to dispense nonprescription drugs such as Tylenol, Advil, or cough syrups, etc. unless they are supplied from home. **Please see the attached sheet for more information about TMISD's Medication Policy.**

**First Aid for Illness and Injury:** We make every effort to safeguard your child's health at school. In the event of a serious accident or emergency, you will be contacted immediately. When a parent or guardian cannot be reached, the student will be transported by ambulance to an appropriate medical facility and accompanied by a nurse, administrator or designated faculty member. To ensure optimum care, it is important to update us continually with new phone numbers, changes in your child's health, new medications, or anything else that impacts his or her well-being at school.

**Health Screening:** Vision and hearing screening is performed on all Pre-K, kindergarten, all odd grade levels and new-to-district students in accordance with Texas guidelines. Additionally, students who show signs of vision or hearing difficulty (any grade) may be screened to rule out a problem. Please don't hesitate to contact me if you would like your child screened at any time during the school year. If a problem exists, you will be notified and referred for further medical evaluation if needed.

**Control of communicable diseases and illness:** Your child's good health is important to me! Hygiene and health are taught and emphasized throughout the year. Please call or see me whenever you are not certain about sending your child to school. Attached is specific illness policy information to guide you. **For example, it is vital that students with temperature 100 degrees or greater stay home and rest until fever free for at least 24 hours.** With this packet you will also find attached an information sheet about immunization requirements and about *pediculosis* ("head lice").

You are encouraged to share any concerns or problems relevant to your child's health. If you have any questions or would like to meet with your school nurse, please do not hesitate to call us at the number listed below. Clinic hours are from 7:30-3:00 (Primary & Intermediate) 8:00 a.m. to 4:00 p.m. (MS & HS) Monday through Friday.

Best wishes for a fantastic school year,

Maggie De Los Santos RN – High School Nurse 903-6710  
Christel Cortez LVN-High School Nurse 903-6700, ext 3156

**Important Information:  
TMISD Health Guidelines Summary**

**ATTENDANCE POLICY FOR ILLNESS**

Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**Students will be sent home from school and will need to stay home for a minimum of 24 hours if any of the following signs or symptoms are present:**

- **ELEVATED TEMPERATURE** of 100 degrees or greater Your child has a temperature of: \_\_\_\_\_  
*Student can only return when fever free for 24 hours **without fever reducing medication***
- **VOMITING:** *Two or more episodes in a 24 hour period*
- **DIARRHEA:** *Three or more episodes of loose stools in a 24 hour period*
- **STREP THROAT:** *student will need to be on antibiotics for 24 hours before returning to school*
- **PUS-LIKE DISCHARGE FROM EYES:** *Student must come to school with a Doctor's note or be symptom free.*
- **SUSPECTED IMPETIGO:** *If blisters and/or drainage cannot be contained and maintained in a clean bandage.*
- **SCABIES:** *Student may return one day after treatment has begun.*

Please feel free to contact the school nurse if you are not sure your child is well enough to attend school.

MEDICATION POLICY

We are happy to assist students who need medication at school, and for safety reasons ask for the utmost compliance and cooperation regarding very specific district and state requirements. *Most medications, even those scheduled for **three** times per day, can usually be given outside of school hours.* Texas state law does not permit public schools to provide Tylenol, Advil or cough preparations or other over-the-counter medications to students unless they are supplied from home (and have written parent consent). **If any medication (prescription & non-prescription) is going to be given longer than 2 weeks we will need a long term medication form signed by your child's physician.**

**Medications must be:**

- In the original, properly labeled container (no baggies or envelopes, please!)
- One medication per bottle
- Up to date (check expiration date before bringing it to school)
- Age appropriate in dosage.

**Injectable Medications:**

- May only be given at school for life-threatening/urgent conditions (for example epinephrine for severe allergic reaction or insulin for diabetes management).
- Must have parent and physician authorization on file. (Long term medication form is available in the school clinic.)
- May only be administered by a nurse (or specially trained school designee).

**“Controlled Medications”:** Ritalin, Adderall and all other “controlled” medications must be brought to the clinic by a parent, guardian or responsible adult. Please do not send these medications to school with your child because of modern safety concerns. All controlled medications are locked in a secure cabinet.

**Asthma Inhalers:** “Rescue” inhalers for asthma (such as Albuterol/Ventolin) may be carried by older, responsible students who have both parent *and* **physician consent in writing (form available in the school clinic)**..

**Special Reminder:** For reasons of safety, parents, guardians or other designated adults will need to bring medications to school. A parent, guardian or other responsible adult will also need to pick these up at the end of the school year.

IMMUNIZATION REQUIREMENTS*
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In accordance with state law, students must have the following before they may enroll and attend school:

**Diphtheria/tetanus (DPT, DT, etc.)**— Four doses with at least one given after age 4; then one dose every 10 years thereafter. *All 7<sup>th</sup> and 8<sup>th</sup> grade students are required to have a Tdap booster on file prior to school entry* (only if it has been 5 years since last tetanus-containing vaccine).

**Polio (OPV, IPV)**—Three doses with at least one dose given on or after age 4.

**Measles, mumps and rubella (MMR)** –Two or more doses with first dose on or after age 1. *All students entering Kindergarten are required to have two doses of MMR vaccine prior to school entry.*

**Hepatitis B**—three doses.

**Varicella (“chicken pox”)**—one dose unless vaccine was received after age thirteen then two doses are required. *All Kinder, 7<sup>th</sup> and 8<sup>th</sup> grade students will be required 2 doses prior to school entry.* Students who have had chicken pox disease are exempt and need only to provide a note from the parent or doctor stating *month and year* of the illness.

**Haemophilus (HibCV--or equivalent doses)**—At least one dose for students under age 5.

**\*\*For students with religious or medical exemptions, special forms are available at the local health department.**

**Hepatitis A** – All students entering Kindergarten must have 2 doses of Hepatitis A vaccine.

**Meningococcal Vaccine** – *All students entering 7<sup>th</sup> and 8<sup>th</sup> grade are required to have one dose prior to school entry.*

**Special Note:** By law, records must show “day” as well as month and year of each dose administered and must have the signature or stamp of the physician/health facility that administered these.

**\*Please note that request for copies of your child’s immunization record from the school nurse requires 24 hour notice by written request.**

## TUBERCULOSIS TESTING

**All students entering District schools for the first time, in any grade, shall be required to complete the TB questionnaire. The results of the questionnaire will determine if a TB skin test is required. All students entering District schools for the first time in any grade from a foreign country shall provide evidence of having received a tuberculosis test within 12 months prior to enrolling. The results of the skin test shall be submitted to the District at the time of enrollment.**

**Tuloso-Midway Independent School District  
School Health Services  
Pediculosis Management Guidelines and Procedures**

**Pediculosis (Head Lice) are a fairly common problem in school age children. It is most prevalent among preschool and elementary school age children and their household members or caretakers. While head lice is a nuisance it does not pose a significant health hazard and is not known to spread disease. Head lice can be acquired anywhere in the community and may not be identified until weeks to months after exposure. Having head lice is not related to cleanliness of the person or their environment.**

**The Centers for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses all recommend that students not be excluded from school for having nits and that the management of head lice should not disrupt a student's education process.**

**If a case of lice is suspected, the following procedures should be followed:**

- 1. The school nurse should check the child for head lice.**
- 2. The school nurse should call the parent and notify them of the head lice and the procedures to follow. Immediate removal of the child is unnecessary. Students can be sent home at the end of the day and they should be allowed to ride the bus home.**
- 3. Send the "Head Lice" letter home with the student.**
- 4. The child with suspected head lice should be restricted from activities involving close contact (i.e. hugging) or sharing personal items.**
- 5. All students in the classroom/grade should not be checked unless unusual circumstances warrant it. Classroom screenings for head lice may be done anytime during the school year that the nurse believes is appropriate.**
- 6. Student must be treated before returning to school. The morning the child returns to school after being treated he/she must be cleared through the nurses office. If student has not been treated then the school nurse will contact the student's parent to determine whether the child will need to be picked up from school. This will be done on an individual basis at the discretion of the nurse and administration.**

**Education: Provide classroom, grade level and/or school wide information and instruction about pediculosis prevention. Assist teachers with precautions such as keeping coats and hats separated, head phones clean, and preventing students from sharing combs, brushes, hats, etc. As a courtesy to parents, a notice may be sent home when a case of head lice amongst several students has been discovered in a classroom**



