

Student Handbook

Mineola High School



Mineola High School

900 W. Patten St., Mineola, Texas 75773

Phone (903)-569-3000 Fax (903)-569-1930

Website: www.mineolaisd.net

| | |
|----------------------------|-------------------------|
| Principal | Adam McMahon |
| Assistant Principal | Camron Frazier |
| Counselor | Rachael Wernecke |
| Counselor | TaShara Stephens |
| Athletic Director | Luke Blackwell |
| Fine Arts Director | Jim Best |
| Registrar | Sherry Moore |

ALMA MATER

MHS we love you,
Alma mater true.
Our hopes, ideals and dreams
are all inspired by you.
Proudly today we stand;
Tis a mighty land.
Our past lives on and on,
Yellow Jackets, orange and white, hooray!

ALTERNATIVE EDUCATION PROGRAM

e-School Electronic Learning Lab

The e-School is designed to provide alternative educational opportunities for those students wishing to earn high school credit outside of the traditional classroom setting. Options may include: recovery of lost credits, Edgenuity catalog courses for initial credit, and TJC online dual credit courses.

Disciplinary Alternative Education Program (DAEP)

This program is designed to provide an alternative educational opportunity for those students who, due to disciplinary reasons, cannot remain on the MHS campus.

Student Alternative Campus (SAC)

SAC is designed to provide a temporary place for a student to serve in-school suspension. It is used primarily as a place for repeat offenses or those that require removal from the classroom for a short period of time. Students are sent their work and are required to complete all work before being allowed back in the regular classroom. Students who are assigned to SAC are not allowed to attend any school sponsored events or be on school property until the end of their assigned time when they are released from SAC.

Attendance

Documentation after an Absence (High School)

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. Parent notes must be turned in within three days of the student's return to school to be accepted. Parents may write three notes per semester for up to two days per note before a doctor's note will be required.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Note: 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 (High School)

Upon return to school, a student absent for three or more 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.

BELL SCHEDULE

Mineola High School operates on an 8 period schedule. Each class period is 46 minutes in length with a 4 minute passing period between classes.

8:00 – School Begins (students are tardy if not in class by this time)

Official ADA Posting Time: 9:50 (Must be posted between 9:45 - 9:55)

Regular Schedule:

| 1st Period | 2nd Period | 3rd Period | 4th Period | 5th Period | A Lunch/ Tutorials | B Lunch/ Tutorials | 6th Period | 7th Period | 8th Period |
|------------|------------|------------|-------------|-------------|-----------------------|-----------------------|------------|------------|------------|
| 8:00-8:50 | 8:54-9:40 | 9:44-10:30 | 10:34-11:20 | 11:24-12:10 | 12:10-12:40 | 12:40-1:10 | 1:14-2:00 | 2:04-2:50 | 2:54-3:40 |

Pep Rally Schedule: (Home Football Games)

| 1st Period | 2nd Period | 3rd Period | 4th Period | 5th Period | Lunch | 6th Period | 7th Period | 8th Period | Pep Rally |
|---------------|---------------|------------|-------------|-------------|-------------|------------|------------|------------|-----------|
| 8:00-8:46 | 8:50-9:36 | 9:40-10:26 | 10:30-11:16 | 11:20-12:06 | 12:06-12:36 | 12:40-1:26 | 1:30-2:16 | 2:20-3:06 | 3:10-3:40 |

CLASS RANK/HIGHEST-RANKING STUDENT

All class rankings and GPAs will begin by July 1st at the conclusion of the 9th grade year, and will be updated annually by July 1st each year. Junior and Senior GPA and rank will be updated at the end of the first semester and then again by July 1st at the conclusion of the school year. Academic averages will be rounded off to four places through the junior year. The final averages for seniors will be carried through as many decimal places as necessary, up to 10, to determine class rank. Class ranking will be finalized for the top ten percent of the graduating class after the third nine week grading period is complete. This ranking will be for graduation ceremony purposes only. In the event two or more students have the same scholastic average, a tie will be declared, and each student involved will receive equal recognition for valedictorian or salutatorian honors. If a tie occurs for valedictorian, no salutatorian will be named.

To compute the academic averages for ranking and GPA purposes, divide the total number of eligible semester units taken into the total number of grades earned. Add five (5) points to each semester grade/ ten (10) total points at the end of the year of a course

that has been designated as a weighted course. In the case of a fifth year student, fifth year grades will not be considered in determining class rank.

The following courses are considered for GPA calculation only. Only the honors or dual credit courses from this list will be considered for weighted purposes.

The District shall include in the calculation of class rank semester grades earned in high school credit courses in the following subject areas only: English/language arts, Mathematics, science, social studies, and languages other than English. Those classes may include if offered:

| | |
|------------------------------------|--|
| English I-IV | Spanish I and II and AC Spanish I and II |
| AC English I, II, and III | Dual Credit Psychology |
| Dual Credit English | Dual Credit Sociology |
| Algebra I | US Government./Economics |
| Geometry and AC Geometry | Dual Credit Government/Economics |
| Algebra II and AC Algebra II | World History |
| AC Pre-Cal and Dual Credit Pre-Cal | US History |
| Calculus and Dual Credit Calculus | World Geography |
| Algebraic Reasoning | Financial Mathematics |
| Integrated Physics and Chemistry | Chemistry |
| Biology | Physics |
| Anatomy and Physiology | Forensic Science |
| Principles of Technology | Engineering |
| Food Science | Principles of Technology (Concept Physics) |
| Dual Credit Algebra | Dual Credit Texas Government |
| Dual Credit Science | Dual Credit Contemporary Math/Statistics |
| Dual Credit Speech | Speech |
| Advanced Animal Science | |

- The five (5) points added to semester grades/ ten (10) points total at the end of the year for advanced courses is for ranking purposes only. Additional points will **NOT** be added to report card or transcript grades. The semester grade/nine weeks grade on report cards and transcript is the actual grade earned by a student as indicated in the teacher's grade book.

- Ranking of honors students will be based on grade averages of classes considered for GPA purposes, grades 9-12. Correspondence, Edgenuity, and credit by exam taken for graduation purposes will not be included.
- The valedictorian and salutatorian honors will be awarded only to those students who have attended Mineola High School their entire junior and senior years.

Class rank calculation will NOT include courses taken online, local credit courses, credit recovery courses, or credit earned through Credit By Exam. The calculation WILL include all failing grades.

(See EIC Local School Board Policy on Academic Achievement and Class Ranking for specific information regarding changes to GPA calculation).

CLUBS AND ORGANIZATIONS

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

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the coach or sponsor of the activity.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the 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. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals>. A hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See <http://www.uil texas.org> for additional information on all UIL-governed activities.]

- An ineligible student may practice or rehearse.
- A student is allowed up to 8 absences per semester course/17 for a year long course not related to post-district competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are counted present.
- An absence for participation in an activity that has not been approved will be counted as an unexcused absence.

Anchor Club - This is a service organization for high school students sponsored by the Pilot Club of Mineola. High school students who scholastically qualify with good character and leadership ability, and so certified by school officials, are eligible for membership.

Art Club - Students will participate in learning about many different types of art and get the opportunity to experience hands-on art projects.

Band - The Jacket Band strives to further the musical background of members and to present a well-rounded music program to the public through concerts and football game performances. In addition, the band participates in Interscholastic League competition. Membership is open to interested and qualified students who have musical training.

Cheerleading - Cheerleading provides qualified team members with the opportunity to lead our school in many ways, including encouraging and supporting our athletes, increasing school pride, and motivating community members at school-sponsored athletic events. Participation in cheer requires training, tryouts, and selection by a committee of impartial judges. If selected, there is a required fee of \$500. See the Cheer Constitution for further information.

Fellowship of Christian Athletes (FCA) - This organization is open to all students, whether or not they are enrolled in athletics. The purpose is to present to students, athletes, coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church. FCA is a student led organization.

Family Career Community Leaders of America (FCCLA) - The ultimate leadership experience! It is unique among youth organizations because the programs are planned and run by members. It is the only career and technical in-school student organization with family as the central focus. Participation in national programs and chapter activities helps members become strong leaders in their families, careers, and communities. Membership is open to any students who are currently, or have been, enrolled in a Family and Consumer class.

Future Farmers of America (FFA) - FFA is an intracurricular student organization for those interested in agriculture and leadership. These letters are a part of our history and our heritage that will never change. But FFA is not just for students who want to be production farmers. FFA also welcomes members who aspire to careers as teachers, doctors, scientists, business owners and more.

HOSA Future Health Professionals - HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education or have interests in pursuing careers in health professions. HOSA is 100% health care!

Junior Historians - Founded April 21, 1997, they assist the City of Mineola Landmark Commission with projects. Their goals are historical education and preservation. The group dedicated its 15th state historical marker this past year

Key Club - The Key Club is a service organization for high school students, sponsored by the Kiwanis Club. High school students who scholastically qualify with good character and leadership ability, and so certified by school officials, are eligible for membership.

National Honor Society - The National Honor Society is a national honorary organization whose purpose is to promote high standards of academic achievement. Membership in this organization is an honor bestowed upon students who excel in scholarship, leadership, character, and service. Students in grades 10, 11, and 12 are considered for membership.

Pilot Club - The Pilot Club's mission is to influence positive change in communities throughout the world. To do this, we come together in friendship and service, focusing on encouraging brain safety and health and supporting those who care for others.

Robotics Club - Students learn how to build, program and manipulate robots.

Spanish Club - Students learn about the Spanish culture and participate in cultural events throughout the year.

STEM Club - Students participate in all things science, including fun experiments and competitions.

Student Council - The purpose of the Student Council is to serve as a liaison between students and administration and to provide meaningful contributions toward the overall enhancement of school life. The Student Council is responsible for initiating any request for any high school "all school" socials. The request should be in writing and presented to the principal by the Student Council sponsor or Student Council President. The Council consists of officers elected by school-wide vote and class representatives.

Texas Association of Future Educators (TAFE) - This organization focuses its time on preparing students for a future in education. Members spend time visiting classrooms and learning about what it takes to enter the profession.

Texas High School Bass Fishing Association – The Bass Fishing Club members will compete in teams of two, along with a boat captain, in at least five local bass fishing tournaments against other high school students. Winners of tournaments may be eligible for college scholarships.

COLLEGE VISITATION

Juniors and seniors who wish to continue their education at the college level or in the armed forces will be **allowed two days** to visit a college, university, or an office of the armed forces. Students must schedule with the attendance clerk a minimum of 2 days prior to the visit date. Students will receive an excused absence if they meet the following requirements:

1. Students must notify each of their teachers and their counselor at least the day **before** visitation is to occur.

2. Students must secure a statement on official letterhead from an instructor or registrar of the college or university or armed forces office verifying the visit.
3. Students must bring a written statement to the office.
4. Students may not take college days during nine-weeks or semester exams, or after the first Friday in May.
5. Students must get work from teachers the day before their visit. Work is due upon return to class.

** Failure to meet these requirements will result in an unexcused absence.*

CLOSED CAMPUS

Mineola High School is a closed campus. Students must remain on campus during the school day and do not have permission to receive visitors or items from anyone other than parent/guardian or emergency contacts. Students may not order food, or receive ordered food from outside individuals other than parents. Parents/guardians/grandparents may bring lunches to the office for pickup by their student on **FRIDAY ONLY**. There is a table in the office designated for lunches. Students will not be called to the office. Lunches left are not the responsibility of MHS. Students will not be allowed to eat with visitors in front of the school. All visitors are to sign in at the campus office to obtain a visitor's pass. A visitor's pass will be provided only to parents/guardians with school related business concerns.

Consequences For Violation of Discipline Policies

The campus principal or assistant principal will have sole discretion when assigning disciplinary consequences. MHS operates under a multi-step disciplinary system, whereby students receive increased levels of consequences for repeated behaviors. The campus administrators have discretion in assigning consequences, in accordance with the Student Code of Conduct and the campus designed discipline program. Mineola High School may use any of the following consequences for students who choose to violate campus discipline policies:

- Saturday school
- After school detention (ECO)
- In-school suspension (SAC) or Out of school suspension
- Disciplinary Alternative Campus (DAEP)
- Corporal punishment
- Lunch detention
- Loss of ILT (and assigned to SLT)(Loss of ILT and assigned to a regular class)
- Other consequences as approved by campus administration

DRESS AND GROOMING

The district dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the campus dress code cited below. The Assistant Principal and or Principal will make the **FINAL determination** on appropriateness of dress and accessories, including style, color, and length of hair, regardless if it meets the "technical" guidelines of the Student Handbook.

If the Assistant Principal or Principal determines that a student's grooming or clothing violates the dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension (SAC) for the remainder of the day until the problem is corrected or until a parent or designee brings an acceptable change of clothing to the school.

Repeated violations of dress code will result in more serious disciplinary action in accordance with the Student Code of Conduct.

Teachers/Coaches/Sponsors may define specific appropriate dress for school-sponsored trips and extracurricular activities. Students who violate those standards may be removed or excluded from the activity for a period determined by the sponsors or campus administrators, and may be subject to disciplinary action and/or restrictions.

Hair

- No distracting hair colors, dyes, streaks or styles. (No unnatural colors). *Highlights* of natural colors are allowed.
- No Mohawks
- Boys' hair must be clean, groomed, neat, no longer than shoulder length and must stay out of the eyes. Hair length rule still applies regardless if hair is pulled back.

Facial Hair

- Neatly trimmed/manicured mustaches, beards, sideburns or goatees are permitted. Assistant principal will define neatly trimmed. (Neck and jawline will be clean shaven).

Dress Code

- **Dresses, Skirts and Split Garments** - must be long enough to maintain dignity while sitting or standing. No more than 5" from the top of the knee will be the standard rule. All dresses and skirts should fall at mid-thigh or longer. No dresses or skirts will be allowed above fingertip length of arms with relaxed shoulders. Tights do not waive the modesty or length requirement.

- **Jeans/Pants** - are to be worn at the waist and may have holes below where the fingertips of the student touches the leg. Holes or exposed skin above the allowable area are prohibited. Pajama pants are not allowed.
- **Tights/Leggings** - can only be worn with dress code length dress, skirt or shirt.
- **Shirts/Blouses** - must fit appropriately not exposing bare midriff, chest/cleavage or underarms. **Girls** - Sheer blouses can only be worn with appropriate tops underneath that cover the torso completely. No crop tops unless wearing an appropriate undershirt. Shirt straps must be at 3 inches in width. No tank tops. **Boys** - No tank tops, Cut-offs, or sleeveless shirts of any kind including no off shoulder shirts.
- **Shorts** - must be hemmed; NO CUTOFFS. **Girls** - length must comply with no more than 5" from the top of the knee. **Boys** - shorts must have a minimum of 7 inch inseam. All shorts should fall at mid-thigh or longer. No shorts will be allowed above fingertip length of arms with relaxed shoulders.
- **Shoes** - Footwear must be worn. Safety considerations may dictate the type of footwear worn in specific classes or school settings. House shoes and slippers are not permitted.
- **Undergarments** - Students must all wear appropriate undergarments. Undergarments should not be exposed or showing at any given time.
- **Headwear** - Students are not to wear hats, caps, novelty head gear, party hats, hoods from hoodies, bandanas, do-rags, scarves, wave caps, sunglasses/shades, picks, combs, or any other head covering/accessory in the building or on school grounds during normal school hours.
- **Accessories** - The length and style of accessories will be limited if they constitute a health or safety hazard. In both cases, the student may be required to remove the accessory.
- **Piercings** - Earrings are allowed for all students. **Boys-** are restricted to one stud earring per ear and no greater than 6.5mm/1.00 ct. (Hoops and drop earrings are not permitted.) **Girls-** are allowed to wear nose rings, but are restricted to a stud no greater than 3mms or small hoop in one nostril.

Tunnel gauges, exposed body piercings of the lip, bridge of nose, septum, eyebrow, and/or other facial piercings not specifically listed are not permitted.

Specific Dress Code Rules

The following are NOT allowed:

- Inappropriate language or symbols, provocative pictures, advertising tobacco, alcohol or narcotics on clothing, jewelry, or exposed body parts.
- Politically or socially divisive words or phrases on clothing, jewelry, or exposed body parts.
- Racially related symbols, emblems, pictures, cords, slogans or tattoos.
- Accessory, clothing article, clothing style, hair style, or body marking deemed gang related as determined by the campus administrators.

- Tattoos that are considered to be offensive or disruptive by the school administrator must be covered. **ALL** tattoos on the face, neck or hands must be covered while students are under the school's jurisdiction.
- Trench coats or other types of over-sized clothing that constitute a health or safety hazard.
- Mouth jewelry, such as grills.
- Excessive or distracting make-up.
- Dark glasses, unless prescribed by a physician.

PROCEDURES AND GUIDELINES

- First and second period teachers will make the initial check for dress-code violations. Follow-up of dress-code will be made throughout the day by other campus personnel. Students are required to be in dress-code for the entire time that they are on school property; inside or outside of the buildings.
- All students suspected of a violation should be sent to the office for disciplinary action.

DRUG TESTING

The Mineola Independent School District Board of Trustees adopted a random DRUG TESTING POLICY for all students participating in extracurricular activities in grades 7-12 of the Mineola ISD. All students participating in extracurricular activities or parking at Mineola High School will be subject to MISD drug testing policy.

All students enrolled in courses that use potentially dangerous machinery such as auto mechanics and Agriculture are included in the pool that drug testing is drawn from and will be subject to MISD drug testing policy.

***** Students who fail drug tests may practice for UIL events but may not attend or participate in Mineola ISD contests during or after school hours until they test drug free and serve the days assessed.**

***** Note: Items you can buy at a Vape store/online may contain THC....ie "Delta 8" gummies and various vape pods. Taking these items will result in a positive drug test and will cause a student to become ineligible to participate in UIL activities, and/or participating in the shop portion of the classes listed below and/or parking on school property.**

Tested school groups include the following:

| | | | |
|--------------------|----------------|-------|------------------|
| AG | Work Program | Drama | Athletics |
| Cheerleaders | Auto Mechanics | Band | Students parking |
| All CTE Practicums | | | |

EARLY GRADUATES

A student who completes graduation requirements in fewer than four years shall be ranked in the class with which he or she actually graduates. To be eligible to graduate early, a student must complete all course work and exit-level testing required of the ninth grade class in which he or she begins high school. This means the student must earn a diploma under the Foundations Plan with at least one (1) Endorsement. A student wishing to graduate from high school in fewer than four years should meet with the high school counselor to revise their Personal Graduation Plan PGP NO LATER than the third semester of high school (the middle of the sophomore year). Written parental approval shall be required as well. The student shall receive advice regarding requirements and schedules.

Grades, Attendance, Credit requirements and STAAR (EOC) will be used in determining eligibility.

Early graduates will not be eligible for:

- Exam Exemptions
- Salutatorian or Valedictorian Honors
- Senior Activities/Privileges
- Graduation ceremony exercises.

ELECTIONS

Students wishing to be a candidate for any elected position (whether by judges, teachers or student body election) must have earned a citizenship grade of "S" in each class with no more than one "N" for the entire school year before *or* after the election. A citizenship grade of "*U*" automatically disqualifies the candidate or officer. Students must also maintain the same requirements set by UIL and MISD for participation/practice/try-outs/elections.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Mineola ISD Cell Phone and Electronic Device Policy

Compliance with Texas House Bill 1481 (Effective August 14, 2025)

Texas House Bill 1481, signed into law by Governor Greg Abbott on June 22, 2025, represents a significant shift in educational policy by mandating that all public and open-enrollment charter schools in Texas prohibit students from using personal electronic devices, such as cell phones, smartphones, tablets, and smartwatches, during the school day on school property. Effective from September 1, 2025, the bill aims to enhance classroom focus, reduce distractions, and address concerns like cyberbullying and mental health challenges linked to device use.

- The School Day is defined as 7:15 a.m. - 3:40 p.m..
- Personal communication devices, including cell phones, smart watches, laptops, tablets, gaming devices, earbuds, and headphones, must be powered off, out of sight, and secured in backpacks or other designated storage areas during the instructional day.
- Use of devices is strictly prohibited in restrooms, locker rooms, and any other space where privacy is expected.
- The District is not liable for loss, theft, or damage to personal devices.

1st Offense

- The device is confiscated, and the parent is contacted by a Campus Administrator.

- The student may retrieve the device from the office at the end of the instructional day.
- (Discipline determined by administrator according to the student code of conduct)

2nd Offense

- The device is confiscated, and the parent is contacted by a Campus Administrator.
- The student may retrieve the device from the office at the end of the instructional day and once the administrative fee has been collected.
- (Discipline determined by administrator according to the student code of conduct)

3rd Offense

- The device is confiscated, and a parent/administrator conference is scheduled.
- The device will be returned to the parent/student at the conclusion of the parent/administrator conference.
- (Discipline determined by administrator according to the student code of conduct)

4th Offense and Beyond

- The device is confiscated, and the parent is contacted by a Campus Administrator.
- Further disciplinary action will be taken in accordance with the Student Code of Conduct.
- (Discipline determined by administrator according to the student code of conduct)

EXTRA-CURRICULAR ACTIVITIES

All Mineola High School students are encouraged to become involved in as many extra-curricular activities as possible during their four years in high school.

Extra-curricular activities are designed to provide our students with a wide variety of activities that serve to get students plugged in to our school. They also provide an avenue for students to build and maintain positive relationships, gain valuable life skills, and gain leadership and team building experience. The most important function of all extra-curricular activities is to support the academic program and to support the academic success of all MHS students. Extra-curricular activities include:

- Sports
- Fine Arts (band, choir, drama, etc.)
- Clubs and Organizations

- Academic UIL
- Other competitions events and meetings

Student Responsibilities Regarding Extra-Curricular Activities:

- When a student has an event that will cause them to miss a class, it is their responsibility to check with the teacher ahead of time to make sure they know what work will be missed and to make arrangements for make-up work and tests, etc.
- Students participating in extra-curricular activities are responsible for turning in all assignments complete and on time. For example, if an assignment was given on a Monday with a due date of Thursday, but the student is absent for a ball tournament on Thursday, the assignment is still due on Thursday, without exception.
- If a student misses class for an extra-curricular activity, they will receive one extra day to make up all work, tests, projects, etc.
- Students are required to make up tests on their own time and NOT during class time. They must schedule make-up tests, etc. with both teacher and coaches/directors in case of missed practice time.

FEES

Materials that are part of the basic educational program are provided with state and local funds 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:

- All students will be issued a Chromebook and will pay a one time user fee - \$30 per student. (Incoming Freshman and/or new move in students to the district)
Upon graduation, senior students keep their chromebooks

If a student damages Chromebook (Technology will assess and a fine and/or discipline may be enforced).

- Parking permits are required for all students who park on school property and must be displayed clearly in the window of their vehicle at all times. Parking permits may be purchased from the school office for a cost of \$10. Students must have a valid driver's license and liability insurance. **Each vehicle must have its own sticker. Stickers cannot be transferred from vehicle to vehicle.*
- 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.
- Security deposits.
- Personal physical education and athletic equipment and apparel.

- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- A fee for a course taken through the Texas Virtual School Network (TxVSN).

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

GRADE-LEVEL CLASSIFICATION (Grades 9–12 Only)

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

| Credits Earned | Classification |
|----------------|----------------------|
| 6 | Grade 10 (Sophomore) |
| 12 | Grade 11 (Junior) |
| 18 | Grade 12 (Senior) |

Credits are earned by passing the course with a Final average of 70 or above and by meeting the attendance requirement for that class.

GRADING POLICIES

Exemptions From Semester Exams

Freshmen and sophomores may be exempt from spring semester exams provided they meet the attendance, discipline and grade requirements. Only students who are classified

as **juniors/seniors** may be exempt from both semester exams provided they meet the attendance, discipline and grade requirements. Qualifying students will either be exempt from ALL exams or they will be exempt from NO exams based on the following criteria:

In order to be exempt from all semester exams, a qualifying student must:

- **Been enrolled at MHS for 90% of semester.**
- **Have no more than THREE non-school related absences during the entire semester. Excused absences will count against a student's attendance for the purpose of exemptions.**
- **Have a minimum of 80 average in every class; however, T1 and T2 grades must be above a 70.**
- **Have NO office referrals of any kind that result in suspension or DAEP.**

The reason for the absence will NOT be taken into consideration unless it is for a school sponsored activity. **Students who have been assigned to SAC or DAEP will NOT be eligible to be exempt from a final exam.** ALL senior students are required to be in school the entire week leading up to exam week, and students will be required to be at school for a specified period of time for attendance purposes, even if they are exempt. The school administrator has the right to deny or revoke final exam exemptions for any or all students at any time.

Failure to Complete Assigned work

Studies show that most students fail as a result of incomplete work. Mineola High School has a zero tolerance policy for students not turning in assignments or homework when they are due. We have very high expectations, and believe that failure to turn in work will only result in students getting further behind in their studies. Failure to comply with written or verbal directives to turn in an assignment when due will result in loss of ILT and a reduction or loss of grade.

Grade Points

The evaluation of student efforts will be recorded numerically on report cards and all records. For GPA calculation purposes, concurrent, dual credit, correspondence and internet grades will be converted as follows:

A=95

B=85

C=75

D=65

Honor Roll

To make the all "A" honor roll, a student must make 90 or above in every subject. To make the "A/ B" honor roll a student must have all grades at 80 or above and at least one grade at 90 or above.

Make-up Work

All student assignments are posted online through Canvas. If a student is absent from school, they are expected to access their assignments online to begin work immediately. Work missed during absences must be made up. Students who were absent from class will be allowed the same number of days missed upon their return to complete make-up work for full credit. This includes homework, class work, daily work, labs, etc. After the allotted time, the department's late work policy will be in effect. When a student knows in advance that they will be absent from school for accepted reasons, including authorized school trips, he/she must accept the responsibility for arranging with their teachers to make up work, in advance of their planned absence.

Plagiarism and Cheating

Students caught plagiarizing or cheating will be given an automatic grade of zero for the assignment and a disciplinary consequence. Cheating also includes copying or using the work of another student OR allowing another student to copy or use your work. Any student taking dual credit courses will be automatically dropped from the college class if they are caught plagiarizing material or cheating.

Scholastic Penalties

A student suspended from class will receive an excused absence if the student satisfactorily completes the assignments for the period of suspension within a time designated by the teacher. Grade adjustments shall be imposed on make-up work for a period of suspension at home. ***No grade above 70 shall be assigned.***

Students who are expelled will receive no credit for work missed during expulsion. Handicapped students may receive educational service during expulsion as determined by the Admission, Review, and Dismissal Committee (ARD).

All students' nine-weeks grades are determined by averaging daily grades (40% minimum of ten grades), and major test grades (60% - minimum of three major assessments (no more than one project). This process applies to classes requiring some written assignments, and therefore excludes the participation classes of band, choir, physical education and athletics. **Grades will be recorded at the actual value, as averaged by the teacher.**

Semester Grades

Each nine weeks grade will be added three times and the semester exam once and divided by seven to determine the semester average. End-of-Course Exams will fall under TEA guidelines.

Graduation Activities

Only students who have met the graduation requirements will be allowed to participate in the graduation exercises.

- Announcements are ordered during the Fall term. If there is a doubt that a student will graduate, he or she should have a conference with the counselor before ordering announcements.
- Ceremony - Students are expected to abide by the Student Code of Conduct and the Senior/Parent Contract in order to participate in the graduation ceremony, and must abide by all school rules during the ceremony.
- Dress Code - Senior boys must wear long pants (No holes), dress shirt and nice shoes. Girls will wear a dress or a pantsuit and nice shoes. A student may wear nice jeans. Students may only wear school approved sashes, stoles, or cords.
- The graduation ceremony is a privilege and not a right. Students can and will be denied participation if they do not meet behavior and dress code requirements.
- Students must meet all state and local graduation requirements in order to graduate from Mineola High School and participate in the graduation ceremony.

LEAVING CAMPUS

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Painting Parking Spaces (Seniors)

Seniors who lease a parking space must use **school issued stencils** as their guide. These will be 5' x 5' and **must be centered in the middle of the space** away from the white lines. Students may paint within that 5' x 5' space **only**. Cost to paint the spot is **\$40**. Painted parking spaces are restricted to the back parking lot.

ALL parking stickers will be placed on the back windshield on the outside.

A student's name, school activities, jersey numbers and other school related artwork are encouraged. We will use the student handbook as a guide in making decisions. Drawings of proposed art work must be submitted and approved by campus administration **before** parking spaces can be personalized.

- Political slogans, candidates names etc... will not be allowed. Mineola ISD reserves the right to reject any proposed artwork including but not limited to political expression. Parking spaces are the property of Mineola ISD.

POWER HOUR LUNCH

Power Hour Lunch is one hour during the day from 12:10-1:10 in which students have lunch (30 minutes), attend an (A or B) assigned advisory class where attendance is required and taken (30 minutes). Students, by teacher request, are required to attend tutorials. Students will be given detention, ECO or SAC if they fail to attend tutorials or advisory. Club meetings and other student choice options will also occur during power hour. Students may attend club meetings if they do not have a tutorial assignment. Power Hour lunch is designed to allow students to make the most of their lunch hour and receive the extra help they need for success. Students who are assigned to a Lunch Detention will have an hour long detention. The first 30 minutes will be reporting to an assigned location to complete a discipline assignment and the last 30 minutes will be eating in a separate assigned location to complete the hour.

PROM

Mineola High School does not sponsor or affiliate with any prom activities.

PROJECT GRADUATION

Mineola High School does not sponsor or affiliate with Project Graduation activities.

Public Display of Affection (PDA)

PDA is NOT allowed at Mineola High School. This includes, but is not limited to, hand-holding, embracing and kissing. A consequence from the Student Code of Conduct may be assigned based on the severity and/or persistence of the offending action.

SCHEDULES

Fall schedule changes are only allowed for errors and prerequisite requirements. Students are allowed to change their course selections up until the last day of school; however, course and elective choices made in the spring - up until the last day of school - are final. After the new school year starts, schedules cannot be changed. To resolve any schedule conflicts, counselors may substitute an alternate choice for an elective. Because of the potential effect on class size, counselors cannot accommodate teacher change

requests, “change of mind” requests, or lunch preferences. Necessary schedule changes (listed below) will be made ONLY during the first 2 weeks of school.

Valid reasons for a schedule change:

- Student has already earned credit for the class in which he/she is enrolled
- The student has not met a prerequisite for the course
- ARD committee decision
- Work-based learning program students who do not have a job by the deadline
 - Core class is missing
 - TJC classes

SCHEDULE CHANGES WILL NOT BE MADE AT ANY TIME DURING THE SCHOOL YEAR EXCEPT FOR THOSE REASONS LISTED ABOVE, AND ONLY WITH PRINCIPAL APPROVAL.

ILT – Independent Learning Time – Time built into Jr./Sr. student schedules allowing time to work on assignments, homework, or group projects. (Must meet criteria to qualify)

SCHOOL FACILITIES

Use by Students Before and After School

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

The multi-purpose Building (cafeteria) will be open to students before school, beginning at 7:25 a.m. **Students are NOT allowed into the hallways before 7:50 AM.**

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

After dismissal from school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district

premises, such as play rehearsals, club meetings, athletic practices, 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 standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Students will be allowed in the hallways at all times during the school day when given permission. Students should remember that classes are underway in the classrooms, and that quiet and non-distracting behavior is required at all times.

SOCIAL NETWORKING

A participant in any co-curricular or extracurricular activity may be suspended or dismissed, after review and with the consent of the principal and organization sponsors for inappropriate use of any electronic communication including but not limited to Facebook, Instagram, TikTok, or similar websites, blogging, online journaling, instant messaging, emailing, photo posting, “sexting” and text messaging that contains sensitive, negative, harassing, sexually oriented, profane, pornographic, or inappropriate information about oneself, any member of the group, about any other student, about the school, or about any teacher or administration. **Students are also subject to school approved discipline. “David’s Law” may apply as well.**

SUMMER SCHOOL

Summer school is provided for credit recovery, EOC test remediation, credit acceleration, and to make up attendance. **No fee** will be charged for each course for credit taken. There is **no fee** for test remediation.

TARDIES

A student is tardy if they are not in the classroom at the assigned start time. The first period tardy bell rings at 8:00. If a student is late to their first period, they must check in at the office before going to class. If a student is tardy to class, the teacher will mark them tardy and the student will be called to the office later in the day to receive their consequence:

1st Tardy – Warning

2nd Tardy – Warning

3rd Tardy – 1 Day Lunch Detention

4th Tardy – 2 Day Lunch Detention (ATTENDANCE/BEHAVIOR)

CONTRACT PUT INTO PLACE BY ADMIN).

5th Tardy – ECO

6th Tardy - 2 Days of ECO

7th Tardy - SAC

8th Tardy (+) - SAC, Possible DAEP

*****The Tardy Policy Steps start over at the beginning of each 9 weeks.**

TRUANCY

Referral for Truancy will occur when a student accrues 10 or more unexcused absences within 6 months or more than four absences in a three week period.

VALEDICTORIAN AND SALUTATORIAN

To be eligible for valedictorian and salutatorian honors, students must have completed four consecutive semesters their Junior and Senior years at Mineola High School. The student with the highest grade point average, at the end of the third nine weeks grading period, will be declared valedictorian, and the student with the second highest average will be declared salutatorian for the graduation ceremony. Highest ranking graduate will be determined at the conclusion of the senior year.