

LE **LITTLE ELM**
Independent School District

LITTLE ELM HIGH SCHOOL
STUDENT HANDBOOK
2016-2017



EVERY CHILD, EVERY DAY

1900 WALKER LANE
LITTLE ELM, TEXAS 75068
(972) 947-9443

ADMINISTRATION

Principal: **Renee Pentecost**
Associate Principal: **Ruben Molinar**
A - D House Principal: **Alen Palislamovic**
E – K House Principal: **Randall Ball**
L – Ra House Principal: **Christopher Reza**
Re – Z House Principal: **Terilyn Thomas-Monday**

To Students and Parents:

Welcome to school year 2016-2017! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

This Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's Parent" means parent, legal guardian, or other person who has agreed to assume school related responsibility for a student.

Students and parents also need to be familiar with the Little Elm Independent School Districts Student Code of Conduct, which sets out the consequences for inappropriate behavior, is required by law, and is intended to promote school safety and an atmosphere conducive to learning. The Student Handbook is designed to be in harmony with board policy and the ***Student Code of Conduct***. Please be aware that the handbook is updated yearly, while policy

adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. In case of conflict between board policy or the **Student Code of Conduct** and any provisions of the Student Handbook, the current provisions of board policy or the **Student Code of Conduct** are to be followed.

Little Elm Independent School District Mission Statement: *Our mission is to engage, equip, and empower each student to realize their full potential*

The VISION of the Little Elm ISD Community is to be "THE Destination District."

Little Elm Independent School District Core Values:

As Lobos we VALUE...

- **A culture founded on the highest qualities of character**
- **Unleashing every individual's highest potential**
- **Creating a community where every student loves to learn, every teacher loves to teach, and every person is proud to call home**
- **A foundation of culture that values unity and pride**
- **Embracing all of our kids as all of our kids**
- **Open, transparent, and timely communication**

Campus Belief System

Education is a shared responsibility of students, school, home and community.

With that as an essential principle, we believe the following to be true for students, staff, families and the community:

Everyone has equal inherent worth and deserves to be treated with respect and dignity.

Everyone needs challenge, opportunity and encouragement.

Each person is unique.

Meaningful relationships have profound lifelong impact.

Integrity is essential.

Imagination and creativity are vital.

A safe and orderly environment is necessary for learning.

Every person can learn.

Each person is ultimately responsible for his/her own learning.

Learning is lifelong and unlimited.

There is always room for improvement.

All students must graduate with the skills they need to pursue their aspirations.

STATEMENT OF NON-DISCRIMINATION

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

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

Ross Roberts

Title IX Coordinator

972-947-9340 ext. 15013

Cortney Clover

Section 504 Coordinator

972-947-9340 ext. 15022

Yamile Quintero De Corredo

Liaison for Homeless Children & Youth, Parent Involvement Coordinator

972-547-3585

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DRESS CODE
EMERGENCY AND SAFETY
ENROLLMENT
GRADES AND CREDITS
STUDENT SERVICES
MEDICAL
EXTRACURRICULAR
COUNSELING
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Welcome to Little Elm High School, Home of the Lobos!

From the PRINCIPAL...

Dear Little Elm High School Student,

Welcome to Little Elm High School for the 2016-2017 school year!

The faculty and administration are pleased to present this handbook to both you and your parents. You will find the information helpful as you plan successful experiences here at Little Elm High School. In addition, you will find helpful information on the website at www.littleelmisd.net . Any updates or changes to the Little Elm High School Student Handbook will be posted on the high school website. Additionally, we will issue laptops to each student this year. Before the laptops are issued, there will be sessions to discuss any updates to the guidelines in this handbook.

We all know that the choices you make are largely a result of the options you are provided. The Little Elm High School faculty and administration believe that this handbook is a starting point for helping you make informed choices that are good for both you and Little Elm High School. We are excited to have you as a member of our Little Elm High School family.

Sincerely,

Renee Pentecost

Renee Pentecost

Little Elm High School Principal

Little Elm Fight Song

**Cheers Cheers to our team tonight
Keep up the spirit, keep up the fight
We're the Lobos fierce and bold
Lift up our colors, blue and gold!
We're gonna yell till our throats are dry
No other team will ever pass us by
We're the best and that's no lie
We're faithful until we die
(Repeat)**

**Yay, Blue! - Yay Gold!
Yay Lobos! - Go! Go! Go!**

Little Elm School Song

**Hail, Alma Mater
Hats off to you**

**Ever you'll find us
Loyal and true.**

**Firm and undaunted
Ever we will be**

**Hail to the school we love
Here's a toast to thee.**

School Mascot

Lobo

School Colors

Blue and Gold

Little Elm ISD Jurisdiction

The Little Elm Independent School District has authority and control over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time and location, and any school-related misconduct, regardless of time and location.

PREFACE

This Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who has agreed to assume school related responsibility for a student.

Students and parents also need to be familiar with the Little Elm Independent School Districts Student Code of Conduct, which sets out the consequences for inappropriate behavior, is

required by law, and is intended to promote school safety and an atmosphere conducive to learning.

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

In case of conflict between board policy or the **Student Code of Conduct** and any provisions of the Student Handbook, the current provisions of board policy or the **Student Code of Conduct** are to be followed. After reading through the entire handbook with your child, keep it as a reference during this school year.

Glossary of Terms

Unless otherwise noted, the following terms in this handbook and student code are defined as follows:

- **Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.
- **AP or Pre-AP**- The College Board's® Advanced Placement® and pre-Advanced Placement program, which includes coursework in several disciplines and examinations which many colleges and universities accept for credit at the college level.

- **Attendance Review Committee** – is responsible for reviewing a student’s absences when the student’s attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.
- **ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.
- **DAEP**- Disciplinary Alternative Education Program; an educational setting away from the regular school campus to which a student is sent due to violation of the student code of conduct. Students are provided the basic curriculum as required by law in the DAEP. Students assigned to DAEP must serve the specified number of days in the DAEP. If a student withdraws from school before or during a period of assignment in the DAEP, the student must return to and complete the number of days assigned to the DAEP upon re-enrolling or returning to school.
- **Expulsion or Expelled**- removed from the regular school for the remainder of the school year or semester. The student may be placed in a Juvenile Justice Alternative Education Placement, which is operated by Denton County and located in Denton, Texas.
- **EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, Algebra I, Biology, and United States History.
- **FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student’s parent or a student 18 or older directs the school not to release directory information.
- **IEP** is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student’s present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student’s progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.
- **I.S.S.** - In School Suspension, an educational setting on the regular school campus, but not in the regular classroom. Students may be assigned to the In School Suspension center for one or more school days or partial days due to a violation of the student code of conduct.

- **O.S.S.** - Out of School Suspension. Students may be suspended from attending any school campus or attending any school-related event without regard to location for up to three consecutive days due to a violation of the student code of conduct. Parents or guardians are responsible for the supervision of the student when on out of school suspension. When suspended out of school, students may not, during the period of suspension, attend any school-related activities at any location or appear on any school campus.
- **U.I.L.** - University Interscholastic League, the governing body for interschool athletic, academic, and artistic competitions for the state of Texas. It was founded as a part of the University of Texas and has governed the above activities since 1908.
- **PGP** stands for Personal Graduation Plan , which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.
- **SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.
- **Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.
- **SSI** – Texas Education Agency's Student Success Initiative that currently requires 8th grade students to pass the Reading and Math STARR tests in order to be promoted to 9th grade in addition to passing 3 of the 4 core courses.
- **STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.
- **STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

- **STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.
- **State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the exit-level TAKS or STAAR EOC assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.
- **Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.
- **TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.
- **UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the

absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

ATTENDANCE

Students must attend school regularly to maximize learning. Texas law requires that students be in attendance for at least 90% of the days during the year to earn credit in a class. Texas law also requires that students be in attendance for the full length of the instructional day.

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

A student absent from school shall provide a note that describes the reason for absence. The student's parent or guardian shall sign the note. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian. Please remember that parental approval is required for all absences from class including field trips, extracurricular performances or activities, and all others.

Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

State law requires that a student between the ages of six 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.

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 and is subject to compulsory attendance laws, if the student is under 21 years old. If a student 19 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. 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.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days

- Required court appearances
- Activities related to obtaining United States citizenship
- Service as an election clerk
- 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. 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, Mental health or therapy appointments; or
- Court-ordered family visitations 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 **Accommodations for 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. Please see page 6 for that section.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school. If a student between the ages of 12 and 19 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit 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 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, if appropriate. [See policies at FEC].

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching 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 of trustees by filing a written request with the superintendent in accordance with policy FNG (LOCAL).

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

The District provides Seat time recovery and/or community service as alternatives for a student to regain credit lost because of absences. Students are expected to keep up with their own absences and take the initiative to make up excessive absences by attending seat time recovery or participating in community service. In order for a student to receive credit for attendance for a particular class period, he/she must be present for 67 percent of the time the class meets on any individual class meeting.

Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

- Official attendance is taken every day at 10:00 am.
- A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. *Students have three days upon returning to school to submit notes to the attendance clerk.*

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.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than five 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.

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. A student must be in attendance according to the 90% rule stated above in order to receive a VOE. If a student is not within the 90% rule or is in danger of falling below the 90% Rule for attendance, the school may NOT issue a VOE per state law.

Excused Absences

A student who is absent (excused) shall be permitted to make up work within the approved time frame. A student shall receive one day/class meeting for each consecutive day/class meeting's absence to turn in make-up work or to obtain any information covered during the absence. In general, the principal will excuse absences for the following reasons:

- Personal Illness.
- Required screening, diagnosis, and treatment for Medicaid- eligible students.
- A documented health care appointment - if the student begins classes or returns to school on the same day as the appointment.
 - A temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent, including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention, if the principal is contacted prior to the absence.
- Religious holy days.

Beginning on the sixth absence in any semester, a note from a doctor is required to excuse the absence and any subsequent absences.

BACTERIAL MENINGITIS

The information in this section is required by law.

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for

serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over one year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

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

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

Seek prompt medical attention.

Where can you get more information?

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

BULLYING

Bullying occurs when a student or group of students engages, over time, in written or verbal expression, including through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

1. Results in harm to the student or the student's property,
2. Places a student in fear of physical harm or of damage to the student's property, or
3. is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.
4. This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see FFI (LOCAL).]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site, and is included at the end of this Handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's Web site.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[Also see policy FFI.]

CAFETERIA SERVICES

LEISD Child Nutrition personnel prepare nutritious breakfasts and lunches daily. All meals are analyzed for essential nutrients and meet the dietary guidelines for each grade level. Menus are posted in each school and on the LEISD web page. Child Nutrition staff will provide alternatives for special diets classified as disabilities with documentation from a doctor. Other allergies may, but are not required, to be accommodated.

Breakfast prices are \$1.25 for students and \$1.60 for adults/guests. Lunch prices are \$2.50 and \$3.50 for students and \$3.10 and \$4.10 for adults/guests.

1. Each student will use his or her student identification number or I.D. card for food/purchases.
2. Students should:
 - a. Refrain from giving out their student identification number.
 - b. Stay in line and wait their turn.
 - c. Cooperate with adults on duty.
 - d. Speak quietly.
3. Before leaving students will:

- a. Clean their table.
- b. Dispose of trash properly.
- c. Leave the floor clean.
- d. Use recycle bins when possible.

Parents and relatives may have lunch with students. In these cases, parents/relatives **may only provide lunch for their students. Parents will not be allowed to drop off outside food for their students during the school day.** The Texas Public School Nutrition Policy prohibits distribution of food to non-family members. Please remember that all guests should sign in at the school office.

Students are not allowed to order food from an outside vendor. Students or parents should only bring enough food for themselves, and no large quantities to feed other students are allowed. The Texas Nutrition Policy does not allow sharing food. Students should only bring enough food or snacks for themselves.

The district participates in the National School Breakfast and Lunch Programs. Free- and reduced-priced meals are available based on financial need upon application completion. Applications are available in the school office or in the Child Nutrition Administration Office. Parents may also securely complete an application online at www.SchoolLunchApp.com.

CAMERAS AND OTHER RECORDING DEVICES

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

The principal, other district administrators, and school resource officers will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in computer science, business education, health occupations education, law enforcement, education and training, engineering, technical education, and media technology. Admission to these programs is based on parental choice. Little Elm ISD takes steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. [Also see **Nondiscrimination Statement** for additional information regarding the district's efforts regarding participation in these programs.]

CHANGE OF ADDRESS

Students and parents are required to immediately notify the front office if there is a change in their address or telephone number.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

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

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

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

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

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://www.sapn.nonprofitoffice.com><http://sapn.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php><http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtmlhttp://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtmlhttp://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

[Reports of abuse or neglect may be made to:](#)

[The Child Protective Services \(CPS\) division of the Texas Department of Family and Protective Services \(1-800-252-5400 or on the Web at <http://www.txabusehotline.org>\).](#)

CITIZENSHIP – CONDUCT GRADES

Behavior that is not in compliance with the LEISD Student Handbook & Code of Conduct, campus-based communicated standards, or a student's individual behavior plan shall not be reflected in any portion of a grade or points in a content area outside of the conduct grade on the report card.

The conduct grade will be based on the following scale:

E=performs at excellent/above standard consistently

S=performs at standard expectation consistently

N=performs slightly below standard expectations and needs improvement

U=Performs consistently at beginning or below standard expectation

The conduct grade will be based on a campus discipline plan that will be shared annually with all staff, parents, and students. The campus principal shall ensure compliance with the plan. [See DISCIPLINE for more information]

CLOSED CAMPUS

Students are considered to be "at school" as soon as they arrive on the campus and are **not** allowed to leave campus during the day for any reason unless excused by the Principal or Assistant Principal. Students needing to leave campus for a doctor's appointment, or any other excused reason, must have a note from their parent or guardian stating the purpose and time of the appointment. Upon receiving permission to leave campus from the office, the student must sign out in the office. Students returning from an appointment must sign in the office.

CLUBS AND ORGANIZATIONS

Students are encouraged to become involved in one or more clubs or organizations offered at school. Eligibility requirements vary, but club sponsors will provide this information.

University Interscholastic League (UIL) Activities:

CHEERLEADERS, BAND, ATHLETICS, ONE ACT PLAY, UIL ACADEMIC COMPETITION, ACADEMIC DECATHALON, DANCE, ART, and CHOIR

Standards of behavior, including consequences for misbehavior, for members of clubs, performing groups, competitive groups, athletic teams, and other school groups, may be 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.

A student who receives, at the end of a grading period, a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a child's education is essential if the student is to make the most of educational opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, and includes interactions such as messages and phone calls to and from teachers, and school open houses or back-to-school nights.

Communication might also include requests for conferences - initiated by the school or the parent- to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well. It is our standard to return all communication within 24 hours. Parents are encouraged to log on to their child's portal website to check current grades and assignments weekly.

If you have a question or concern please call Mr. Molinar at 972-947-9443

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the district has adopted a formal complaint policy. In general, a parent or student should first submit a written complaint and request a conference with the grade level administrator. If unresolved, a written complaint and a request for a conference should be sent to the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the superintendent or designee. If still unresolved, the district provides for the complaint to be presented to the Board of Trustees. [Policy FNG (Local)]

Some complaints require different procedures. Any campus office or the superintendent's office can provide information regarding specific complaint processes for the following:

- Discrimination on the basis of gender.
- Sexual abuse or sexual harassment of a student.
- Loss of credit on the basis of attendance.
- Teacher removal of a student for disciplinary reasons.
- Removal of a student to a disciplinary AEP.

- Expulsion of a student.
- Identification, evaluation, or educational placement of a student with a disability.
- Instructional materials.
- On-campus distribution of non-school materials to students.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision, and for approved instructional purposes only. The district's acceptable use policy for computer resources (separate from this handbook) lists the use of these resources. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. Signing the signature page (in the Student Code of Conduct) constitutes acceptance of this acceptable use policy and agreement to adhere to its provisions. Failure to sign and return the signature page will result in denial of computer use privileges.

Students and their parents should be aware that e-mail and other electronic communications using a district\computer is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT (*See also Student Code of Conduct*)

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

Corporal punishment is not used as a disciplinary technique by the district.

Assemblies

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow rules of conduct during an assembly will be subject to disciplinary action.

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.

Due to supervisory concerns, students should not be on school grounds/in the school building until 8:00 a.m. Unless involved in supervised activities, all students should clear the school building in the afternoon by 4:35 p.m. unless they are in a classroom being tutored or are with a coach or sponsor. Students not following these restrictions may be subject to ticketing and/or other school disciplinary consequences.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Misbehavior or Violation of the Student Code of Conduct While in a Disciplinary Placement

Students found guilty of misbehavior or any violation of the Student Code of Conduct while in a disciplinary placement are subject to removal to an Alternative Education Placement facility or to the Juvenile Justice Alternative Education Placement facility. Misbehavior or violation of the Student Code of Conduct while assigned to a disciplinary placement, such as In School Suspension or Out of School Suspension or the Disciplinary Alternative Education Program facility, is considered a serious offense.

Appeal of Disciplinary Consequences

Students and parents have the right to appeal disciplinary decisions made at the campus level to the central administrative offices of the district. Such appeals must be made in writing within **three** days of the assignment of disciplinary consequences at the campus and must state the reason for the appeal. Appropriate forms may be obtained from the principal's secretary. The carrying out of any penalty or consequence issued at the campus will not be delayed pending an appeal.

CONTAGIOUS DISEASES/CONDITIONS

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

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 5–11 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 school counselor in order to enroll in the middle school and high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The school 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, emotional, academic, or substance abuse needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should schedule an appointment with the counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[Also see **Substance Abuse Prevention and Intervention** and **Suicide Awareness**]

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 EHBA (LEGAL), FFE (LEGAL) and FFG (EXHIBIT)].

DANCES

School dances are for LEHS students only. Non-LEHS students may attend with approval from your students House principal and only at special events. Not all dances will allow Non-LEHS students to attend. Students who leave the dance before it ends will not be readmitted and must leave the premises immediately. Parents and students should make transportation plans to have the child picked up on time. Students **MUST** present their ID Card to gain entry and attend a school dance. Students must also be passing all of their classes and cannot have any discipline referrals in the grading period that the dance is taking place.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office and on the district's Web site.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student is prohibited.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, and destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The student's parent may make the report. See policy FFH (LOCAL) for the appropriate district officials to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI and **Bullying** on page 12.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

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

DELIVERIES

Deliveries of flowers, balloons, outside food and other gifts for students will not be accepted. Please limit deliveries to items that are necessary for school.

DETENTION

FRIDAY Reflections

Friday-Reflections will take place on designated Fridays from 4:35-6:35 p.m. A student may be assigned to Friday Reflection if the student violates the school's code of conduct, reaches step 5 or higher in the Little Elm High School Discipline Management Plan, or for receiving their 4th, or 5th tardy in a grading period. Students will use Friday Reflection time to reflect on the behavior that caused them to be placed in the reflection. **Transportation will not be provided by the school for students that are assigned to Friday Reflection.** Parents will need to pick up their student at 6:35 if they are assigned. Students will be required to stay for the duration of the assigned Reflections period.

DIRECTORY INFORMATION

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within 10 school days after the issuance of this handbook.

Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Release of Student Information to Military Recruiters and Institutions of Higher Education The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent.

DISCIPLINE

The Little Elm High School Discipline Management Plan

Discipline Management Philosophy

Students and teachers at Little Elm High School will interact in a safe, secure, and nurturing environment based on students adhering to campus norms identified in the LEHS Discipline Management Plan.

Purpose

The LEHS Discipline Management Plan is designed to aid the teacher in managing behavior in the school setting with the intent of building relationships with students and ultimately addressing behavior in a fair and consistent manner.

Student Expectations

Little Elm High School has established a set of minimum behavioral expectations for students.

Students are expected to:

1. Know and follow all district, school, and classroom rules.
2. Behave in a responsible manner, always exercising self-discipline.
3. Arrive at school and classes on time and take appropriate materials and assignments to class.
4. Treat all people with respect.
5. Obey all directions given by adults on campus.

6. Refrain from the use of profane and obscene language.
7. Respect the rights and privileges of students, teachers, other district staff and volunteers.
8. Respect the property of others, including district property and facilities.
9. Demonstrate effort and academic honesty.

Staff Expectations

Little Elm High School has established a set of minimum behavioral expectations for Staff.

Staff is expected to:

1. Know and follow all district and campus policies.
2. Build strong relationships with your students.
3. Establish clear rules and expectations for the students in your classroom.
4. Create lessons that engage students and make them excited about learning.
5. Always demonstrate professional language and behavior.
6. Communicate and build relationships with the parents of your students.
7. Treat all people with respect.
8. Behave in a responsible manner always exercising self-discipline.
9. Arrive at school and classes on time.
10. Always remember, you are the professional.

The Lobo Creed

1. I will treat people with respect.
2. I will not yell.
3. I will not use sarcasm.

The Lobo Mindset

I am a Lobo. I listen, speak, and act respectfully. I am present and on time. I am responsible for my learning at Little Elm High School. I am a Lobo.

Teacher Documentation and Referral

There are two levels of disciplinary action in our school's discipline plan, Teacher-Managed and Administration-Managed. Each level has a series of interventions that are designed to decrease undesired behaviors. Staff should begin with informal classroom strategies and techniques that

often will decrease the necessity to use of these interventions. Strategies may include, but are not limited to:

- Clearly defining expectations for the classroom, and explicitly educating students regarding work habits and related skills that will contribute to secondary educational and career opportunities. **Remember: Classroom Norms and expectations must be practiced.**
- Employing techniques, such as proximity control, nonverbal and verbal cues that will warn the student that he or she needs to change his/her behavior, etc.
- Giving discreet, yet clear, verbal warnings and reminders of expected behaviors
- Providing opportunities for students to “work-off” consequences for initial minor misbehavior
- Utilizing other classroom management systems, positive reinforcements, etc.

Teacher-Managed Incidents:

- Language (mild)
- No Supplies
- Teasing Others (mild)
- Talking w/out Permission
- Throwing Objects That Cannot Hurt or Cause Damage
- Refusing to Work
- Sleeping
- Tone/Attitude
- Food/Drink Policy
- Arguing
- Talking back
- Running
- PDA (Mild)
- Cell Phone Use
- Horseplay
- Food/Drink/Gum (teacher classroom policies)

Should informal strategies fail to modify the negative behavior, teachers will then begin with intervention steps that are outlined below. Documentation is required to progress to higher levels of interventions. If the behavior is an infraction that disrupts the learning environment to the extent that the teacher can no longer teach or is an infraction listed under Administration-Managed, then the teacher can send the student to the AP office.

Classroom Management Incident Intervention Steps:

1. Give clear and concise verbal warning to student letting them know what the inappropriate behavior was. **Document (in Focus) the period, date, and reason for the warning.**
2. Conference with student. **Document (in Focus) the time, date, and reason for the conference, and contact parent.**
3. Complete a discipline referral. **Parent contact must be made and documented.**

Administrator Steps for Teacher-Managed Incidents

1. On the first referral an administrator receives the administrator will assign the student to a Reflection. The administrator will also coach the student in the area(s) that resulted in the student's referral. **Parent contact must be made and documented.**
2. On the 2nd referral an administrator receives, the administrator will assign the student to ISS. The administrator will also set up a conference with the student, parent, and teacher(s) that have written referrals for that student. If the parent is unavailable a phone conference will suffice.
3. On the 3rd referral an administrator receives, the administrator will assign the student to The administrator will also schedule a conference with the student, parent, and building principal. The student will be placed on a behavior contract at this time. If the student is already on a behavior contract the administrator will progress to the next step of the contract.

Administration-Managed Incidents:

- Weapon
- Fighting
- Threats (physical and verbal)
- Harassment or Bullying (students & teachers)
- Tobacco or E-cigs
- Vandalism
- Alcohol
- Drugs
- Gambling
- Skipping
- PDA (Gross)
- Theft
- Language (Harsh)

- Walking out of Class
- Pornography

Administrator Steps for Administration-Managed Incidents

1. The administrator will follow the LEHS Policies and Discipline Guidelines. **Parent contact must be made and documented.**

****Please follow the Little Elm ISD Student Code of Conduct for Academic Dishonesty, Tardies, Dress Code, and Cell Phone Violations***

Conduct Grades

Student will receive Conduct Grades based on their behavior in each class period as follows:

E = NO Classroom incidents are recorded

S = Classroom incidents are recorded but NO Referral is Processed

N = Referrals have been processed

U = DAEP Placement

The conduct grade will be based on a campus discipline plan that will be shared annually with all staff, parents, and students. The campus principal shall ensure compliance with the plan.

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper and the yearbook are available to students.

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

Non-school Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing more than one copy of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated the bulletin board in front of the cafeteria as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA.

To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to Pat Robbins, Director of Communications for prior review. The Director of Communications will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).

Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS CODE

All requirements within this policy will be strictly enforced. In order to attend their regular classes, students are required to be in full compliance with this policy.

Little Elm High School Dress Code

The dress and grooming standards of the Little Elm High School dress code are meant to promote a positive, professional learning environment where the focus is on instruction and not

on clothing. Clothing, hairstyles, and accessories should not be disruptive, immodest or compromise student safety.

Students shall come to school looking clean, neat and ready to learn. The District prohibits pictures, emblems or writings on materials or clothing that are lewd, offensive, vulgar, immodest or promote or refer to alcoholic beverages, drugs or any other substance prohibited under policy FNCF (legal).

The District also prohibits any clothing or grooming that, in the administrator's judgment, may reasonably be expected to cause disruption of or interference with normal operations. Clothing or other personal items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items or wording are specifically prohibited.

The following statements serve as guidelines so that there is no question of what is acceptable.

- **Pants or shorts must be worn at a natural waistline and undergarments cannot be visible.**
- **Leggings are only acceptable to be worn under shorts, skirts, dresses, and/or blouses that maintain the dress code of reaching to mid-thigh or longer in length.**
- **Pants and other articles of clothing that are torn, ragged, frayed or with holes must have a covering underneath so that no skin is visible from shoulder blades to mid-thigh or longer in length.**
- **Appropriate footwear with hard bottom soles must be worn.**
- **Dresses, skirts, shorts, "skorts", and jumpers must be mid-thigh length or longer.**
- **Shirts of underwear type, see-through clothing, halter tops, tube tops, spandex clothing, or any clothing which exposes a bare midriff, back (below the shoulder blades), chest, or undergarments MAY NOT BE WORN. Shoulders, back, chest, and midriff must be covered.**
- **SPECIAL EXCEPTION - This code is not to be construed so as to apply to those pupils in certain elective subjects such as band, organized sports, or to students in voluntary student organizations which are called upon from time to time to represent their school in public events. Teachers and sponsors of these subjects and organizations will continue to require those standards of dress and appearance that they deem appropriate and which have served in the past to mark those school representatives with honor and distinction.**

ANY CLOTHING, PERSONAL APPEARANCE, OR PERSONAL STANDARD, WHICH IN THE JUDGEMENT OF ADMINISTRATORS DISRUPTS THE EDUCATIONAL ENVIRONMENT SHALL NOT BE PERMITTED.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension or be required to wear school provided clothing for the remainder of the day. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCY DRILLS

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

DRUG-TESTING

[For further information, see policy FNF (LOCAL)]

Steroids

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random drug testing. More information on the UIL testing program may be found on the UIL Web site at [Http://www.uil.utexas.edu/athletics/health/steroid_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

Little Elm High School's cell phone policy is designed to permit students to use their cell phones for academic purposes only. Each teacher will provide expectations applicable to their classrooms as to the use of cell phones in their class. It is the responsibility of the student to understand and comply with those expectations, as they may vary from teacher to teacher.

To maintain security and protect the students, cell phones and the other devices addressed in the above regulation are not allowed in testing situations.

Using any device that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others or is made without the prior consent of the individuals being recorded is prohibited.

Using any device that permits recording the voice or image to take, disseminate, transfer, or share audio, images, video, or photographs that reveal private parts of the body that are ordinarily covered by clothing (aka: "sexting") is prohibited.

Teachers will follow the Little Elm High School Discipline Management Plan in the event that the teacher feels a violation of their cell phone policy for their classroom has occurred.

Should a cell phone be confiscated and turned in to their grade level assistant principal, the student's parent will be permitted to pick the phone up at the end of the day for a \$15 fee. Repeated offenses will result in further disciplinary action taken.

Students do not have the right to refuse to relinquish cell phones. Such refusal will result in additional school consequences. The school/district will not be responsible for damaged, lost, or stolen telecommunication devices.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, authorized personnel may search a student's personal telecommunications device. [See **Searches** on page 32 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to acknowledge receipt of a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases consequence may rise to the level of expulsion.

ELECTRONIC MEDIA FOR STUDENTS

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact your child's principal.

EMERGENCY MEDICAL TREATMENT

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked **each year** to complete an **Emergency Care Consent Form**.

Parents should keep the **Emergency Care Consent Form** updated with your current phone numbers, work locations, name of doctor, emergency phone numbers, allergies, etc. Please contact the school clinic to update any information.

EMERGENCY SCHOOL CLOSINGS

Local radio and television stations will carry announcements concerning the closing of school due to weather conditions or other emergencies. Information will also be posted on our district web sites at <http://www.littleelmisd.net> Parents should check the web site or listen to the radio or television rather than call the school office for this information. Additionally, the district will utilize the Parent Communication System to notify parents by phone of school closures. Please make sure that the school office has current contact information. **Announcements regarding school closings will begin by 6:30 a.m.**

ENROLLMENT AND WITHDRAWAL OF STUDENTS

Before any new student can be enrolled/withdrawn, the student and his parent must meet with the principal or other designated campus personnel.

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

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (ALL GRADE LEVELS)

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; participation, however, is a privilege, not a right.

- **A variety of extracurricular activities are open to students. The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action under the Student Code of Conduct.**

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's standards of behavior.

[For further information, see policies at FM and FO "Offices and Elections. For student-organized, student-led groups, see **Meetings of Non-Curriculum-Related Groups**]

FAMILY ACCESS (Parent Portal)

All families are expected to utilize the online family access tool. This valuable tool allows parents to view all student information including grades, attendance, lunch accounts and discipline. Additionally, parents can request changes to any student information using family access. All confirmation of student information will be conducted using Family Access online for the 2016-2017 school year. Computers will be available throughout the academic year at LEHS for any parent who does not have computer access. Printed copies of forms and student records can be provided upon written request.

FEES

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

1. Costs for materials for a class project that the student will keep.
2. Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
3. Security deposits.
4. Personal physical education and athletic equipment and apparel.
5. Voluntarily purchased pictures, publications, class rings, yearbooks, and graduation announcements, etc.
6. Voluntarily purchased student accident insurance.
7. Musical instrument rental and uniform maintenance, when provided by the District.
8. Personal apparel used in extracurricular activities that become the property of the student.
9. Student identification cards and lanyards.
10. Fees for lost, damaged or overdue textbooks and library books.
11. Fees for optional courses offered for credits that require use of facilities not available on District premises.
12. A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
13. Fees associated to the use of district owned technology.

Any required fee or deposit might be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

Students owing fees or textbooks or having other overdue equipment or property may be barred from: checking out materials from the library: receipt of additional property, equipment, or material: may be barred from the district's computer system: and may be barred from extra-curricular participation including sports, music programs, ceremonies, assemblies, parties, dances, graduation ceremonies and any other extra-curricular programs.

FIELD TRIPS

Field trips are a part of the instructional program. No student is permitted to go on a field trip without written permission from the student's parent or legal guardian.

FOOD ALLERGIES

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions

either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

FOOD AND DRINK

Food and Drink policies will be at the discretion of the teacher in classrooms. No outside food or drinks, with the exception of bottled water, will be allowed to be brought to school for any reason, unless otherwise approved by the principal. Sack lunches are permitted. Items will be confiscated and the student may be subject to disciplinary procedures.

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fundraising drives for approved school purchases. An application for permission must be made to the principal at least 10 school days before the event. Except as approved by the principal, and in accordance with District policy, fund raising for non-school purposes is not permitted on school property.

GANG-FREE ZONES

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

HALL PASSES

Students must have a teacher issued hall pass if they leave class for any reason. This pass must be surrendered to school authorities when requested to do so. Loitering or standing in the halls during class is not permitted. Students will not be allowed to visit the restrooms during the first 10 minutes of class and the last 10 minutes of class.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the Little Elm High School nor the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see Bullying and policies FFI and FNCC.]

IDENTIFICATION CARDS

To help ensure the safety and security of the campus, all Little Elm High School students are required to carry their school issued Identification card (ID card) at all times. ID cards are a security measure that reinforces student safety. The following guidelines are set forth for ID cards.

- Students must carry their ID card with them at all times.
- Students will be required to show their ID when requested by an administrator or any staff member. Refusal to do so will be deemed insubordination and the student will be disciplined according to the LEISD Code of Conduct and LEHS Disciplinary Guidelines.
- If a student does not have their ID they will be escorted to their grade level office and given a warning on their first offense. Additional offenses will result in disciplinary consequences.
- Students will be issued one (1) ID card at the start of each school year free of charge.
- Student ID Cards may also be presented at some local businesses for discounts on admission or services.

Misplaced or lost cards- Students are required to replace lost or misplaced cards at cost of \$5.00 per card.

Students may not deface or put stickers on the front of their ID cards. Students who deface their ID card(s) will be required to purchase a replacement card.

Students may not possess other students ID Cards.

A student who does not have an ID Card will be issued a violation and face possible disciplinary consequences.

Students ARE REQUIRED to present ID cards at all school events such as:

- Little Elm High School Dances/Socials
- To be allowed to spectate at LEISD sporting events including football games at the LEISD stadium.

Students may be subject to disciplinary action for non-compliance and/or insubordination for not following the established identification card guidelines as listed above.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, the district can honor only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin,

Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

In-School Suspension (ISS)

Assignment to ISS will be made at the discretion of the house principal. For violations of school policy, days will be assigned to the ISS for the offense. Deviation from these recommendations will be at the discretion of administrators depending on the circumstances of the offense

LASER POINTERS/LIGHT PROJECTORS

It has been shown that retinal or other eye damage can occur when low level laser light is directed at an individual's eye. Laser pointers and other light projectors can cause a disruption to the learning environment. Laser pointers or other light projectors are prohibited on campus. If

brought onto the Little Elm High School campus, such devices may be confiscated and the student is subject to appropriate disciplinary action. If used in such a manner as to injure or attempt to injure another individual, use of the device may subject a student to severe disciplinary consequences and prosecution for assault.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.

The principal will immediately notify the Superintendent or Director of Student Services.

The principal ordinarily will be present unless the interviewer rises what the principal considers to be a valid objection.

Students Taken Into Custody

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

To comply with an order of the juvenile court.

To comply with the laws of arrest.

By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

To comply with a properly issued directive to take a student into custody.

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

The principal will immediately notify the superintendent or Director of Student Services and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

LIMITED ENGLISH PROFICIENT STUDENTS

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at Standardized Testing, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

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

LIBRARY AND MEDIA CENTER

The library media center provides students with opportunities and resources for research and recreational reading. Students are expected to conduct themselves in a manner that shows respect for one another and are obligated to abide by the established Library Rules as posted in the library.

Students may work in the library during specific hours posted at the school. A signed library pass must be presented at the circulation desk, unless the student is with a class accompanied by a teacher. Entrance and exit will be through the main door only. Students may be required to show any items taken into or from the library.

The library should be used for reading, study and research only; social activities must be conducted elsewhere. Students using library computers must comply with the acceptable use policy as stated in the Computer Access section in this handbook.

Students who keep items beyond the due date will incur fines. Fines and fees are detailed in the posted Library Rules. Students must assume responsibility for any materials checked out from the library, and those who lose library books must pay for their replacement along with any fines, fees, or other costs.

LOCKERS (Gym)

Gym lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all gym lockers. A student has responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Further, the student is responsible for anything found in his or her assigned locker. Searches of lockers may be conducted at any time. Lockers are assigned by number to students. Students should not arbitrarily exchange lockers with another individual. Each student is responsible for maintaining the security of his or her locker by using the lock provided by the school. Students are expected to keep lockers free from graffiti, stickers, and other things that damage or deface lockers.

LOITERING - USE OF HALLWAYS DURING CLASS TIME

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

LOST AND FOUND

The lost and found department is in the cafeteria. All students who find articles that are valuable should bring them to the school office. Items left in lost and found are periodically donated to charitable organizations.

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the district's medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF (LEGAL).]

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted

to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

MEETINGS OF NONCURRICULUM RELATED GROUPS

Student-organized, student-led non-curriculum-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.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice of and deny permission for your child's participation in:

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

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Review Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child. [Also see Removing a Student from Human Sexuality Instruction for additional information.]

Displaying Student's Artwork and Projects

The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web-site, in printed material, by video, or by any other method of mass communication. The district will also seek consent before displaying or publishing an original video or voice recording in this manner.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records

- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child
- Teaching materials and tests used in your child's classroom

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Removing a Student Temporarily from Class

You may remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;

Devote more attention to abstinence from sexual activity than to any other behavior;

Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;

Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and

If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

LEISD uses the state adopted TEKS curriculum to address the topic of human sexuality. The TEKS for Health Education can be viewed at:

<http://ritter.tea.state.tx.us/rules/tac/chapter115/index.html>

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3 – 12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHKB (LEGAL).]

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

You may request that your child be excused from participating in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas Flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and A Minute of Silence** and policy EC(LEGAL).]

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class

that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Requesting Notices of Certain Student Misconduct

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

Request For The Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

School Safety Transfers

As a parent, you may:

Request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to be a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. Contact the Director of Student Services at 972-947-9340 for information. [See Policy FDB.] [See **Bullying** and policy FFI (LOCAL).]

Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See Policy FDD (LOCAL).]

Request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (LEGAL) and (LOCAL).]

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB (LEGAL).]

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the Texas State Board of Education, is incorporated into the district's health education classes.

PARENT INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school, a partnership thrives on communication, and that includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook (including the Discipline Management Plan and Student Code of Conduct) with his or her child and sign and return the acknowledgement form(s). A parent with questions is encouraged to contact the school office.
- Become familiar with all of the child's school activities and with the academic programs offered in the district.
- Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments that have been administered to his or her child.
- If an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs, the parent may temporarily remove the child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and the Texas Education Agency.
- Become a school volunteer. For further information, contact the school office.
- Participate in campus parent organizations. The activities are varied - ranging from band booster to District and campus planning committees formulating plans to improve student achievement. For further information, contact the school office.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

VEHICLES ON CAMPUS (Secondary Grade Levels Only)

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct]

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

Before a motor vehicle can be brought onto the campus, a student must do the following:

1. Present his/her valid driver's license.
 2. Register the vehicle through the office.
 3. Buy a NEW parking sticker.
 4. Display the sticker on the vehicle as instructed.
 5. Student and parents must sign a vehicle use agreement and abide by the regulations.
- The student parking lot is the ONLY area where students may park. They may never park around the faculty lots, gymnasium, and cafeteria areas. Students should not speed, double-park, or park in the fire lane or on the grass.

Bringing a vehicle on campus is a privilege, not a right. If the student cannot abide by the rules and regulations, the vehicle should be left at home. Violation of parking and driving rules may result in, but are not limited to suspension of vehicle privileges. Bringing a suspended vehicle on campus will result in vehicle being booted and/or towed.

Security attendants are employed by the school to regulate the parking lot. These employees are to be treated with respect and any request made concerning a vehicle is to be obeyed.

PHYSICAL FITNESS ASSESSMENT

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the campus administration to obtain the results of his or her child's physical fitness assessment conducted during the school year.

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding school student physical activity requirements, please see the principal.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, mediate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC (LEGAL) for more information.]

PRAYER

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

PRIVACY

Students and staff have no expectation of privacy in lockers, purses, backpacks, automobiles, storage areas, or other storage containers, computers belonging to the school district, communications systems belonging to the school, or any other electronic information or communication systems or physical storage areas. Such areas, items, and equipment may be searched at random or with reasonable suspicion of activity that is against the law, school district policy, or campus policy.

PUBLIC DISPLAY OF AFFECTION

Kissing, being arm and arm, hugging, arm around the shoulder or waist, and patting/touching in inappropriate places is not permitted under any circumstances at school or school functions.

PUBLIC PROPERTY

School buildings and equipment are public property. Destroying or defacing public property is a violation of the law. A parent or other person who has the duty of control of a child is liable for any property damage caused by the negligent conduct of the child and/or the willful and malicious conduct of the child. Students are prohibited from vandalizing or otherwise damaging or defacing any property belonging to, rented by, or used by the District, District personnel, or other individuals.

RELEASE OF STUDENTS FROM SCHOOL

Students are considered to be "at school" as soon as they board a bus or arrive on the campus and are not allowed to leave the campus during the day for any reason unless excused by the principal or designee. Little Elm High School has a closed campus lunch policy that must be adhered to as well.

When students are excused during the day to visit a doctor or dentist, or for any other reason, a note from the parent is required. The phone number of the doctor or dentist must be on the note. The student must check out in the office. If returning to school on the same day, the student must sign in. Students who do not follow this procedure will be considered truant and will be subject to disciplinary action. This sign-in/sign-out process will serve as source documentation to resolve questions about student attendance. Students will not be allowed to be checked out of school the last fifteen minutes of the school day.

A student who becomes ill during the school day should, with the teacher's permission, report to the school's nurse's office. If the student needs to be sent home, office personnel will notify the parent(s). The child must be seen in the nurse's office if the absence is to be considered excused.

Only the principal or designee has the authority to permit students to leave campus. Teachers do not have the authority to allow students to go to their cars or to leave campus for any reason.

Once students arrive at school, they are not permitted to leave the campus until their approved dismissal time. Any individual checking a student out of school during the school day must be listed on the student's registration form and must have a valid picture identification card. We cannot call the student to the office until the adult arrives in the office and the appropriate identification has been presented.

Students enrolled in advanced academic programs, volunteer service programs, or other programs having a release from campus feature, will have parental permission and liability waiver form, signed by the student and parent, on file with the school prior to leaving campus as a part of that program.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

SAFETY/ACCIDENT PREVENTION

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

The District is not responsible for medical costs associated with a student's injury. Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

SCHEDULE CHANGES

Students base the master schedule of classes at LEHS on specific course requests. It is very important that students discuss course choices with their parents, teachers, and counselor because teachers are hired and assigned so that students have the opportunity to take the courses they request.

Every attempt will be made to schedule students into the courses they choose. Schedule changes will not be made unless a genuine mistake was made in the selection of courses that will affect the student's graduation plan. Students will not have their schedules changed merely because a subject is difficult or because they do not wish to have a certain teacher or to have lunch at a particular time of day. Such requests will be denied.

VALID CRITERIA FOR SCHEDULE CHANGES

1. **The student is a senior and is not scheduled in a course required for graduation.**
2. **The student is misplaced in a course (no prerequisites, previously earned credit, etc.).**
3. **The school may change student schedules in order to balance class sizes or to accommodate teacher workloads.**

Dropping or Adding Classes

Requests to drop or add a class must meet the above criteria to be considered and may be granted or denied based on space availability. General guidelines for dropping and adding classes are based on UIL eligibility rules.

Course adds or drops must occur within the first 9 days of the semester. Students must meet state laws and LEISD policy governing class attendance in order to receive credit for each course. Eligibility for extracurricular activities is also based on student attendance requirements in each course. Therefore, no drops or adds will be approved after the 9th day of the semester, in accordance with UIL eligibility rules.

Level Changes

Students enrolled in Pre-AP or AP classes, with teacher recommendation and administrator approval may be granted a change to a regular class during the first grading period of the course or at the end of the semester.

Schedule change guidelines must meet state attendance laws, District and campus policies, and UIL eligibility rules. The student must initiate all schedule change requests with the student's counselor. Until the counselor has officially changed the schedule and both the student and the teachers involved have been notified, the student is required to attend all classes on the original schedule. Students are not allowed to miss classes in order to go to the Counseling Office to get a schedule change.

SCHOOL FACILITIES

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

School facilities are available for rental on a limited basis. Contact the campus office for information and requirements.

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Jill Sokol the district's designated asbestos coordinator.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Jill Sokol, the district's IPM coordinator.

SCHOOL HEALTH ADVISORY COUNCIL

During the preceding school year, the district's School Health Advisory Council held eight meetings. Information regarding the district's School Health Advisory Council is available from Toni Nelson, District Health Coordinator at 972- 947-9443 [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

SEARCHES

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

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of 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 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.

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.]

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. Trained dogs may also conduct searches of classrooms, common areas, or student belongings when students are not present. School officials may search an item in a classroom, a locker, or a vehicle to which a trained dog alerts.

SMOKING, E-CIGARETTES AND USE OF TOBACCO PRODUCTS

Students may not possess or use tobacco products, e-cigarettes, or paraphernalia on school property or at any school-related or school-sanctioned activity, on or off school property.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, migrant students with limited English proficiency, dyslexic students, and students with disabilities. A student or parent with questions about these programs should contact the school office; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations. A student residing in a household of a special education transfer student may now transfer to the same school.

Options And Requirements For Providing Assistance To Students Who Have Learning Difficulties Or Who Need Or May Need Special Education Services.

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The

district is required to give parents the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, ***A Guide to the Admission, Review, and Dismissal Process***.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

Texas Project First, at <http://www.texasprojectfirst.org/http://texasprojectfirst.org/>

Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.htmlhttp://partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Cortney Clover at 972-947-9340.

Parents are advised to first conference with their student's grade level counselor:

Parents of Students who speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

STANDARDIZED TESTING

STAAR (State of Texas Assessments of Academic Readiness)

STAAR A, an accommodated version of STAAR, is offered in an online format. It is designed to assist students with disabilities access the content using various supports and accommodations that are embedded in the test. Student eligibility for STAAR A is based on accommodations received during daily instructions and the determination of the ARD committee or 504 team.

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

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

End-of-Course (EOC) Assessments for Students for Grade 9–12 Courses

Beginning with ninth graders in the 2011–2012 school year and, as modified by House Bill 5, end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II,
- Biology

- United States History

Satisfactory performance on the applicable assessments will be required for graduation.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

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

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

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.
- Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records go to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student

serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

A parent or eligible student may inspect records during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the superintendent's office is P.O. Box 6000, Little Elm, TX 75068

The address of the principal's office is: 1900 Walker Lane, Little Elm, TX 75068.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL).

A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 50 for an overview of the process.]

The district's policy regarding student records found at FL (LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at Reeves.leisd.ws

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

Please note: Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education or students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent.

STUDENTS WITH DISABILITIES

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities 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, 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 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.] If a student takes the STAAR Accommodated-or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

In an effort to provide educational stability, the district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is placed in the custody of the state and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact the Director of Student Services, who has been designated as the district's liaison for children in the conservatorship of the state, at 972-947-9340 with any questions.

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site:
<http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

SUBSTITUTE TEACHER, STUDENT CONDUCT IN CLASS

Students in classrooms with substitute teachers will cooperate fully, refrain from any disruption, follow all school and class rules explicitly, and contribute to the safe and productive conduct of the class. **Any misconduct in a classroom directed by a substitute teacher is considered serious misconduct and will be dealt with according to the Student Code of Conduct.**

It will be the policy of the students and teachers at Little Elm High School to treat all substitute teachers with the utmost courtesy. We shall strive to display a positive climate and culture at Little Elm High School at all times.

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

www.texassuicideprevention.org<http://www.texassuicideprevention.org>

<http://www.dshs.state.tx.us/mhservices-search/><http://www.dshs.state.tx.us/mhservices-search/>

SUPPLIES

Students are expected to come prepared for each class with appropriate materials. Direct questions or concerns about required materials to your student's teacher. For financial assistance with supplies, contact the campus counselors.

TARDIES

A student who arrives tardy to school is required to bring a note and sign in at the office. These students are subject to disciplinary action according student code of conduct. Tardies are cumulative per grading period. The consequences for tardies are as follows:

1st Tardy – Warning

2nd Tardy – Warning

3rd Tardy – Warning

4th Tardy – ~~Friday~~ Reflection

5th Tardy – ~~Friday~~ Reflection and meeting between parent, student, and administrator.

6th Tardy – 1 day of ISS

7th Tardy – 2 days of ISS

8th – 10th Tardy – 3 days of ISS

11th + Tardy – Increased disciplinary consequences including out of school suspension and possible placement in DAEP

TELEPHONES

School telephones are for business use. However, certain emergencies may require the use of the telephone by the student. The student should obtain permission from the principal's office before attempting to make any calls. Long distance calls made by students must be charged to the parents, not the school. Any other necessary use of the telephone by the student is limited to before and after school. Failure to bring note, homework, etc., does not constitute an emergency. **STUDENTS WILL NOT BE SUMMONED FROM CLASSES TO ANSWER PHONE CALLS EXCEPT IN CASES OF EMERGENCY.**

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests. To receive a high school diploma, students must successfully pass exit level exams in English language arts, mathematics, the sciences, and the social studies. The state assessment program, known as the State of Texas Assessment of Academic Readiness, or STAAR, is required for all regular education students and others not specifically exempted from the exams. Test results will be reported to students and parents. Parents may review an assessment test that has been given to their child.

Certain students, such as students with disabilities and students with limited English proficiency are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education teacher.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Textbooks left unattended on school premises will be returned to the bookroom or administrative offices.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. Written request must be presented no later than the day before the scheduled trip. A signed permission form granting permission to travel must also be on file before a student is allowed to travel on school sponsored activities.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Information regarding bus routes and any subsequent changes is available from the school office.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an

approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Gold Star Transportation at 972-294-1582.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

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

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco on any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.
- Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended or revoked.

TUTORIALS

Students must attend tutorials as required by the District. Teacher availability for tutoring is posted on all teacher websites.

VEHICLES ON CAMPUS

LEHS students, of legal driving age, may drive on school property. Students must obtain a parking permit sticker from the main office in order to park their vehicle on school property. Failure to obtain proper permits will result in a warning via sticker on the window followed by a boot being placed on the vehicle. Boot removal is \$25. Students are to follow all driving laws and posted signs while driving on property. A student's parking privileges may be revoked and/or students may be cited by law enforcement for non-compliance with driving laws, rules and regulations. [See Parking for more information]

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so, or with permission of the owner. The owner has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See Searches for more information]

VISITORS

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. The visitor may be asked to make an appointment to see a particular school person.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. To visit a classroom, we require a 24 hour notice.

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

VOLUNTEERS

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the campus main office for more information and to complete an application.

**Acknowledgment of Electronic Distribution of
Student Handbook**

My child and I have been offered the option to receive a paper copy of or to electronically access at www.littleelmsd.net the Little Elm High School Student Handbook and LEISD Student Code of Conduct for 2015–2016.

I have chosen to:

- Receive a paper copy of the Student Handbook and the Student Code of Conduct.
- Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code of Conduct, I should direct those questions to my child's assigned house principal at 972-292-1840.

Printed name of student:

Signature of student:

Signature of parent:

Date:

**Notice Regarding Directory Information and
Parent's Response Regarding Release of Student Information**

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Little Elm ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 5, 2014.

Note: This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** for more information.]

For the following school-sponsored purposes: yearbook, school newspaper, honor roll, athletic programs, recognition in local publications, and other district publications and announcements, Little Elm ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature

Date

For all other purposes, Little Elm ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to release the information in this list in response to a request unrelated to school-sponsored

Parent signature

Date

**Parent's Objection to the Release of Student Information to Military Recruiters
and Institutions of Higher Education**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** for more information.]

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (student's name), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institution of higher education without my prior written consent.

Parent signature

Date

Please note that if this form is not returned with the other materials identifying what the district considers directory information, the district will assume that permission has been granted for the release of this information.

Release Form for Display of Student Work and Personal Information

Occasionally, the Little Elm ISD wishes to display or publish original student work, which may include personally identifiable student information as defined in the Student Handbook, to promote student academic and extracurricular activities on the district's Web site, a Web site affiliated or sponsored by the district, such as a campus or classroom Web site, and in district publications.

Original student work includes artwork, projects, photos taken by the student, or other academic or creative work. The district may also wish to publish or display original video and voice recordings.

The district agrees to use these student works and information only in the manner described above.

Parent: Please circle one of the choices below and check the applicable boxes:

I, parent of _____ (student's name), **(do give) (do not give)** my permission for the following to be displayed or published by the district:

- Original student work
- Voice recordings
- Video recordings

Parent signature: _____

Date: _____

LITTLE ELM HIGH SCHOOL
STUDENT PARKING PERMIT
2016-2017

Parking Permit Fee \$20.00 year/ \$10.00 Spring

Date _____

Student Name _____

Permit# _____

Student ID# _____

License Plate # _____

DL# _____

Car: Make _____

Year _____

Model _____

Color _____

Proof of Insurance: Company Name _____

Policy # _____

Student Signature _____

Parent Contact _____ Phone # _____



Maximum Speed Limit on school campus is **10 mph.**

Students may park in the STUDENT
LOT **ONLY** and must be parked between the lines marked parking spaces
Violations may result in loss of driving/parking privileges and the car may be towed.

Permit must be affixed to the bottom left corner of windshield or displayed under the rearview
mirror.