



Lakeside Middle School

Student Handbook

2016-2017

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Welcome to Lakeside Middle School



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 Lakeside Middle 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.

LEISD VALUES, VISION, MISSION, and GOALS

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

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

The MISSION of Little Elm ISD is to... Engage, Equip, and Empower each student to realize their full potential.

Our GOALS Are:



Recruitment, Retention, & Engagement

1. Little Elm ISD will commit to engage in recruitment and retention practices which will ensure each employee is well-matched to expectations of their role and the District's Core Values.
2. Little Elm ISD will create an atmosphere of servant-leadership.

Teaching & Learning

1. Little Elm ISD will engage each student in rigorous relevant learning experiences.
2. Little Elm ISD will engage each staff member in a culture of collaboration that extends each student's learning.

Communication & Community Partnerships

1. Little Elm ISD will effectively communicate with all stakeholders.
2. Little Elm ISD will proactively build mutually beneficial relationships with community partners that will stimulate opportunities for enrichment.

Career & Technology Education

1. Little Elm ISD will offer a broad range of relevant pathways, enhance life experiences, and career opportunities.
2. Little Elm ISD will equip students with the skills necessary to be competitive in the current and future job market.



STATEMENT OF NONDISCRIMINATION

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. 10105

Cortney Clover
Section 504 Coordinator
972-292-1847 ext. 15022

Liaison for Homeless Children & Youth, Parent Involvement Coordinator
Yamile Quintero De Corredo 972-547-3585

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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 districtwide 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.

NCLB Act is the federal No Child Left Behind Act of 2001.

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 Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, 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 18 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 18th 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 18 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, or
- Is absent on three or more days or parts of days within a four-week period.

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 18 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 Friday School 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 Saturday School 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 90 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 during third period.
- 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.

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.

If you are unsure about an absence at any time, please contact the attendance clerk immediately. If you question whether an absence is excused, please contact the attendance clerk prior to the absence.

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 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.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. 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 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. LEISD Child Nutrition personnel prepare nutritious breakfasts and lunches daily meeting USDA meal requirements for each grade grouping. Menus are posted at each campus and on the LEISD Child Nutrition web page.

Breakfast prices are \$1.50 for students and \$2.00 for adults/guests. Secondary lunch \$2.85 for students and \$3.25 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 should:
 - 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**. 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, online at <https://www.schoollunchapp.com/District.aspx> or in the Child Nutrition Administration Office. Parents may also pay online at <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

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, 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 \(1-800-252-5400 or on the Web at <http://www.txabusehotline.org>\).](#)



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, 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. Miller at 972-947-9445.

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.

Academic Dishonesty/Cheating/Plagiarism

Academic dishonesty, as in cheating or plagiarism, is not acceptable. Cheating includes the copying of another student's work - such as homework, class work, or test answers - as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question. Additional disciplinary penalties may be assessed at the discretion of the administration.

Papers and assignments copied in whole or in part from another student, a print publication, or an electronic resource such as the Internet, and turned in as a student's original work are plagiarized. Students will refrain from copying significant portions of another's work and including such copy as a substantial part of their own work. Only small excerpts of the original work of another may be included in a student's work and such small excerpts must be set apart from the rest of the copy in the student's work by spaces and indentations and such excerpts must be noted and proper credit given to the original author and source.

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 7:45 a.m. Unless involved in supervised activities, all students should clear the school building in the afternoon by 3:40 p.m. unless they are in a classroom being tutored. 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.

CORRECTIVE PROCESS

When a student fails a summative assessment (Unit Tests, Major Grades) with less than a 75, the student is required to complete a corrective process to master the Texas Essential Knowledge and Skills. Teachers will give the student a digital or paper copy of the corrective process to track student progress. After the requirements of the corrective process are met, students are eligible for retaking the major grade assessment. The required process has the following steps to ensure Master Learning within (5) school days of the assessment.

1. A signature from the student detailing their plan for attending additional tutoring to re-learn. A specific commitment to dates and times must be present.



2. A signature of the parent acknowledging the corrective process dates and times.
3. A signature from the teacher affirming that the student has completed the required re-learning through before and after school tutoring and/or other approved methods set forth by the teacher or administrator.
4. A signature from the teacher that the student has corrected the missed items on the test and can generalize this learning to other similar concepts.

After obtaining the required four signatures, the student is eligible to re-take the summative assessment in its entirety or in part at the discretion of the teacher.

If a student needs to use the corrective process habitually to obtain passing grades, a conference with the parent will be scheduled and an action plan for learning will be collaboratively constructed to ensure each student's success.

The grading of the re-take assessment will follow the guidelines set forth in the LEISD grading guidelines.

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)].

CREDIT BY EXAMINATION

With Prior Instruction

A student may be given credit for an academic subject in which he or she had some prior instruction, if the student scores 70 percent on a criterion-referenced test for the applicable course. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination.

Without Prior Instruction

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. No prior instruction means that the student has not been and is not now enrolled in an academic course for which the student wishes to receive credit by examination. A score of 90 or higher is required to receive course credit by examination without prior instruction in a course.

A student planning to take an examination for acceleration (or the student's parent) must register with the principal no later than the registration deadline date specified on the calendar. The Credit by Exam Calendar below is also located on the District's website at

<http://www.littleelmsd.net//site/Default.aspx?PageID=1926>

DANCES

School dances are for LMS students only. Non-LMS students may not 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. (Also see "SCHOOL SPONSORED PARTIES AND SOCIAL EVENTS")



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, 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 report may be made by the student's parent. See policy FFH (LOCAL) for the appropriate district officials to whom 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 18.]

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, and other gifts for students will not be accepted. Please limit deliveries to items that are necessary for school. Deliveries of outside food will not be accepted. Any deliveries that are accepted will be held in the office and the students may pick them up at lunch or after school.

DETENTION

Thursday Reflection

Thursday Reflections will take place on designated Thursdays from 3:50-4:50 p.m. A student may be assigned to Thursday Reflection if the student violates the school's code of conduct, reaches step 5 or



higher in the Lakeside Middle School Discipline Management Plan, or for receiving their 3rd, 4th, or 5th tardy in a grading period. Students will use Thursday Reflection time to reflect on the behavior that caused them to be placed in the reflection. They will also be required to read a chapter from an assigned book and write at least a 1 page reflection over what they learned and how they will apply it to their life. If these two assignments are not complete, the Reflection will not count and the student will be assigned additional disciplinary consequences. Failure to attend an assigned Reflection will result in additional disciplinary consequences. Transportation will not be provided by the school for students that are assigned to Thursday Reflection. Parents will need to pick up their student at 5:30 if they are assigned.

Friday Night School

Friday Night School will take place on designated Fridays from 3:50-5:50 p.m. A student may be assigned to Friday Night School if the student is failing a class due to 0's. Lakeside Middle School will not allow students to fail as a result of choosing not to do their assigned work. Teachers will notify parents of students being placed in Friday Night School by the end of the school day on Thursday. A student may be removed from the Friday Night School list if they turn their missing assignments in by the end of the school day on the Thursday prior to the assigned Friday Night School. Students will be required to stay for the duration of the assigned Friday Night School even if they finish their assignments before it ends. Students that finish early will be given a reading assignment. . Failure to attend an assigned Friday Night School will result in additional disciplinary consequences. Transportation will not be provided by the school for students that are assigned to Friday Night School. Parents will need to pick up their student at 5:30 if they are assigned.

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

2016-2017 Lakeside Middle School Discipline Management Plan



Discipline Management Philosophy

Students and teachers at Lakeside Middle School will interact in a safe, secure, and nurturing environment based on students adhering to campus norms identified in the Lakeside Middle School (LMS) Discipline Management Plan.

Purpose

The LMS 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 misbehavior in a fair and consistent manner.

Student Expectations

LMS 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 profanity and inappropriate 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.
10. Follow all policies.

Staff Expectations

LMS has established a set of minimum behavioral expectations for Staff.

Staff is expected to:

1. Know and follow all district and campus policies.
2. Create lessons that engage students and make them excited about learning.



3. Build strong relationships with your students.
4. Always demonstrate professional language and behavior.
5. Establish clear rules and expectations for the students in your classroom.
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.

2016-2017 LMS Staff Creed

As a staff, we will:

- Emulate the behavior that we expect to see from our students and colleagues.
- Operate under the belief that it is relationships, not rules, that govern behavior in our classrooms, school, and community.
- Provide an atmosphere of learning that promotes the engagement of every student, every day, every class period.

The Lobo Mindset

I am a Lobo! Lobos listen, speak, and act respectfully. Lobos are on time and attentive. Lobos are responsible for their own learning. I am a Lobo!

Teacher Documentation and Referral

There are five formalized levels of disciplinary action in our school's discipline plan. Staff should begin with informal classroom strategies and techniques that often will decrease the necessity to use formal interventions. Strategies may include, but are not limited to:

- Consistent classroom routines and procedures. Teach the procedures until they become routine.
- Clearly defined expectations for the classroom.



- Use techniques, such as proximity, nonverbal and verbal cues, to 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 such as CHAMPS, positive reinforcements, removing student to a partner classroom, etc.
- Positive parent contact.
- Classroom behavior contract.
- Build a partnership with the parents, keep them informed.
- Meet with parents before their child’s behavior becomes a level one or two office referral.

***If informal strategies fail to modify the negative behavior, teachers will then begin with level one intervention steps that are outlined below.** Documentation is required to progress to higher levels of interventions.

If the behavior is a level two infraction and it disrupts the learning environment to the extent that the teacher can no longer teach, then the teacher can send the student to the AP office.

Teacher-Managed Incidents: Examples of Level One Behaviors

- Language (mild)
- Teasing Others (mild)
- Talking w/out Permission
- Throwing Objects That Cannot Hurt or Cause Damage
- Refusing to Work
- Tone/Attitude
- Arguing
- Talking back
- Running
- PDA (Mild)
- Horseplay
- Food/Drink/Gum (teacher classroom policies)

Classroom Management Incident Intervention Steps: Level 1 Behaviors



Step 1: Give clear and concise verbal warning to student letting them know what the inappropriate behavior was and what the expected behavior is. **Document the period, date, and reason for the warning in Focus.**

Step 2: Conference with student. Give the student an opportunity to explain why they chose that behavior. **Document the time, date, and reason for the conference, and contact parent.**

Step 3: Assign the Phase 1 Assignment. **Document and contact Parents.**

If the student does not complete the assignment, according to the prescribed criteria, go to step 4.

“Lobos Matter” Phase 1 Assignment

The student must write a one-page paper that addresses the following:

- Paragraph One: What did I do to receive this assignment?
- Paragraph Two: Why is the behavior inappropriate?
- Paragraph Three: Why is important for me to correct this behavior?
- Paragraph Four: What will I do to avoid this behavior in the future?

This must be hand-written, done completely, legible, and must be sincere. If it does not meet these expectations the assignment does not count and must be done again. If it does not meet the these expectations a second time, the teacher will progress to step 4 and send the assignment in question to the appropriate AP.

*Teachers, always follow up with your students after they are given a Phase 1 Assignment. The goal of this assignment is to make the student reflect on their actions, to solve the problem that occurred, and reinforce responsibility for their actions.

Step 4: Assign the Phase 2 assignment . **Document and contact parents.** if the student does not complete the assignment , according to the prescribed criteria, go to step 5.

“Lobos Matter” Phase 2 Assignment

The student will complete the Phase 1 assignment. Also, the student will write the word “RESPECT” and the definition of each word listed to the side of the word respect; followed by a quick write on a time the student gained or lost someone’s respect.

Both assignments must be hand written, legible, and sincere in order to count. If it does not meet these expectations the assignment does not count and must be completed again. If it does not meet the these expectations a second time, the teacher will progress to step 5 and send the assignment in question to the appropriate AP.



R -Responsible
E -Ethical
S - Supportive
P - Polite
E - Excellent
C - Courteous
T – Trustworthy

*Teachers, always follow up with your students after they are given a Phase 1 or Phase 2 Assignment. The goal of these assignments is to make the student reflect on their actions, to solve the problem that occurred, and reinforce responsibility for their actions.

Step 5: Complete a discipline referral. Once, the referral is entered in Focus and the parents have been contacted, the grade level administrator will schedule a mediation meeting between the teacher and student. Parents will participate via speaker phone.

Administrator Steps: Level 1 Referrals

1. On the first, level one referral, the teacher will contact parents. The administrator will then arrange a mediation meeting between the teacher and student. The parent will participate in person or via speaker phone. The student will be assigned to a Thursday reflection or may be disciplined according to the LEISD Discipline Guidelines.
2. On the second, level one referral, the administrator will discipline the student according to the LEISD Discipline Guidelines, assign the student to lunch detention, or Thursday Reflection. The administrator will also coach the student in the area(s) that resulted in the student's referral. Parent contact must be made by the teacher.
3. On the third, level one referral, the administrator will discipline the student according to LEISD Discipline Guidelines or assign the student to Thursday Reflection. Parent contact must be made by the teacher.
4. On the fourth, level one referral, the administrator will assign the student up to 3 days of ISS. The administrator will also set up a conference with the student, parent, and teacher(s) that have written level one referrals for that student. If the parent is unavailable a phone conference will suffice. 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.

*If an administrator receives a discipline referral that calls for the student to receive a Thursday Reflection and the student is already assigned to a Thursday Reflection, the administrator will assign the student to one day of ISS.



Administration Managed Incident Intervention Steps: Level 2 Behaviors

Complete a discipline referral and contact the parents.

Administration-Managed Incidents: Examples of Level 2 Behaviors

- 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)
- Bullying
- Walking out of Class
- Pornography

Administrator Steps: Level 2 Referrals

1. The administrator will follow the LMS Discipline Guidelines. **Parent contact must be made by the teacher and documented.**

For additional student behavioral expectations please refer to the LEISD Student Code of Conduct

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 29.]

DISTANCE LEARNING

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

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



Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless the principal makes an exception, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

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

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.

Lakeside Middle School Dress Code

The dress and grooming standards of the Lakeside Middle 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.

- "Sagging pants" are not allowed. Jeans, slacks, shorts and all other pants must be worn at or about the waist at all times. Even if a shirt is extremely long, the pants must be worn at the



waist. Undergarments should not be visible at any time.

- Inappropriate exercise clothing will not be allowed without an appropriate covering garment (example: yoga pants, leggings and tights.)
- Pants and other articles of clothing that are torn, ragged, frayed or pants with holes are not permitted.
- Sunglasses, caps, hats, bandanas and other headwear are not to be worn in the building.
- Hairstyles or unnatural hair colors that, in the judgment of the school administrator, cause a disruption of the educational environment are not allowed.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn; house shoes are not permitted. Tennis shoes must be worn in physical education classes and no shoes with wheels are allowed.
- Earrings and a single, small, non-distracting nose piercing are permissible. Any piercing that hangs out of the nose will not be permitted. All other visible body-piercings are not prohibited. "Gauges" or very large holes in the ear are not permitted. Students must cover such piercing in a manner acceptable to the campus administration.
- Reasonable standards of modesty must be met.
- Any tattoos must be covered and not visible while students are on school grounds.
- Chains of any kind are not permitted.

Boys:

- Shirts with sleeves must be worn at all times.
- Shorts must extend to or below the students' fingertips when their arms are held to their sides.

Girls:

- Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments.
- See-through, bare midriff, halter type, shoulder-baring or spaghetti strap blouses or any revealing or low cut clothing is not permitted. Shirt hems should extend below the waist of pants/shorts/skirts whether in a sitting or standing position.
- Dresses, skirts and shorts must extend to or below the student's fingertips when their arms are held to their sides, regardless of any or all clothing that may be worn underneath the dress, skirt or shorts.
- Tights, leggings, jeggings, yoga pants, and other form-fitting pants must be worn with shirts, skirts, or shorts that extend to fingertip length.

The length of students' hair is not regulated; however, hair may not be worn in a fashion that obstructs a clear view of the face. Hair may not be in a fashion or color that is considered by the administration to be distracting. Etchings in hair and/or eyebrows are not permitted. Hair should always be of a natural color, with no striping, streaking, or extreme coloring. No distracting hair or eyebrow designs or styles are allowed.

Students in violation of the student dress and grooming code will be expected to change to



appropriate attire (provided by the school) when violations are brought to their attention. Students will not be allowed to leave campus for the purpose of changing clothes or call their parents for to bring a change of clothes. Student refusal to comply with this policy will be deemed insubordination and the student will be disciplined accordingly.

Students who persistently violate the dress code may be held to a higher dress standard. Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed.

Note: The principal, in connection 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 and may impose higher standards. Since the dress code cannot list every eventuality, the campus administration is the final authority on determination of appropriateness.

The principal, in connection with the sponsor, coach, or other person in charge of an extra-curricular activity, may regulate the dress and grooming of students who participate in that activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal and/or sponsor and/or may be subject to other disciplinary action. Once a dress code violation has been addressed, repeated violations of a similar nature will be interpreted as insubordination and may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

The principal may temporarily amend or suspend any or all of the dress code for specific occasions or events.

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.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

Lakeside Middle School's cell phone policy is designed to permit students to use their cell phones for academic purposes only. Each teacher is responsible for displaying a green, yellow, or red card to signify to students what will be allowed with cell phones during that class period. The following applies to each color:

Green – Cell phone will be used during class. The phone is to be powered on and face up on their desk.

Yellow – Cell phone may be used during class. The phone is to be powered on and face down on their desk.



Red – Cell phones will not be permitted. They must be powered off and put away out of sight.

Due to overcrowded hallways, cell phones will not be permitted in the hallways during passing periods.

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 either 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.

If a student uses a telecommunications device without authorization during the school day, the following progression of consequences will be followed:

1st Offense – Phone is confiscated and turned in to their grade level assistant principal. The student will be permitted to pick the phone up at the end of the day and will receive a Thursday Reflection.

2nd Offense – Phone is 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 and the student will receive a Thursday Reflection.

3rd Offense - Phone is 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 and the student will receive 1 day of ISS.

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, a student’s personal telecommunications device may be searched by authorized personnel. [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.leisd.ws/>. 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, 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

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.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [Also see **Transportation** on page 85.]



Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See [Http://www..uil texas.org](http://www.uil texas.org) for additional information.]

The following requirements apply to all extracurricular activities:

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

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Non-Curriculum-Related Groups** on page 58.]

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 becomes 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 may 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, and any other extra-curricular program.

FIELD TRIPS

Various field trips are offered in some courses through the school year as enrichment to the curriculum. Field trips are a privilege, earned by excellent behavior, attendance, and academic performance. Students must meet the dress code for



Lakeside Middle School prior to leaving for the field trip and at all times on the field trip. The teacher or sponsor may deny any student the privilege of attending the field trip if, in the opinion of the teacher or sponsor, the student has been a disciplinary problem of any kind in the regular program.

Students should be keenly aware that when on a field trip, they are the representative of Lakeside Middle School and our community. Poor behavior, disruptions, vandalism, theft, rudeness, or any other activity that is a violation of the Student Code of Conduct is strictly prohibited on field trips.

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

No food or drinks, with the exception of bottled water, will be allowed in the classrooms, collaboration areas, or hallways without prior approval from the Principal. Items may 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.

GRADES AND GRADING GUIDELINES

Teachers follow grading guidelines approved by the principal and Campus Improvement Team that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless



the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA. and Board of Trustees approved Grading Guidelines at

<http://www.littleelmsd.net/cms/lib5/TX01918043/Centricity/Domain/884/Little%20Elm%20ISD%20Grading%20Guidelines%20Handbook%20Draft.pdf>

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

GRADES-NOTIFICATION

Progress Reports

Any student who is failing or in danger of failing at the end of three weeks in any grading period will be issued a PROGRESS REPORT form that states his grade and the reasons for the deficient grade. This report will be given to the student the week following the third week in each grading period. **In addition to required reports, teachers will make every effort to keep parents informed of student progress.** Parents may also have their child pick up a grade report sheet from the office and the student can take that to each class for the teacher to fill out. It is the responsibility of the student to get this done and taken home. (Also see "REPORT CARDS")

Report Cards

A report card lets the parent know what kind of work the student is doing in school. Report cards are hand delivered to the students the week following the end of each six-week grading period. The grading system on report cards is as follows:

Academic Grades

90- 100 = A
80- 89 = B
70- 79 = C
0- 69 = F

Citizenship Grades

E = Exceptional
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

At the end of the first 3 weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are requested to schedule a conference with the teacher of that class or subject. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject. (Also see "PROGRESS REPORTS")



Transfer Students

A student who transfers into the District from another accredited institution shall be credited in conformity with the policies applied to District students. The grading system of the sending school shall be used if official documentation is provided by the sending district. A student who transfers into the District with high school courses from an accredited institution and designated AP, honors, gifted/talented, Pre-AP, or dual credit shall receive similar weighted credits counted toward the GPA according to the District grade point scale. Credits earned in non-accredited schools shall not be used in calculation of GPA.

Transferred letter grades shall be awarded grade points as indicated on the District grade point scale. If the sending institution uses letter grades and awards credits for a grade of “D” and no documentation is provided, the conversion shall be as follows:

A+ = 98	C+ = 78	F = 69
A = 95	C = 77	
A– = 93	C– = 76	
B+ = 88	D+ = 73	
B = 85	D = 72	
B– = 83	D– = 71	

Competency Exams

Students who enter District schools from a homeschool or from a school not accredited by TEA or who enter the District through a foreign exchange program must pass competency exams in the subject area to receive credit for that subject.

Grades earned on competency exams shall be included in GPA calculations and shall not be weighted. [See COMPETENCY EXAMS at EIC (LOCAL),]

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 are asked not 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** on page 29.]

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 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 on page 18 and policies FFI and FNCC.]

HOMEWORK

Students are expected to submit all homework assignments on the day due. In cases of absenteeism, students will be given a maximum of the number of days missed plus one additional day to submit required homework assignments.

It is the student's responsibility to obtain all missed assignments. Requests for make-up work should be made during tutorials or before or after school on the day a student returns from an absence.

If a student is to be absent because of extra-curricular activities, he/she is responsible for obtaining assignments from all teachers. The teacher sponsoring the activity will require evidence this has been done before the student leaves to attend the activity.

IDENTIFICATION CARDS

To help ensure the safety and security of the campus, all Lakeside Middle 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 LMS 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.

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 from the Lakeside media center.

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:

- Lakeside Middle 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, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. 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

Lakeside Middle School's Systematic Approach to In-School Suspension

Philosophy – Administrators will place students in ISS only when the Lakeside Middle School disciplinary guidelines mandate it or when other behavioral interventions such as the Phase 1 Assignment, Phase 2 Assignment, and Thursday Reflections have failed to be successful in correcting a student's behavior. It is the job of the ISS teacher, administrators, and counselors at LMS to create and maintain an organized, orderly, systems-oriented, environment in the ISS room. Students are assigned to ISS because they have persistently misbehaved. It is the goal of our ISS program to teach students how to behave in ways that are conducive to their success at LMS and in life. This system is designed to change behavior rather than just isolate students and punish their behavior.

ISS PROCEDURES

CLASSROOM PROCEDURES AND RULES: The following information is provided for your guidance while you are assigned to ISS. Read these procedures and rules very carefully. No exceptions to these procedures or rules will be made.

ISS PROCEDURES

1. You have been assigned to ISS for _____ day/s. Attached is the ISS violation sheet. Each time you violate one of these rules Ms. Finney or the teacher in ISS will fill out the date, time, and behavior that was a violation. She will then bring your form to you for you to sign. Arguing or refusing to sign the form will result in an additional violation and a trip to your assistant principal's office. This is a cumulative form. It does not start over every time you come to ISS. Please review this form and make sure you understand it.
2. The first thing you will do upon entering the ISS room, each time you are placed in ISS, is complete the ISS Foundational Assignment. The guidelines for this assignment are on the sheet you will be given. Once the Foundational Assignment is complete, you will then be allowed to work on the work your teachers have provided for you.
3. The first thing you will do on the subsequent days of a placement is read one chapter from an assigned book and write a one page paper explaining what you learned from the book and how you will apply it to your life. When this is complete, you will be allowed to work on the work your teachers have provided.
4. If you are suspended for misconduct while in ISS, you must complete your time in ISS upon your return to school.
5. You must report immediately to the ISS room in the Annex, A 103, upon arriving at school each day. All student(s) will be escorted to the cafeteria for the option of eating breakfast at 8:10 am. The ISS room is in the Annex. If you are caught somewhere in the main building you will be escorted to ISS and it will count as a violation.



ISS RULES

1. Students will face forward in their desk while they are in ISS.
2. Students will remain in their seat at all times, except for restroom breaks or when they have permission to get up and/or leave the ISS room.
3. Students will be offered two restroom breaks during the day, one in the morning, during 2nd period and one in the afternoon during 5th period. Students will be escorted to and from the restroom during these times. There will be no talking on the way to the restroom, while waiting in line for the restroom, or on the way back to the classroom.
4. Students may seek help from the ISS teacher by raising their hand and waiting for the ISS teacher to recognize them. Students will have no communication with other students.
5. Students will keep their desk and immediate area clean and orderly at all times.
6. Students will not sleep or put their head down on their desk at any time while in ISS.
7. Students will keep their hands and feet to themselves at all times.
8. Students will walk in a single file line with their hands behind their back when they are walking to and from the restroom, cafeteria, or anywhere else.
9. Students are to bring their materials and supplies, including their school issued Chrome Book to ISS with them.
10. Cell phones are not permitted in ISS. If students are caught with a cell phone, they will be given a violation, their phone will be confiscated, and their parent will have to pay \$15 to get the phone back at the end of the day. Refusal to turn their cell phone over to the ISS teacher will be deemed insubordination, result in an office referral, and the student will receive the disciplinary consequence for insubordination.
11. Both excused and unexcused absences during student's assigned ISS days will require make-up day(s) upon their return to school. Students will be required to make up any ISS assigned day(s) due to "School Cancellations" for inclement weather or any other unforeseen circumstances including being dismissed early from school or arriving late to school. This excludes "Early Release Days."
12. Students must complete all assigned work. Student name, class period and teacher name must be on each assignment.



13. Food is not permitted at any time in the ISS room. For lunch, students may bring their own meal from home or purchase the cafeteria meal. There will be no talking when walking to and from the cafeteria or while eating in the cafeteria.
14. The use of personal items such as combs, mirrors, and makeup, are prohibited in the ISS classroom.
15. While assigned to ISS students are suspended from all school privileges and extracurricular events such as assemblies, sporting events, clubs, and dances. At 3:40 pm, students must leave the campus immediately. Students will only be allowed to remain on campus after school for an assigned Thursday Reflection, Friday School, or scheduled tutoring.

ACKNOWLEDGEMENT: I have reviewed the Lakeside Middle School ISS contract with my student and understand that he or she will be held to these high standards while they are assigned to ISS. I agree to work hand in hand with the teachers and administration of Lakeside Middle School to prevent further behavioral incidents that would result in future ISS placements.

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.

LATE WORK

Teachers may assign a late penalty (maximum grade, point reduction per day, etc.) to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

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 raises 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

The school library should be an important part of school life. All books, with the exception of reference and reserve books, may be checked out for a period of three weeks. Except with special permission, magazines are for use in the library only. Students may not check out items for other students. A fine of ten cents per day, excluding weekends and holidays, is charged for overdue books.

No drinks, gum, candy, or food of any type may be brought into the library at any time. Backpacks and bags must be left in the designated area by the door.

LOCKERS

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

Students should not remain on campus longer than 10 minutes after the end of the school day unless they are under the direct supervision or have approval of school personnel. Those loitering on campus will be subject to discipline. The hallways at Lakeside Middle School are very crowded. Students will not be permitted to loiter in the hallways or the collaboration areas.

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.

MASTERY LEARNING

Mastery Learning provides the student with the opportunity to relearn certain academic objectives and retest for a passing grade of no more than 75%. Mastery Learning is intended as an opportunity to demonstrate learning when a test or major project has been failed within a few percentage points. There will be no retest opportunity on semester exams. See [http://www.littleelmisd.net/cms/lib5/TX01918043/Centricity/Domain/130/2014-2015 Grading Guidelines.pdf](http://www.littleelmisd.net/cms/lib5/TX01918043/Centricity/Domain/130/2014-2015%20Grading%20Guidelines.pdf)

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 NON-CURRICULUM 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 on page 45 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, and
- State assessment instruments that have been administered to your child, and
- 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 test 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** on page 30 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 have been 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 972-292-1847 for information. [See Policy FDB.]

[See **Bullying** on page 19, 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.

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.

PLEDGE 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.



PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 4-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science and social studies.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.*

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.[See **Standardized Testing** on page 72.]

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

Students in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher,



and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor or principal and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

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. Lakeside Middle 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.

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, the parent(s) will be notified by office personnel. 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.

REPORT CARDS AND PROGRESS REPORTS

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks.

Every three weeks parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents will be requested to schedule a conference with the teacher of that class or subject. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

If at any point, a student is failing a class, the classroom teacher will contact the parent to collaboratively construct a learning action plan to ensure that the student masters the content. This is a collaborative process that involves the student, parent, and teacher in making the learning action plan. The learning action plan is an intervention specifically designed to ensure each child masters all of the TEKS. If a student's failure to learn has component linked to behavior an administrator will be involved in the collaborative process.



RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 29.]

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

Questions, complaints or concerns about a student's schedule should be directed to the school counselor. All schedule changes will require the recommendation of the counselor and the approval of the Principal using the appropriate form. In addition, both the out-going teacher and in-coming teacher must agree to the change. Schedule changes will be given careful consideration by all parties; however, any such changes will be rare and will be considered on a case-by-case basis - not related to any other previous or future changes.

Students are not permitted to drop, add, or change courses without permission from the Principal or the counselor.

Class schedules will not be changed after the designated drop date except in cases of extreme need, and then only with loss of credit for that semester.

Incoming transfer students will be placed in the same classes as in the previous school if possible. If a student cannot be placed in a class for which he/she has previously enrolled, the Principal or the counselor will decide whether the student has spent sufficient time in either the previous course or the new course to



warrant the awarding of credit. In terms of the new course, one determining factor could be how well the student performs in the course in which he/she has not been previously enrolled. ***All new students with their parent/guardian must meet with the Principal and/or Assistant Principal prior to attending classes***

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, at 972-292-1582.

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, at 972-292-1582.

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- 292-1847 ext 26026 [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. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

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 972-292-1847 ext. 15022.

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)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for the students above the student's current grade level, in order to be promoted to the next grade level. See **Promotion and Retention** on page 52 for additional information.



STAAR Modified and 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).

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 Modified and 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 goes 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 who 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.

Records may be inspected by a parent or eligible student 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: 400 Lobo 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 Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **STANDARDIZED TESTING** for additional information.] If a student takes the STAAR Modified 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

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 972-292-1847 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 Lakeside Middle School to treat all substitute teachers with the utmost courtesy. We shall strive to display a positive climate and culture at Lakeside Middle 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 be 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

Students who arrive tardy to school are required to bring a note and sign in at the office. If a student is not in their assigned class by the time the tardy bell rings that student will be counted tardy. These students are subject to disciplinary action according to the student code of conduct. Tardies are cumulative per class per grading period. The consequences for tardies are as follows:

- 1st Tardy – Warning
- 2nd Tardy – Warning
- 3rd Tardy –Lunch Detention
- 4th Tardy – Lunch Detention
- 5th Tardy – Thursday Reflection
- 6th Tardy – Thursday Reflection
- 7th- 10th Tardy – 1 day of ISS
- 11th +Tardy- Increased Disciplinary Consequences



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

LMS students, even if of legal driving age, may not drive on school property. 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 on page 56.]

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.