

## Student Handbook Acknowledgment Form

My child and I have accessed the *Leakey ISD Student Handbook* and the *Student Code of Conduct* for 2010–2011 on line at <http://www.leakeyisd.org> I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*. If I have any questions regarding this handbook, I should direct those questions to the principal at 830-232-5595.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## Permission for Corporal Punishment

I give permission for corporal punishment to be administered to my child according to the handbook guidelines.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign, date and return this form to your child's/student's 2<sup>nd</sup> period teacher by August 31, 2010**



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# PREFACE

To Students and Parents:

Welcome to school year 2010–2011! 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 Leakey ISD 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 three sections:

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

## **Section III—LOCAL POLICIES AND INFORMATION**

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the LISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents, posted on the Leakey ISD website, <http://www.leakeyisd.org> and available in the principal’s office.

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. Disclaimer: The grading period for the 2010-2011 school year is nine weeks. If reference is made to six-weeks throughout the handbook, please disregard.

In case of conflict between board policy (including the *Student Code of Conduct*) and any provisions of the Student Handbook, the current provisions of board policy and the *Student Code of Conduct* are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

Also, please complete and return to your child's campus the following required forms provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form and Release of Student Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Education Form; and
4. Consent/Opt-Out Form

[See **Obtaining Information and Protecting Student Rights** on page 4 and **Directory Information** on page 11 for more information].

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at: [www.tasb.org/policy/193902](http://www.tasb.org/policy/193902).

## **SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES**

This section of the Leakey ISD Student Handbook includes information on topics of particular interest to you as a parent.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 30 and **Academic Programs** on page 16.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 830.232.5595 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 63.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact the principal].
- Participating in campus parent organizations. Parent organizations include: PTO, Booster Club and Band Booster Club.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the principal.

- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 55.]
- Attending board meetings to learn more about district operations. The board usually meets the 2<sup>nd</sup> Monday of the month at 6:30 p.m. in the school cafeteria. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted outside the library at least 72 hours before the scheduled meeting time. [See policies at BE and BED for more information.]

### **Parent Involvement Coordinator**

The Parent Involvement Coordinator, who work with parents of students participating in Title I programs is the principal and may be contacted at 830-232-5595.

## ***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 (LEGAL).]

### **“Opting Out” of Surveys and Activities**

As a parent, you 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.]

### **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.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child's teachers, including whether a 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.

### **Reviewing 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.

### **Displaying a Student's Artwork and Projects**

Teachers may display student's work in classrooms or elsewhere on campus as recognition of student achievement. The district will seek parental consent before displaying student's 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

### **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.

[See **Student Records** on page 9.]

### **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 video or voice recording of your child. State law, however, permits the school to make a video 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.

### **Removing a Student Temporarily from the Classroom**

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 instructions.

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 sexually 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: The district will be teaching a Human Sexuality course called “Scott and White-Worth the Wait” for grade levels 6<sup>th</sup> - 12<sup>th</sup> . This program is very comprehensive, provides training for our teaching staff and there will be ten (10) fifty minute sessions for each grade level. At all grade levels, abstinence is taught as the only guaranteed way to avoid pregnancy and sexually transmitted diseases.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this 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 the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation 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 61 and policy EC (LEGAL)].

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

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

### **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 his or her child’s misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO (LEGAL) and the *Student Code of Conduct*.]

## **School Safety Transfers**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the principal 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. See the Superintendent for information. [See policy FDB.]  
[See **Bullying** on page 21 and policy FFI (LOCAL).]
- To 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 FDE (LOCAL).]
- To request the transfer of your child to a neighboring district 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 FDE.]

## **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)**.]

## **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 69 or contact the counselor at 830-232.5595.

## **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

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. The implementation of Response to Intervention 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 a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the counselor at 830-232-5595.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB (LOCAL).]

## **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 post-secondary 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.
- 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 registrar 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. If circumstances prevent inspection during these 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:

429 US Highway 83 North  
PO Box 1129  
Leakey, TX. 78873  
830-232-5595

The address of the principal's office is:

429 US Highway 83 North  
PO Box 1129  
Leakey, TX. 78873  
830-232-5595

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 63 and **Student or Parent Complaints and Concerns** on page 27 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 at the district's website: <http://www.leakeyisd.org>.

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

## **Directory Information**

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "**Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**" included in the forms packet.]

## **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes: honor roll, school newspaper, yearbook, recognition activities, news releases, or athletic programs.

For these specific school-sponsored purposes, the district would like to use your child's name and/or photo. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

### **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. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the principal at 830-232-5595.

### ***FLEX CALENDAR***

The Texas Education Agency (TEA) has granted a waiver for an optional flexible year program for the 2010-2011 school-year. The purpose of the program is to provide intensive instruction for students not meeting a passing standard on TAKS or promotion standards. Students who qualify for the program must attend ten remedial days of instruction in order to receive credit for a course and/or be promoted to the next grade.

The “flex calendar” is also being incorporated as an incentive for students to complete the school year ten days early. Our goal is to improve attendance and student performance. Students will “earn” flex days in order to be dismissed from school on May 16, 2011; otherwise, the last day of instruction is May 27<sup>th</sup>. The following stipulations will be in place in order to qualify:

1. Students may not be absent more than 10 days. This does not include extra-curricular days or days in which students return from the doctor the same day as their appointment.
2. Students must have an overall average of 75% for the school year in Grades K-8.
3. Students must pass all of the four core classes (English, math, science and social studies) and meet promotion requirements for grades 5 & 8 (Student Success Initiative).
4. Eleventh grade students must pass all TAKS. EOC exams will count as 10% of final course grade.
5. Three tardies will equal 1 absence.

### ***ABSENCES/ATTENDANCE***

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with 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 (6) and eighteen (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. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

Students enrolled in pre-kindergarten or kindergarten are required to attend school.

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

### **Exemptions to Compulsory Attendance**

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such visit, and makes up any work missed.

### **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) assigned by a grade placement committee and basic skills for ninth graders; 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.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA (LEGAL)]

### **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 a 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 religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- 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.

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).

Neither summer nor Saturday school will be offered for attendance reconciliation.

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

Semester examinations missed during exam week (at the end of each semester) must be made up within **ten** days after the end of each semester. Any other arrangements, including taking exams early, must be made with the teacher involved and approved by the principal. Failure to make up final examinations will result in a grade of zero.

### **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.

### **Doctor’s Note after an Absence for Illness**

Upon return to school, a student absent for more than five (5) 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.

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.

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus registrar’s office.

### **Academic Programs**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policy at EIF.]

[See **Academic Counseling** on page 30.]

## **ATHLETICS**

Athletics is one of the most influential factors in drawing the student body and community of Leakey together. Properly directed student and community support for athletics will lead to increased participation, a healthier learning atmosphere and less destructive tendencies by students who find proper outlets for their emotions, whether they be players or supporters. Moreover, athletics will provide a successful, pleasurable, and rewarding experience to each participant - an experience to be shared with their family during these last few years of “home” living.

The Leakey ISD provides an athletic program for the benefit of our students. Participation in a competitive athletic program can provide students an opportunity to learn many things not available to them in the classroom. Students are encouraged to

participate in every sport in which they have an interest and for which they have the ability to contribute.

No student is obligated to take part in athletics, nor is it required for graduation. Participation is a privilege. Athletes are representatives of Leakey ISD. They are to conduct themselves with dignity and respect toward fellow students, school employees, and the general public. Athletes are expected to set high standards of behavior, for they are leaders of the school. Because of the prominent role of athletes, they must strive to demonstrate exemplary conduct. It is recognized that some of the rules which follow are stricter than for the general student body, however athletes are expected to accept and follow the established rules. Violations of the rules will result in corrective and/or disciplinary action. All known facts and circumstances will be taken into consideration when determining what action will be taken. Students will be disciplined or dismissed from the athletic program for violation of the rules. The coaches and administrators have the authority to revoke this privilege when the student-athlete does not meet these requirements.

Situations and behaviors not addressed in these regulations will be dealt with on an individual basis by the athletic department and/or administration.

### **General Guidelines**

The Leakey Athletic Department will operate according to the rules and regulations established by the University Interscholastic League for all public schools in Texas. Every effort will be made to abide by and enforce these regulations to ensure that the Leakey Athletic Department is not in violation of said rules. Any questions about U.I.L. policy should be directed to the Athletic Director's office for clarification.

Athletics is an extra-curricular activity, and as such is subject to guidelines that may differ from those set forth for the general student body. These guidelines are set forth to give students an understanding of the expectations placed on them as members of the Leakey Athletic Department. These regulations will be administered fairly and equally by the Athletic Department, and any questions or concerns about these guidelines should be directed to the Athletic Director's office. At no time will any violation of these guidelines be accepted or tolerated, and any student found in violation will be dealt with quickly and appropriately. Parents will be notified of any major problem or violation by a member of the Athletic Department before any action is taken.

### **Athletic Guidelines and Regulations:**

1. **Grades** - All student-athletes will follow the no pass/no play guideline set forth by the U.I.L. Coaches will make periodic checks with teachers to stay informed of any possible problems, and students should notify their coach of any grade problems they may have, so that efforts can be made to find assistance for that student. Students who become ineligible due to grades can practice with the team, but are not permitted to travel with or take part in any contest until they regain their academic eligibility. Students regain eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.

2. **Travel** - Any student that travels to an athletic event will need to travel to and from with the team. Students, with extenuating circumstances, may ride home with a parent or guardian after a contest provided that the parent or guardian sign a release form. Efforts should be made to notify the coach ahead of time if at all possible. No student will be allowed to ride home with another minor.
3. **Equipment** - All student-athletes will be responsible for keeping up with and returning all equipment issued to them by the Leakey school district. The student will pay for any misuse or loss of equipment before replacements are issued. Any athlete found guilty of taking or willfully destroying any school or teammates property will be disciplined and/or dismissed from the athletic program.
4. **Missed practice or Absences** - Any student not able to attend practice needs to notify his or her coach to be excused. Practices missed for any school functions will be excused with prior notification to the coach. Practices missed for detention, ISS, or suspension will be excused. Each player will make up the conditioning for a missed practice during the next scheduled practice time. The make up work will be determined by the coach of that sport. Students who are not in attendance for any reason excluding stock shows and school-sponsored events for 3 consecutive periods will not be allowed to participate in school-related activities on that day or evening. When absent on Friday, the student will not be allowed to participate on Saturday.
5. **Dress and Grooming** - All student-athletes will adhere to the school dress code and any other additions made by the Leakey Athletic Department. Proper attire will be worn to all out of town contests, and students in violation of these codes may not be permitted to travel with their respective team of the day of a contest
6. **Conduct During a Contest** - Each student-athlete will adhere to the rules and regulations for their respective sport as taught by the head coach of that sport. Any actions or displays that are not in conjunction with the rules will be dealt with by the head coach immediately. At no time will an athlete be permitted to exhibit behavior that would be deemed as embarrassing to the team or to the Leakey school district. Disciplinary action will be taken against any athlete involved in such behavior, and a parent conference with the head coach will be scheduled.
7. **Substance Abuse** - Each student-athlete will follow the extra-curricular policy pertaining to substance abuse that is provided with this document. Athletes need to understand that the Leakey Athletic Department will make no exceptions to this policy. Substance abuse is not only against the law, but is also harmful to the physical development of a young athlete.
8. **Dropping Out of an Athletic Sport** - Any athlete who decides to drop out of a sport will have a conference with the head coach of that sport and the athletic director before being allowed to quit the team. His/her parent will also be notified by the coach and given the reasons for the athlete's decision. The athlete will be required to suit out during the athletic period and must earn a participation grade during that time period. Any athlete who decides to quit athletics must remain in athletics until semester. An athlete who quits more than one sport and/or quits a sport and drops the athletic period will not be permitted to participate in any athletic sport(s) the remainder of the school year.

9. **Hazing or Initiations** - Hazing is against State Law, and any acts of hazing will be dealt with in a serious manner by the Leakey Athletic Department. Any athlete who is found to be hazing or assisting with hazing of another student or athlete will be dismissed from the athletic department for one calendar year. It is the duty of the hazed student and his parents to report the incident to the coaching staff or proper authorities. Failure to report hazing promptly makes the act of hazing more likely to continue. All athletes are encouraged to refrain from any activity that may be considered as hazing by another.

Every student at Leakey ISD is encouraged to participate in any sports activity that they may have an interest in and know that they will be treated fairly and respectfully by all members of the Leakey coaching staff.

### **Substance Abuse Policy for Athletics**

Athletics is a privilege. An athlete represents his or her school twenty-four hours a day, three hundred and sixty five days a year. Athletes are a source of pride for the community and are role models for other students. Athletes must realize they have the responsibility of setting good examples for the elementary students who look up to them for leadership. A student who uses alcohol and/or other drugs is forfeiting the privilege of participation as an athlete.

The following policy will be administered to help insure the integrity of Leakey Athletics. This policy is intended for student/athletes who receive citations from law officers. This policy will also be enforced if an administrator or coach discovers the athlete to be in possession or under the influence of alcohol and/or drugs.

Students who are suspended from athletics are encouraged to report others who are violating the law by using alcohol and/or drugs. These reports will be investigated by the coaching staff/athletic director. The suspended athlete needs to realize that more than accusations will be needed to warrant suspensions or punishment. Offenses that occur in junior high school will carry over into high school.

### **Actions against an Athlete Committing Alcohol/Drug Abuse While a Member of an Athletic Team**

1. **First time offenders** — 14 day suspension, a written letter of apology to the school, a verbal apology to the team, and must meet with school counselor.
2. **Second time offenders** — 28 day suspension, a written letter of apology to the school, a verbal apology to the team, school & community service during athletic period throughout suspension period. Must meet with school counselor.
3. **Third time offenders** — Will be suspended from athletics for the remainder of the school year, the athlete along with the athletes' parents must meet with the Athletic Director prior to the next year to be reinstated into athletics.

### **Athletes in ISS**

Any student receiving ISS for any Level III offense will serve a minimum of one game suspension. The suspension will begin the next contest after the offense.

## **AWARDS AND HONORS**

### **Athletic Awards**

The Leakey athletic awards policy is based upon participation as well as achievement. Each athlete will be awarded points for varsity competition. The following criteria are used in determining a student's qualification for athletic awards.

- The athlete must complete the season in the sport in which the award is to be given.
- The athletic department will determine if the athlete is a contributing member, in good standing with the program and team. The athletic department and principal will determine if the athlete abides by the school rules.

The athletic department may give the following awards:

- Plaques for varsity participation.
- One letter for varsity participation.
- One jacket for earning two points; an athlete must earn the letter in two or more different sports in the same year or over multiple years.

The point system has the following criteria and is determined at the end of the district competition:

- One point for participating in three quarters of the district contest of the varsity sport.

### **Leakey All Sports Award**

The All-Sports Award that is given at the Annual Booster Club Athletic Banquet will be determined by a grading system that will be consistent and fair to all. This award is not meant to be a competition among athletes, but to recognize the contributions that these athletes have made to their respective teams.

- 1 point for Varsity Competition
- 1 point for Second team All-District
- 2 points for First team All-District
- 2 points for qualifying for Area Competition as an individual
- 2 points for team member qualifying for postseason prior to regional competition
- 3 points for qualifying for regional competition as an individual or a team member, or All-Region recipient
- 5 points for qualifying for state competition as an individual or a team member, or All-State recipient

**MVP Awards** will be given at the coaches' discretion of the appropriate sport

### **Fine Arts Awards**

Cheerleading, Band, Choir, One-Act Play and Dance

The Leakey fine arts awards policy is based upon participation as well as achievement. Each participant will be awarded points for varsity competition. The following criteria are used in determining a student's qualification for fine arts awards.

- The participant must complete the season in the sport in which the award is to be given.
- The fine arts department will determine if the participant is a contributing member, in good standing with the program and team. The fine arts department and principal will determine if the participant abides by the school rules.

The fine arts department may give the following awards:

- Plaques for varsity participation.
- One letter for varsity participation.
- One jacket for earning two points; a participant must earn the letter in two or more different events in the same year or over multiple years.

The point system has the following criteria and is determined at the end of the district competition:

## ***BULLYING***

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See **School Safety Transfer on page 8** and policy FFI (LOCAL).]

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

The district offers career and technical education programs in Business, Agriculture, and Technology. Admission to these programs is based on availability of course and eligibility of student.

Work Co-op program: Student must be passing all courses required for graduation to continue participation in the program. Seniors may participate in the work co-op for 2 periods each day, if their schedule warrants it.

Leakey ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. [Also see **Nondiscrimination Statement** on page 60 for additional information regarding the district's efforts regarding participation in these programs.]

## ***CHILD SEXUAL ABUSE***

The district has established a plan for addressing child sexual abuse, which may be accessed at <http://www.leakeyisd.org>. 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 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 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, the campus 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\\_Real/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Real/default.asp).

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

<http://www.tea.state.tx.us/index.aspx?id=2820>

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

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

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports 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>).

## **CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

Seniors will be ranked for graduation the 6<sup>th</sup> week of the final nine (9) week grading period of the senior year according to grade points.

Valedictorian and Salutatorian will be announced at a designated school function. In the case of a tie for Valedictorian, there will be Co-Valedictorians and no Salutatorian. Candidates shall have been enrolled in Leakey High School for two full years to be considered. Academic core courses will determine the highest ranking student for scholarship purposes.

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor or principal for further information about the application process and deadlines.

[For further information, see policies at EIC.]

The following guidelines shall be used in the district to determine grade point averages for ranking graduates:

- 1a. Students shall have ten points added to each semester grade of recommended level courses (AP Biology, Pre-Calculus, AP Calculus, Pre-AP English I & II, AP English III, Spanish III). This also includes Pre-AP 7<sup>th</sup> and 8<sup>th</sup> grade English, Pre AP Pre Algebra. 7<sup>th</sup> grade and Algebra I - 8<sup>th</sup> grade. Pre AP and dual credit courses will have ten points added to the average also. Dual credit courses will be Geology, English 1301/1302 and U.S. History. Also Scientific Research is taken as a 4<sup>th</sup> year science.
- 1b. A **weighing factor only** will be used during 3-week period following each nine weeks for eligibility purposes.
2. Students shall have ten points deducted from each semester grade for each Basic Level course taken for weigh in purposes only. Special education courses which modification of content (TEKS) is demonstrated by the ARD committee.
3. The resulting weighted grade values shall be added together, and the sum divided by the number of semester entries.
4. To convert the numerical average onto a 4.00 scale, the average shall be divided by 100 and then multiplied by 4.

Example: Student's GPA 98

School scale 100

$$98/100 = .98 \quad .98 \times 4.00 = 3.92$$

Ranking points will not be given for the following courses in computing averages for class rank and scholarship honors: Physical Education and Athletic Courses above 2.0 credits. Activity courses, Office Aide, Correspondence Courses, College Level Courses (except dual credit), and Credit by Exam.

Note: Grade Point Average conversion may be subject to Texas Higher Education Controlling Board (THECB) ruling.

5. A student transferring into the District shall receive the numerical grade that was earned in courses at another school. Letter grades will be converted as follows:

A+	97
A	95
A-	93
B+	87
B	85
B-	83
C+	77
C	75
C-	73
D+	72
D	70
D-	68
F+	62
F	60
F-	58

The Grade Point Average (G.P.A.) is the average of all courses taken, including those which were failed. It is used by a number of colleges and universities when admission is limited, to determine who will and who will not be admitted. It is used by a number of scholarship grantors to determine who will receive the scholarship. It is also used, in some cases, to determine what level of courses a student will be required to take in college – i.e. Fundamental; Remedial; Regular; Advanced level.

In order to be ranked, a student must have earned at least twenty-two credits in a traditional educational setting. Courses taken through summer school, correspondence, evening/night school, credit by exam, home schooling, and courses modified by the special education ARD process, or any other system do not qualify as traditional school settings.

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor or the principal for further information about the application process and deadlines.[For further information, see policies at EIC.]

## **CLASS SCHEDULES**

The school day will begin at 8:00 a.m. and ends at 3:30 p.m. The bell schedule is as follows:

### **Bell Schedule:**

8:00-8:55	1 <sup>st</sup> Period
9:00-9:55	2 <sup>nd</sup> Period
9:55-10:05	10 min break
10:05-11:00	3 <sup>rd</sup> Period
11:05-12:00	4 <sup>th</sup> Period
12:00-12:30	Secondary Lunch (6 <sup>th</sup> & 7 <sup>th</sup> grade @11:55)
12:35-1:30	5 <sup>th</sup> Period
1:35-2:30	6 <sup>th</sup> Period
2:35-3:30	7 <sup>th</sup> Period

Students must sign in when arriving after 8:00 a.m. or when re-entering school after signing out during the day. For the safety of all students, parents or their designees must sign students out through the office when leaving school prior to dismissal time. All students in grades 7-12 must sign in and out through the registrar and have permission from the principal.

### **Alternative Bell Schedule:**

8:00-8:50	1 <sup>st</sup> Period
8:55-9:45	2 <sup>nd</sup> Period
9:45-9:55	Break
9:55-10:45	3 <sup>rd</sup> Period
10:50-11:40	4 <sup>th</sup> Period
11:40-12:10	Secondary Lunch (8 <sup>th</sup> - 12 <sup>th</sup> grade) (6 <sup>th</sup> & 7 <sup>th</sup> grade @ 11:35)
12:15-1:05	5 <sup>th</sup> Period
1:10-2:00	6 <sup>th</sup> Period
2:05-2:55	7 <sup>th</sup> Period
3:00-3:25	Activity (pep rally)
3:30	Dismissal

## **COLLEGE CREDIT COURSES**

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

- Certain courses taught at the high school campus, which may include courses termed dual credit, or Advanced Placement (AP).
- Enrollment in courses taught in conjunction and in partnership with South West Texas Junior College;
- Enrollment in courses taught at the following institutions in the district: Southwest Texas Junior College and;
- Career and Technical Education (CTE) courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information.

### ***Advanced Classes Identified for No Pass, No Play Exemption***

Classes identified as advanced by the State Board of Education are cited below. By state law a grade less than 70 in any of the classes listed does not affect a student's eligibility. However, students enrolled in dual credit courses must be passing by mid-term.

U.S. History - Dual Credit

English Language Arts 1301/1302 - Dual Credit

Geology 2289/1403 - Dual Credit

In order to enroll in college courses a student must have twenty (20) credits following the last day of instruction and a twenty-three (23) composite score on the ACT.

A high school student is eligible to enroll in dual credit courses in the eleventh and/or twelfth grade if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in Â§4.57 of this title (relating to Minimum Passing Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in Â§4.56 of this title (relating to Assessment Instruments); or
- Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in Â§4.54 of this title (relating to Exemptions/Exceptions).

An eleventh grade high school student is also eligible to enroll in dual credit courses if the student achieves a score of 2200 on Mathematics and/or a score of 2200 on English Language Arts with a writing subsection score of at least 3 on the tenth grade TAKS relevant to the courses to be attempted. An eligible high school student who has enrolled in dual credit courses in the eleventh grade shall not be required to demonstrate further evidence of eligibility to enroll in dual credit courses in the twelfth grade.

**Note:** The student will reimburse Leakey ISD for the cost of course tuition fees if the student drops or fails the course. Fees must be paid prior to graduation ceremonies.

A high school student is eligible to enroll in dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English Language Arts section on the tenth or eleventh grade TAKS.

High School students shall not be enrolled in more than two dual credit courses per semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, ACT or SAT scores, or other assessment indicators) may be approved by the principal of the high school and the chief academic officer of the college.

An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.

An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.

**Location of Class:** Dual credit courses may be taught on the college campus or on the high school campus. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering courses at a distance in §§4.101 – 4.108 of this title.

#### **Parent Notification of Failing Grades**

Parents will be notified if a student is not passing the dual credit course and will have the option to request that the student drop the class at midterm of each semester course or the last drop date with a “W”. A student who drops a dual credit class will return to the regular class in that subject area.

### **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district’s policy manual. A copy of this policy may be obtained in the principal’s or superintendent’s office or at the Leakey ISD website: <http://www.leakeyisd.org/>.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

### **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher’s supervision and for approved purposes only. 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 result in withdrawal of privileges and other disciplinary action.

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

Students taking dual credit courses are responsible for any damages incurred to the laptop assigned to them. Students may not use their personal laptops for any courses offered at Leakey ISD or dual credit courses. All damages must be paid prior to participation in graduation ceremonies.

## **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—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.

### **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the *Student Code of Conduct* and policy FO (LOCAL) in the district’s policy manual.

### **Disruptions**

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.

## **Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The student/parent may pick up the confiscated telecommunications device from the principal's office. The school may charge the owner for the release of certain telecommunications devices.

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

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.

## **Other Electronic Devices**

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

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

## **Inappropriate Use of Technology**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

## **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.

## **CONTAGIOUS DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might 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.

## **CORRESPONDENCE COURSES**

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

A maximum of 4 credits may be earned through correspondence courses or credit by exam from a district approved institution. Our district has approved Texas Tech and University of Texas. Correspondence courses or credit by exam are not part of the student's GPA.

[For further information, see policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 6 through 12 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 Career and Technical Education (CTE) opportunities.

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

### **Personal Counseling**

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

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

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a

psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBAA(LEGAL), FFE (LEGAL) and FFG (EXHIBIT).]

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home schooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policy EEJA(LOCAL).]

### ***CREDIT BY EXAM—If a Student Has Not Taken the Course***

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. All tests must be scheduled with the counselor at a cost of \$30.00 per exam. Tests must be completed by the end of the 1<sup>st</sup> 9-week period during the second semester or seven days prior to the beginning of a new school year. Students may also take exams prior to Maymester.(Last two weeks of school.

A student will earn credit with a passing score of at least 85 on the exam.

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB (LOCAL).]

### ***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. 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, in the superintendent's office or on the district's website: <http://www.leakevisd.org/>.

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**

Sexual 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. 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.

## **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.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

## **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 districts 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 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.

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).

## ***DISCRIMINATION***

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 31.]

## ***DISCIPLINARY SYSTEM / DETENTION***

Students receiving five (5) lunch tardies (being tardy after lunch) will have their off-campus lunch privileges revoked.

- Students will report to detention hall at 7:15 a.m. for Level I infractions. Detentions will be served on Monday, Tuesday, Wednesday and Thursday.
- Students receiving three (3) Level I detentions will require a parent conference with an administrator prior to being admitted back to class.
- Students who do not serve Level I detentions will require a parent conference with an administrator prior to being admitted back to class.
- Students sent to ISS must bring a minimum of 3 textbooks and 1 novel to the ISS room.
- Students must come prepared for ISS as any other class (paper, pen, assignment, homework).
- Students will adhere to the rules established for the ISS room: no talking, music, computer, food, drinks, etc.
- Students violating the ISS rules will require a conference with an administrator before allowed back to class.
- Students receiving ISS will lose their off-campus lunch privileges according to the number of times they are assigned ISS: 1<sup>st</sup> time-1 week, 2<sup>nd</sup> time-2 weeks, 3<sup>rd</sup> time-3 weeks, etc.
- Athletes assigned to ISS will be suspended from participation: 1 week each time ISS is assigned. This will be cumulative; an athlete receiving ISS for the 4<sup>th</sup> time will be removed from the sport.

## ***DISTANCE LEARNING***

These classes are taken with Southwest Texas Junior College. Students are required to enroll at SWTJC and all SWTJC guidelines apply. See the counselor or principal for details on this program. Students must meet prerequisites before enrolling.

## ***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 be purchased by students.

All school publications are under the supervision of a teacher, sponsor, and the principal. [See **Directory Information for School-Sponsored Purposes** on page 11.]

### **Non-school Materials...from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing 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 library 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 the principal for prior review. The principal 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 AND GROOMING**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

### **Dress Code Regulations**

1. Be neat, clean, and well groomed
2. All pants and shorts must be worn at the waist.
3. Belts must be worn within an inch of the proper size for the attire (no dangling belt ends, nor may they be tucked in the pocket). Belts will be worn with pants which require them.
4. All clothing will be the proper size for the student and must be gender appropriate.
5. No chains on clothing or wallet chains.
6. Hemmed shorts/skirts are permitted and may not be shorter than fingertip length in a normal standing position.
7. Spandex type (skin tight) or athletic shorts are not allowed.
8. Shirt tails which extend beyond the palm of the hand while in a normal standing position must be tucked in.
9. Special dress days may occasionally be declared with the principal's prior permission. When such days are held, rules that pertain to decency, modesty, and decorum must still be followed.
10. Hair styles must be neat/well groomed and should not distract from the educational setting.
11. Body piercing of any kind is prohibited, with the exception of traditional girl's earrings (1 earring, lobe only).
12. Tattoos must not be visible at any time while at school or at school sponsored activities on or off campus. This includes artificially induced scars produced to resemble or represent something else.
13. Body markings of any kind, pens or markers, are prohibited.
14. Contact lenses that are distracting (red, cat eye, etc.) are prohibited.
15. Steel-toed boots or shoes or metal taps are prohibited. House shoes and/or pajama pants are not allowed.
16. No large or oversized purses/handbags.
17. All students: For safety reasons (during recess or P.E.), must wear sturdy footwear (e.g., tennis shoes, not sandals). Secondary: Sandals may be open-toed and do not have to have a strap around heel. Flip-flops that have a rubber or plastic upper are not allowed. Sandals with a strap between the toes are permitted.
18. Elementary girls (K-5) should wear shorts under their skirts if they are going to be climbing, sliding, or playing on the playground equipment.

### **Inappropriate Garments:**

1. Shirts, blouses, or dresses with large neck or arm openings.
2. Shirts with objectionable lettering, drawings, or advertisements of alcohol, tobacco, etc. including pictures or symbols of groups or individuals representing deviant or evil ideals.
3. Athletic garments issued by school sports programs may not be worn to school, except on game days with approval from the team's coach.
4. Muscle shirts, tank tops, or similar t-shirts. Plain white t-shirts may not be worn.
5. Over baggy pants or clothing that is torn or frayed.
6. Caps or hats inside of the building or caps not worn in the appropriate manner.
7. See-through clothing.
8. Shirts and blouses that reveal abdominal skin when the arms are in a normal standing position.

### **Girls:**

1. No sun dresses or blouses that are open below the bra line in the front or in the back should not be worn.
2. Skirts or dresses, or shorts may not be shorter than fingertip length in a normal standing position.
3. Strapless clothing or clothing with spaghetti straps may not be worn. All straps must be at least two inches in width.
4. Hair coloring, streaks or highlights must be of natural color. (No pinks, blues, etc.)
5. Body piercing of any kind is prohibited, with the exception of traditional girl's earrings (1 earring, lobe only)

### **Boys:**

1. Facial hair is not permitted and sideburns will not extend below the earlobe.
2. Earrings are not permitted.
3. Hair may be no longer than 2 inches above the bottom of the ear lobe, not below the collar, and when combed forward will not extend into the eyes.
4. No artificial hair coloring is allowed (frosting, streaking, highlights, etc.) that is not a normal hair color.
5. Pony tails, braids, shaggy or un-kept hair will not be worn.

**Note: The final decision on appropriateness rests with the principal.**

### **Dress Code Violations**

Students are expected to be in compliance with the dress code when at school and school-related events. One D-Hall (7:15 a.m.) will be assigned for the first offense; two D-Halls for the second offense; one day ISS for any further violations. Violators of these rules will be given the following choices to correct the situation:

1. Change into appropriate attire that may be available in their lockers or backpacks (First offense only)

2. Call home and have parents bring appropriate apparel (student will spend time in ISS until parent arrives) (First offense only)
3. Change into clothing provided by the office. Students will exchange this clothing for their own at the end of the school day.

Inappropriate items, including stud piercing, will be confiscated and returned at the end of the school year.

## **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.

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.utexas.edu> for additional information. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English 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 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 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 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 Noncurriculum-Related Groups** on page 68.

### **Student Organizations**

Clubs within the school shall be open to all students who qualify under the rules of the school to fill the special aims of the organizations. Students are not allowed to participate in illegal organizations such as fraternity, sorority, secret society, gang or cult. A fraternity, sorority, or secret society, gang or cult is any organization composed wholly or in part of members of the student body of the school which seeks to perpetuate itself by taking in additional members from the student body of the school on the basis of the decision of its membership rather than upon the free choice of any student in the school who is qualified by the rules of the school to fulfill the special aims of the organization.

It violates the standards of conduct of the District to be or remain a member of, to join or promise to join, to become pledged to become a member of any such fraternity, sorority, gang or cult. It is the violation of the standards of conduct of the District to wear any dress or attire signifying membership in a fraternity, sorority, secret society, gang or cult (if wearing of such dress or attire materially and substantially disrupts the operation of the school, or the administrator has reasonable cause to forecast that material and substantial disruption will occur).

### **CLASS SPONSORS**

The Principal assigns two sponsors to each class in grades 7 –12.

### **PROM**

The junior class will host a prom each spring, and may also host a banquet honoring the senior class each spring. Any student of Leakey High School, except for certain disciplinary restrictions, may attend the prom according to guidelines established by the class and school administration. The banquet is limited to juniors, seniors, and their guests. Students and their guests will follow the LISD dress code, and Student Code of Conduct. A student attending a party or social event will be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted. Only students in grades 9-12 will be allowed to attend. Guests who do not attend LISD must be approved by the principal at least one week prior to the prom and may not have been out of high school for more than one year.

The junior class may have one additional fund-raiser each year designed for banquet expenses and one for prom decorations.

### **CLUBS AND PERFORMING GROUPS**

Student clubs and performing groups such as the FFA, cheerleaders, and athletic teams may establish rules of conduct-and consequences for misbehavior-that are stricter than those for students in general. If a violation occurs of the stricter rule and it is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Each student member of a club or group imposing stricter standards shall be notified of the standards of behavior and of the specific consequences of violating the standards. A faculty member must sponsor each

club or group (except for the cheerleaders). The Principal must approve each club or organization and their established standards.

## ***CHEERLEADERS***

The purpose of the Leakey Junior High and High School Cheerleaders is to encourage quality performance, high academic standards, personal qualities and loyal school spirit among its members. Cheerleading develops leadership, cooperation, self-discipline and sportsmanship in each member for the benefit of Leakey ISD and the community of Leakey. A student must meet eligibility requirements in order to participate in try-outs.

In order to be eligible to participate as a junior high or high school cheerleader a student must meet each of the following criteria:

1. Follow the current “no pass, no play” guidelines.
2. Have no major discipline infractions during the year of their participation.
3. Any student trying out for cheerleader must be enrolled the entire semester in which try-outs are held.

Cheerleaders will be transported to and from all events and/or contests on school provided transportation, unless prior arrangements are made with the Principal.

The parent or guardian of a cheerleader may request their child return home with them after a contest or event. The parent must present the sponsor with a written and signed note before the cheerleader will be permitted to leave with them.

If a cheerleader wishes to return home with the parent or guardian of another cheerleader, she must have a signed note from their parent specifically giving their permission and naming the other parent or guardian the cheerleader may return home with. The transporting parent is still required to present a permission note for their child.

In no instance will a cheerleader be permitted to be transported home from an event or contest with any other minor or unknown person.

The sponsor will be required to keep the submitted notes on file for one school year and will from time to time verify the note where a parent was not present to deliver the request to the sponsor.

Each cheerleader will be responsible for further criteria as established by the sponsor. All final decisions will be made by the principal regarding conduct.

## ***STUDENT COUNCIL***

The Leakey Student Council is a service organization dedicated to giving students the opportunity to serve in leadership positions while organizing and implementing activities which serve the school, student body, and community. Members must meet all eligibility requirements and any other criteria established locally.

The Student Council awards the Outstanding Academic Achievement Award and hosts the annual Homecoming activities.

## ***NATIONAL HONOR SOCIETY – NATIONAL JUNIOR HONOR SOCIETY***

Membership in the Leakey Chapter of the National Honor Society or National Junior Honor Society is based upon the following:

1. Character, leadership, service and scholarship.
2. To be proposed for membership a student must be in the seventh, eighth, or ninth grades for the National Junior Honor Society or tenth, eleventh, or twelfth grades for the National Honor Society.
3. Members of the societies must maintain a cumulative scholastic average of ninety percent to gain or continue membership. Averages are reviewed annually.
4. Those students who transfer to the Leakey ISD and were members of scholastic honor societies in their last school must maintain an average of ninety percent for the first semester grading period before they can be proposed for membership in the Leakey ISD Chapter.
5. A faculty committee of five teachers, at the appropriate grade level, with input from the Principal and Superintendent shall determine the selection of members. The committee members may seek information regarding potential members from the students being considered, and/or other teachers on the staff. Members shall maintain the standards upon which selected, or they will be dismissed.
6. The faculty committee at each level is the decision making body, with the principal and superintendent having oversight authority.

## ***EXTRACURRICULAR POLICY***

If a student violated the Code of Conduct specifically relating to the commission of a criminal offense or the illegal use/possession of alcohol or illegal drugs while off campus from the first student attendance day through the last student attendance day and during any school sponsored or school related event of which the student is a participant during the entire calendar year, the following measures will occur in each organization and will apply to every member of every organization:

1. First Offense
  - A certified letter will be sent to the parent/guardian informing him/her that their child is being placed on probation for the remainder of the school year in each organization in which they participate or are a member.
  - The student will be assigned 5 hours of school service supervised by the sponsor(s) of the organization(s) in which they maintain membership or participate.
  - If a student is an officer in an organization or captain of a team at the time of the infraction, they will relinquish their office for the remainder of the school year.
  - Suspension of participation may be considered.

## 2. Second Offense

- Removal from participation in extracurricular activities for 45 school days. (45 school days from the date discipline is imposed)

## 3. Third Offense

- Removal from participation in extracurricular activities for 90 school days. (90 school days from the date discipline is imposed)

## 4. Fourth Offense and Each Offense Thereafter

- Removal from participation in extracurricular activities for 180 school days even if it is part of the next school year. (180 school days from the date discipline is imposed)

All offenses will be reviewed by an extracurricular committee which will be made up of all sponsors whom the affected student is a member and the administration.

The student accepts the fact that being in extracurricular activities is a choice and a privilege. By being involved in extracurricular activities, the student accepts the guidelines set by each organization of which he/she is a member. The student accepts the responsibility of having and displaying good character and judgment because he/she knows that they represent each group to which they belong. The student accepts that these guidelines are in effect during the school year and also during all school related or school sponsored activities and events. The student and parent/guardian also understand that the regular Student Code of Conduct along with Senate Bill I may require additional school sanctions in addition to the extracurricular policy as warranted by the offense.

**Please note:** 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 Noncurriculum-Related Groups on page 68.**

## Offices and Elections

### **STUDENT FEES**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.

- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books, calculators and laptop computers.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credits that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 71.]
- 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.

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. [For further information, see policies at FP.]

### ***FUND-RAISING***

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

### ***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 1,000 feet of any district-owned or leased property or campus playground.

## **GRADE CLASSIFICATION**

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

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

## **GRADING GUIDELINES**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.) Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Also see **Report Cards/Progress Reports and Conferences** on page 63 for additional information.

In grades K–12, achievement is reported to parents as:

A minimum of two grades per week will be taken in each core course. The following exceptions may occur:

- Mathematics grades may be taken daily – allowing the teacher to drop the lowest grade per week.
- Writing grade may be doubled for the week.

Grades are available for parents to access through the web-based version of GradeBook. For more information contact the school office or visit the Leakey ISD website at: <http://www.leakeyisd.org/>.

## **ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION [EIE LOCAL]**

**Curriculum Mastery:** Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services [See EHBC]

**Standards for Mastery:** Mastery shall be determined as follows:

- Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

**Grades K-8:** In grades K-8, promotion to the next grade level shall be based on an overall average grade 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. Fifth grade and eighth grade must also pass reading and math TAKS tests.

**Grades 9-12:** Grade-level advancement for students in grades 9-12 shall be earned by course credits [See EI]

### **Kindergarten – Fifth Grade**

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts (composite of spelling, reading and English), mathematics, social studies and science.

The new requirements effective for the eighth graders beginning in the 2007–2008 school year will condition promotion on the student’s satisfactory performance on the TAKS examinations. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance.

Alpha grades of E, S, N, U will be recorded for kindergarten.

E – Excellent

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

Alpha grades will be recorded for first through sixth grades in the subjects of art, handwriting, physical education, conduct and computer applications. These subjects will not count toward the all “A” honor roll. Numerical grades will be recorded for first through sixth grades in all other subjects.

Numerical grades from 0 – 100 will be recorded on the report card for the subjects of reading, composition (writing, grammar, spelling) mathematics, science/health, and social studies.

A = 90-100

B = 80-89

C = 70-79

F = 69 or below, failing

### **Grades 6-12**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, (Grades 9-12) a student must receive a grade of 70 based on course-level or grade-level standards. (Education Code 28.021)

Numerical grades from 0 – 100 will be recorded on the report card for all subjects for grades 7-12.

A = 90-100

B = 80-89

C = 70-79

F = 69 or below, failing

I = Incomplete

### **Grading System – Middle and High School**

The grading system for the district consists of a numerical scale from 0 to 100. Grades which are temporarily incomplete will be indicated by the mark “I”. A student will receive an “I” only if the student did not have the opportunity to finish the requirements of the class due to school related absence or an excused absence. In either case, **the work must be completed within five days of the last day of instruction for the class.** If the student was present and did not complete the work, the student will receive the grade earned. Students enrolled in courses for dual high school and college credit will be subject to the grading system used by the college system offering the course.

### **Secondary Grading Formula**

The teacher will determine the weight of daily assignments and homework, the total of which will count forty percent. Tests other than daily quizzes count forty percent and nine weeks exams count twenty percent. The semester average is determined by averaging the two nine-week grades and the score on the final exam.

### **Late Papers**

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

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

**Late papers cannot receive a grade higher than 70.**

## **STATE-MANDATED TESTS**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–8 without the aid of technology and, in grades 9–11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10 and 11
- Science in grades 5, 8, 10 and 11,
- Any other subject and grade required by federal law

[See policy EKB.]

## **OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. ( Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA] ). Fee waivers are available for eligible students\* (students need to see the counselor). Students in grades 9-11 are eligible to take the PSAT.

## **GRADUATION**

### **Requirements for a Diploma**

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

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Pass a statewide exit-level exam.

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or

Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF (LEGAL).]

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

All students must meet the following credit and course requirements for graduation under the programs listed:

<b>Courses</b>	<b>Number of credits Minimum Program</b>	<b>Number of credits Recommended Program  Total Credits 26</b>	<b>Number of credits Advanced/ Distinguished Achievement Program</b>
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	3	4	4
Social Studies	3	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	2	2	2
Speech	0.5	0.5	0.5
Language other than English	n/a	2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1

<b>Courses</b>	<b>Number of credits Minimum Program</b>	<b>Number of credits Recommended Program  Total Credits 26</b>	<b>Number of credits Advanced/ Distinguished Achievement Program</b>
Locally required courses	.5 credit in Health  1 credit in Technology	.5 credit in Health  1 credit in Technology	.5 credit in Health  1 credit in Technology
Electives	7.5 credits (prior to 2010–2011) 6.5 credits (2010–2011 and thereafter)	3.0 credits	2.0 credits

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

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

### **Certificates of Coursework Completion**

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

### **Early Graduation**

Students applying for early graduation will be treated as juniors throughout the year, but will be included in the graduation ceremonies and activities. Early graduates must apply for the scholarship by the end of the 1st 9-weeks of his/her senior year and within the 36 months time frame. Early graduates will be ranked with graduating class for college purposes but will not be eligible for salutatorian, valedictorian, or highest ranking graduate.

They must have a letter signed by their parents on file by end of their sophomore year that states their intentions. Transfer students must have a letter signed by October 1<sup>st</sup> of their senior year. Early graduates are categorized as juniors by state regulations. For purposes of yearbook publications, it is impossible to know if early graduates will meet all requirements by the time the end-sheet is due for publication. Therefore, early graduates will not be included in the color end-sheet or group picture of the seniors which

has early deadlines for publication. Early graduates will be allowed to take senior individual portraits. However, early graduates are not eligible for “Most Likely to Succeed” or “Mr. or Ms. LHS”.

If they have completed their requirements for graduation by May, they will be included in:

- The casual section
- The formal section
- The cap and gown section
- The junior class portraits
- The junior class group picture
- If they have not completed their requirements for graduation by May, they will be included in:
  - The junior class portraits
  - The junior class group picture

### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (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 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 automatically be placed in the Minimum Program, in accordance with state rules.

### **Graduation Activities**

Graduation activities will include:

- Senior courtesies provided by local churches.
- Project Graduation (This is not a school sponsored activity and will not be recognized by the school until the senior class has voted to have Project Graduation at the beginning of their senior year, even then, it is a student/parent activity.)
- College Visitation-Students are allowed two college visitations which must be documented.
- Graduation exercise

The district will not allow the following students to participate in commencement activities or be included in the commencement program.

- Seniors who are not graduating unless student is receiving a participation certificate. See FMH(LOCAL)
- Students, who are eligible to graduate but are assigned to a disciplinary alternative education program at the end of the school year.

See also EI(LEGAL) and (LOCAL)

Graduation exercises will be held once a year at the end of the second semester. The graduate must have completed all required course work and have all financial obligations and fines cleared before graduation. **The prospective graduate is required to attend graduation rehearsal.** Prospective graduates will be in proper attire as defined by the principal and in dress code at the commencement ceremony.

## **Graduation Ceremony**

Students must meet the following criteria to participate in graduation ceremonies:

- Be in compliance with the student code of conduct and be in good standing with the requirements of the code.
- Have completed all financial commitments to the school.
- In compliance with the grooming code as well as any additional dress requirements established by the Principal for the graduation ceremony.
- Students who earned a G.P.A. of 4.0 or above will receive a gold cord.
- Distinguished Achievement students will receive a gold cord.
- If the Students' cumulative records reflect distinguished achievement, less the 4 advanced measures, they will receive a gold cord.

For purposes of yearbook publication, seniors that do not complete requirements by May but remain in school for the semester will be included in:

- The senior end-sheet
- The casual section

Seniors that do not complete requirements by May and drop out of school before the end of the semester will be included in:

- The senior end-sheet only

The commencement programs for the District shall be conducted according to the following guidelines:

1. Students will be grouped, recognized, and permitted to participate in these categories:
  - Students who have satisfied all requirements for graduation with honors.
  - Students who have satisfied all requirements for graduation.

2. Meetings with the students shall be held to ensure understanding of the requirements for graduation and for participation in the commencement program.
3. Students who participate in the commencement program shall complete the practice exercises for commencement.
4. Inspection shall be conducted before the processional to ensure student compliance with the district dress code.
5. Participation in the graduation ceremony is an extracurricular activity and a privilege. Students who do not adhere to graduation requirements and rules are subject to removal before, during or after graduation ceremony

### **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are class officers and/or their designee as assigned by the senior sponsor will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the class officers and/or designees may also have speaking roles at the graduation ceremony.

Graduation speakers will be selected by the senior class sponsor(s) and the administration.

[For student speakers at other school events, see **Student Speaker** on page 69.]

[See FNA (LOCAL).]

### **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 42.]

All fees, fines, dues, etc. must be paid prior to graduation.

### **State Scholarships and Grants**

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement High School

Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ (LEGAL).]

## ***HARASSMENT***

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 31.]

## ***HEALTH-RELATED MATTERS***

### **Bacterial Meningitis**

State law specifically requires the district to provide the following information:

- 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 1 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 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. 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?

You should 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/>.

## **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC, EHBG and FFA, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Students at Leakey ISD receive 50 minutes of physical activity per day.

Students in middle or junior high school shall 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 a two-week period for at least four semesters.

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

### **School Health Advisory Council (SHAC)**

During the preceding school year, the district's School Health Advisory Council held 2 meetings. Additional information regarding the district's School Health Advisory Council is available from the Leakey ISD website at: <http://www.leakeyisd.org/>. [See also policies at BDF and EHAA.] (See Removing a Student from Human Sexuality Instruction on page 6 for additional information.)

### **Other Health-Related Matters**

#### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the athletic director to obtain the results of his or her child's physical fitness assessment conducted during the school year.

#### **Vending Machines**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. [See policies at CO and FFA.]

#### **Tobacco Prohibited**

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

#### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Superintendent's office. If you have any questions, please contact the Superintendent.

#### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the director of maintenance.

#### **Recycling**

The district encourages environmental awareness; this includes recycling. Information regarding recycling programs is available from the principal.

## ***HOMELESS STUDENTS***

For more information on services for homeless students, contact the principal.

## ***HOMEWORK***

The Leakey ISD subscribes to the belief that homework is essential to educational excellence. We believe that homework is an integral part of the student's total learning experience. Homework is the extension of learning experiences beyond the classroom. It is intended to promote increased responsibility, self-direction, and discipline in learning. The completion of assigned homework should enhance the development of good study habits; encourage the use of independent research skills, provide students with practice in budgeting time; and extend essential practice time in developing skills.

Homework is not mandated on a daily basis; rather, it is specifically assigned by the teacher as needed and reasonable. Homework is not the completion of an assignment intended as class work; rather, it is a specific task to be completed outside of class time.

Homework should be related to objectives previously taught and should require successful completion. Each specific homework assignment should involve follow-up and feedback to the student. A total of no more than one and one-half hours of homework is suggested daily for secondary students. It is strongly recommended that a homework assignment not exceed thirty to forty-five minutes in length for each subject area. Elementary students should receive no more than one-half hour of homework daily. The benefit of homework is measured in the quality of the assignment, rather than in the length of its completion.

## ***IMMUNIZATION***

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, and varicella (chicken pox). 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 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>.]

## **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 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 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).]

### ***MAKEUP WORK***

#### **Makeup Work Because of Absence**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. Students participating in extracurricular activities have the same time allotment for make-up work. [For further information, see policy EIAB (LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

#### **Zeros Are Not Permitted (ZAP)**

This program is designed to encourage students to turn in their homework in a timely manner. Here is how it works:

- Students will be expected to turn in their classwork and homework assignments on time for each of their classes.
- Elementary students who fail to turn in their assignments on time will receive a late penalty of 10 points deduction and be given an additional day to turn in their work. Teachers will contact parents of elementary students.
- Secondary students who fail to turn in their assignments will receive a top grade of 70 on the assignment. Secondary teachers will notify the student of the missing

assignment and it is the responsibility of the student to attend Z.A.P. detention as assigned.

- If the student attends Z.A.P. and completes their assignment, they exit Z.A.P.
- If the student fails to complete assignment, they remain in Z.A.P. until all of their missing work is completed and turned into their teacher.
- If the student refuses and/or fails to attend their Z.A.P. session, they will be disciplined according to the LISD *Student Code of Conduct*. Parents will be contacted by the office. Excused absences do not apply.

### **DAEP Makeup Work**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

### **In-school Suspension (ISS) Makeup Work**

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO (LEGAL).]

### ***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 and 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.]

### ***NONDISCRIMINATION STATEMENT***

In its efforts to promote nondiscrimination, Leakey ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Fred R. McNiel, Superintendent, 429 US Hwy 83 North, Leakey, Tx. 78873 and 830-232-5595.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Rusty Baldwin, Principal, 429 US Hwy 83 North, Leakey, Texas 78873, and 830-232-5595.
- All other concerns regarding discrimination: See the superintendent, Fred R. McNiel at 830-232-5595.

## ***NONTRADITIONAL ACADEMIC PROGRAMS***

[See **Requirements for a Diploma** on page 47.]

## ***PHYSICAL EXAMINATIONS / HEALTH SCREENINGS***

When a student's initial enrollment in the district is also the student's initial enrollment in any Texas school, the student will be screened for possible vision and hearing problems. This screening will occur prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longer. Students may meet this requirement by providing evidence of screening conducted one year prior to enrollment in this district. The school provides the screening at no cost to the parent or this obligation can be met by the parent with a professional outside the school.

The following state-required screenings will be conducted as indicated:

- 9<sup>th</sup> grade- Acanthosis Nigricans (AN) and scoliosis screening

An affidavit can be filed with the school indicating that such examinations/screenings conflict with the tenets and practice of a recognized church or religious denomination of which the student or parent is a member.

## ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 7]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, 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 encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **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 K-8, promotion is based on 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. Valedictorian and Salutatorian for 8<sup>th</sup> grade will be determined by computing grades earned in 7<sup>th</sup> and 8<sup>th</sup> grades.

In grades 9-12 grade-level advancement for students shall be earned by course credits.

[See **EIE (LOCAL)**]

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), 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 TAKS.

- 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 assessment 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 assessment in English.

Parents of a student in grade 5 or 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. Such students will have two additional opportunities to take the test. 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. 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 principal and policy EIF (LEGAL).]

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

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

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

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

At the end of three weeks and six weeks of a grading period,[or during the fourth week of a nine-week grading period], parents will be given a written progress report if their child's performance is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 3 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal and are 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 (LOCAL) and **Grading Guidelines on page 44**]

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 principal in accordance with FNG (LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days.

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 31.]

## **SAFETY**

### **Safety Compact for Safe Schools**

The Board of Trustees of the Leakey Independent School District confirms its commitment with beliefs included in the Compact for Safe Schools and declares its intent to use the Compact provisions to maintain safe schools in the Leakey Independent School District. The District:

1. Strives to provide a safe and secure classroom and school environment in which students can achieve success.
2. Is focused on communicating, guiding, and educating students through high quality prevention and intervention efforts.
3. Is committed to establishing partnerships with our community in the design of a comprehensive plan of action to deter violence and disruption.
4. Is committed to working collaboratively with city, county and state governments and the judiciary to resolve issues affecting school and community safety.
5. Pledges its support to the Compact for Safe Schools to ensure that schools are safe havens and declares its intent to use the Compact provisions to maintain safe schools in the Leakey Independent School District.

Student safety on campus and 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 ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- 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**

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.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District under state law, cannot pay for medical expenses associated with a student's injury. The school is not legally responsible for injuries received in Interscholastic League contests. However, the students participating in UIL activities are covered by a blanket policy provided by the District. Physical education is a course required by the State Department of Education; therefore, it is not possible for the school to assume any responsibility for injury received in this class or any other class or activity.

## **Bicycle Safety**

Bicycles may be ridden to school. Children who ride bicycles must obey bicycle safety rules. Bicycles must be walked on and off the school grounds. Bicycle serial numbers should be recorded in a safe place at home. The school district is not responsible for loss or damage to bicycles. Bicycles must be parked correctly and left only in specified parking areas. Each student must provide his/her own chain and lock for the bicycle.

## **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Fire Drill Bells**

An announcement will come over the intercom:

Code Red	leave the building
	halt; stand at attention
Code Green	return to the classroom

### **Tornado Drill Bells**

Code Blue	move quietly but quickly to the designated locations
Code Green	return to the classroom

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on 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 emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or

another emergency. A calling (information) system (AlertNow) has been established by the district for the purpose of notification of district students of dangerous road conditions that may delay the start of school on time or the cancellation of classes for the day. The Superintendent will determine emergency school closing.

### **Skates, Skateboards, Rollerblades**

Students are NOT to bring skates, skateboards and roller blades to school. In NO instance will students be permitted to skate, skateboard or roller blade before or during school.

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

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

Students taking Biology, Geometry, Algebra I, Chemistry, U.S. History and Physics will participate in End-of-Course testing in May 2011. The test results will be used as final exams; students may also be required to participate in field tests administered by the Texas Education Agency (TEA).

### **Local Achievement Testing**

K, 1st, and 2nd grades may be administered criterion-referenced or norm-referenced assessment instruments, or both. The district shall not use the same form of an assessment instrument for more than three years. The current test used is the Terra Nova Achievement Test. Objectives tested at each level and each subject is available upon request from the Principal.

### ***SCHOOL FACILITIES***

#### **Use By Students Before and After School**

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

The following areas are open to students before school, beginning at 7:30 a.m.

- Elementary playground
- Covered play area
- Cafeteria
- Gym – (inclement weather)

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

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

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

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

The district participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the cafeteria manager to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO (LEGAL).]

Leakey school operates under the open campus concept. Students may **NOT** come and go as they please. Students in grades 9 through 12 may leave the campus during their lunch period. **PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN WHILE OFF CAMPUS DURING LUNCH.** At all other times the students must remain on campus. This privilege may be suspended for behavior reasons (by individuals or by groups). Any student who leaves campus for lunch and receives **5 lunch tardies** will **have their privileges suspended for 6 weeks.**

Should a need arise for a student to leave campus other than during lunch, he or she must first have written permission to the school office from the parent. The teacher must be notified and the student must sign out in the registrar's office.

Upon returning to the campus, the student must sign in at the registrar's office (Policy FDF, FDG.)

### **Library**

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

- Monday – Friday 7:45 a.m. to 3:45 p.m.

### **Meetings of Noncurriculum-Related Groups**

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

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

### **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. 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.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Students driving to and from school must park in the designated student parking lot. Students must provide a valid drivers' license or permit and proof of insurance. [See also the *Student Code of Conduct*.]

### **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.

### **Metal Detectors**

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

## **Drug-Testing**

[For further information, see policy FNF(LOCAL). Also, see **Steroids**, on page 69.]

## ***SPECIAL PROGRAMS***

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the principal.

## ***STEROIDS***

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

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

## ***STUDENT SPEAKERS***

The district provides students the opportunity to introduce the following school events: graduation, honor banquets, athletic events. Students are eligible to introduce these events if they are class officers and/or designees recommended by the sponsor.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL)]

## ***SUMMER SCHOOL***

Summer school is dependent on student needs and availability of funds. All students enrolled in Summer School will adhere to the policies as set forth in the Student Handbook and The Student Code of Conduct.

## ***TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

### **TAKS Remediation**

Students who fail to master any section of TAKS shall receive appropriate remediation in that subject area unless an analysis of all assessment data strongly indicates otherwise.

### **TARDINESS**

Sufficient time is given to our students to change from one class to the next. Tardiness takes away from instructional time and disrupts class routine. Students are expected to be in their seats at the time each class begins. If the student is tardy, the teacher is not responsible for punishment of that tardy, only for insuring that the office receives a tardy slip. A tardy is considered a Level 1 offense.

A student who is tardy to class will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*. Tardy slips will be issued in the school office. Students are to report directly to the office when arriving late to school, late between classes, or late returning from lunch. **Students shall be tardy to school if they are not in their seat in the classroom at the time class is scheduled to begin.** When a student is detained at the end of a class period by a teacher, a signed statement from that teacher shall be provided for the student’s next teacher. Leakey ISD follows a **“no-excuse”** tardy policy for grades 5-12. We understand circumstances may arise which are beyond the control of the student. Therefore, students will be allowed 2 tardies per semester without consequences. Elementary grades K-4 will receive detention beginning with the fourth tardy. Three (3) tardies will equal one flex day. Students who receive more than 5 tardies will require a conference with his/her parent/guardian and the principal.

### **TEXTBOOKS, ELECTRONIC TEXTBOOKS, and TECHNOLOGICAL EQUIPMENT**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day. Students are responsible for damages to a textbook and will pay a fine based on the amount of damage done. If the entire book

is damaged, a replacement cost is required. If the book can still be used but has been defaced, half of the replacement cost is required. Textbooks must be covered with the covers provided by the school. The fabric covers are not always the right size and have caused considerable damage to our textbooks.

## ***TRANSFERS***

[See **See School Safety Transfers**, on page 8 and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 8 for other transfer options.]

## ***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.

### **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. Bus routes and any subsequent changes are posted at the school.

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 830-232-5595.

See the *Student Code of Conduct* for provisions regarding transportation to the disciplinary alternative education program (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 bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, 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 bus or van.
- Not possess or use any form of tobacco on school buses.
- 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 bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended.

## **VANDALISM**

The taxpayers of the community have made a sustained 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 for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

## **VIDEO CAMERAS**

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 will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

## **VISITORS TO THE SCHOOL**

### **General 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 registrar’s office and sign in. Visitors must comply with all applicable district policies and procedures.

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.

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

### **Visitors Participating in Special Programs for Students**

On High School Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## ***WITHDRAWING FROM SCHOOL***

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 clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the 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.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **SECTION III: LOCAL POLICIES AND INFORMATION**

### ***ANIMALS AT SCHOOL***

Permission must be obtained from the teacher or principal before bringing any animal to school. Permission will not be granted except for educational purposes. The animals must be in the appropriate cage or container with provision for their well being. No animals may be transported on a school bus.

### ***BONFIRE***

Only seniors will be allowed to be dismissed from classes to build the bonfire the day of the scheduled event. Football players in grades 9-11 may be dismissed after lunch to help with the bonfire. The bonfire will be cancelled if these guidelines are not followed.

### ***CLASS CHANGES***

The counselor may prepare changes in class placement during the first five (5) days of the beginning of a class. Each semester the principal must approve all changes to a class schedule after the first five days.

### ***CLEARANCE FOR EXAMS***

Before students may take semester final exams, they must be cleared of all fines, overdue books, lunch charges, or other types of school equipment still in their possession. Students who are not cleared to take the exams at the regularly scheduled times will return at a later time to take the exams after they receive clearance.

### ***CLOSED CONTAINERS ON CAMPUS***

Students will no longer be allowed to have a beverage of any sort on campus. This does not apply during the lunch period, however, because we have an open campus it applies during instructional time and immediately following lunch. Students will only be allowed to bring a can of soda/juice with a flip-top lid.

## ***DELIVERIES TO CLASS***

Deliveries of flowers, balloons, gifts and other items will be made to the office. Deliveries will remain in the office until after school at which time students may pick them up.

On Homecoming and Valentine's Day students may pick up their "spirit favors" during their assigned lunch period in the office ONLY.

## ***INTERSCHOLASTIC LEAGUE ACTIVITIES***

If a student participates in two or more school activities and the events scheduled fall on the same day at the same time, the Interscholastic League contest has priority over the other event. In case both events are Interscholastic League contests the student must make a choice.

All students who participate in Interscholastic League activities or competition must have a birth certificate filed in the office.

Major college athletic scholarships require enrollment in a regular high school program. For more information on college-bound student athletes, please see the athletic director.

## ***LOST/ FOUND ITEMS***

Coats, jackets, and lunch boxes will be placed in the Lost and Found Box in the main office. Valuables will be kept in the office. Unclaimed items will be donated to charity at the end of each nine weeks reporting period.

## ***MESSAGES/ SCHOOL TELEPHONE***

Only messages authorized by the school's office will be delivered to students and school personnel. Transportation and social arrangements must be made in advance. Students may make telephone calls only in emergencies and approved by the principal. Forgotten items and homework are not emergencies.

## ***MONEY/ VALUABLES/ TOYS***

The student should bring only enough money to school for approved items and activities. Valuables of any other type should be left at home. Toys, radios, CDs, and all electronic games/players should not be brought to school.

## ***SEMESTER FINAL EXAM EXEMPTION POLICY***

The exemptions will include a graduated scale that will reward high academics and attendance. Seniors are the only students allowed semester exemptions.

0 absences-----80%

1 absence----- 85%

2 absences-----90%

3 absences-----95%

The definition of an absence for the purpose of test exemptions is a student not present in class and the absence is not school related. School sponsored extra-curricular activities are not counted as an absence.

Eligible students will have a parental permission form signed by their parent or guardian, granting permissions for their child to be exempt from the semester exam. (The parent/guardian has the right to deny his/her child's exemption by not signing the form. The child will then be required to take the semester exam).

State law requires an exempt student to be present when attendance is taken; therefore, the student must also sign the form acknowledging that he/she will be present for each class when attendance is taken. If the student is not present when attendance is taken, the exemption is nullified and the student will have to make-up the exam, the date of which will be determined by the principal.

Any student receiving an exemption may still choose to take the exam.

The Administration reserves the right to withhold test exemption privileges from any student facing excessive disciplinary action. Students who receive in-school suspension are automatically ineligible for test exemptions during the semester in-school suspension was assigned.

Eligible students must return the signed parental permission slip to the appropriate teacher.

In addition to routine testing and other measures of achievements, students at certain grade levels will take state assessment tests.

### **Semester Exams**

Any student not taking a semester exam (according to the written schedule) must receive permission from the principal.

Students requesting to take semester exams early must submit a letter to the principal from his/her guardian/parent 2 weeks in advance. This does not apply to emergencies.

### ***SIGN IN AND SIGN OUT PROCEDURES***

Students must sign in when arriving at school after 8:00 a.m. or when reentering school after signing out during the day. For the safety of all students, parents/guardians or their designees must sign students out through the front office when leaving prior to dismissal time. Students who are 18 years of age or older must have the principal's permission to sign out.

### ***STUDENT PARKING***

Student parking is allowed in the designated student spaces only. Students are encouraged to lock their vehicles to avoid theft and/or vandalism. If it becomes necessary for the student to return to their car or the parking lot, permission needs to be obtained from the office. This does not apply to students in grades 9-12 who are leaving campus to go to lunch.

## ***THEFT***

Theft is a very serious offense against the school as well as the victim, and will be handled as such. If theft is suspected, the school administration will cooperate with the law enforcement in any way possible. If theft is discovered, the behavior will be addressed according to the student behavior code of conduct, in addition to any other legal consequences that may be forthcoming.

## ***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. Students will not be permitted to take their own cars. However, the principal may make an exception to this requirement under the following circumstances: (1) the parent personally requests that the student be permitted to ride with the parent or (2) no later than the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent. These written requests must have an emergency number so that parents and/or guardians can be reached.

**All bus passengers must comply with the rules below and posted at the front of each bus.**

1. Observe the same conduct rules as in the classroom
2. Be courteous; do not use profanity
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the bus driver
6. Do not smoke or use tobacco
7. Do not be destructive
8. Stay in your seat
9. Keep your head, hands and feet inside the bus
10. The bus driver is authorized to assign seats
11. Keep all objects out of the aisle

**The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extra-curricular activity or event.**

1. The driver shall attempt to correct the misbehavior of the passenger.
2. If the driver is unable to resolve the problem, the principal shall be notified.
3. The principal shall investigate the incident and notify the driver of the action taken.

4. A conference involving the principal, student, driver and parent(s) may be required.
5. Students will have bus riding privileges suspended as follows:
  - 1<sup>st</sup> offense (referral) - 3 days
  - 2<sup>nd</sup> offense (referral) - 5 days
  - 3<sup>rd</sup> offense (referral) - 10 days
6. In the case of serious misconduct endangering other students or 4 or more referrals, a student may have bus privileges suspended for the remainder of the 9 weeks, semester and/or school year.
7. Students will be held accountable and responsible for vandalism done to school buses or other school property.

Any student requesting to ride a bus other than his/her assigned bus or route is required to have a note from a parent and the principal's permission before they can be allowed to ride the requested bus.

## GLOSSARY

**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.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**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's parents are part of the committee.

**Attendance Review Committee** is sometimes 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.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

**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, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**LAT** stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

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

**Personal Graduation Plan (PGP)** 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.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five (5) 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.

**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.

**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 grade 11 exit-level test 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; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. 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, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAKS** is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

**TAKS-Accommodated** is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

**TAKS-Alternate** is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

**TAKS-Modified** is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English

language, and is administered for those who meet the participation requirements in kindergarten-grade 12.

**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 wquivalent in rigor and schope 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.

**APPENDIX I:**

**ACKNOWLEDGEMENT Form - Amendment**

My child and I have received a copy of the Leakey ISD *Student Handbook* Amendment # \_\_\_\_\_ dated \_\_\_\_\_.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX II:  
Use of Student Work in District Publications**

Occasionally, the Leakey ISD wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give)**  
**(do not give)** the district permission to use my child's artwork or special  
project on the district's Web site and in district publications.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_