

DELAY MIDDLE SCHOOL

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MISSION STATEMENT

The mission of DeLay Middle School is to promote self-esteem, strong character, and positive attitudes while encouraging students to think and make responsible decisions. We will expect excellence and provide an environment for growth and development within a curriculum that meets the needs of all students. We will preserve the past, enhance the present, and prepare for the future.

This School Handbook belongs to:

Name: _____

Phone: _____

Student ID #: _____

RESPONSIBILITIES OF THE MIDDLE SCHOOL COMMUNITY

Each member of the DeLay Middle School community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship between students, parents, and educators requires that:

Parents and/or Guardians

1. Ensure student's compliance with school attendance requirements and promptly report and explain absences and tardies to the school;
2. Assist their student in being properly attired, consistent with stated guidelines for dress and grooming;
3. Take an active interest in the overall school program;
4. Communicate regularly with the school concerning their student's conduct and progress;
5. Discuss report cards and work assignments with their student;
6. Bring to the attention of school authorities any problem or condition which affects the student;
7. Maintain up-to-date home, work, and emergency telephone numbers at school;
8. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.

Students

1. Attend all classes, daily and on time;
2. Be prepared for each class with appropriate materials and assignments;
3. Be properly attired consistent with the stated guidelines for dress and grooming;
4. Exhibit an attitude of respect toward individuals and property, and conduct themselves in a responsible manner;
5. Give their best effort on all challenges presented;
6. Obey all school rules at all times.

School Personnel

1. Maintain an atmosphere conducive to good behavior;
 2. Be in regular attendance, on time and prepared to perform duties with appropriate working materials;
 3. Exhibit an attitude of respect toward individuals and property, and conduct themselves in a responsible manner;
 4. Plan a flexible curriculum to meet the needs of all students;
 5. Promote effective training and discipline based upon fair and impartial treatment of all students;
 6. Encourage parents or guardians to keep in regular communication with the school and encourage parental participation in school affairs;
 7. Develop a cooperative working relationship among staff and students;
 8. Obey district and school policies and regulations.
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ATTENDANCE: Admit Slips

To be admitted to class after an absence a student must:

1. **Report to the attendance office on the school day following an absence. The attendance office is open from 8:00 a.m. to 8:30 a.m. to handle student absences.** To obtain an admit slip to class, a student must be in line at the attendance office no later than 8:30 a.m. If a student is late to first period class as a result of obtaining an admit slip, and the student got in line after 8:30 a.m., the tardy to class will be counted as unexcused and the student will receive a detention.
2. **Present the attendance clerk with a written statement from the parent/guardian. This statement must include:**
 - **the reason for the absence;**
 - **the date of the absence;**
 - **home and employment telephone number;**
 - **the official signature of the parent/guardian.**If a student does not have the required statement from the parent/guardian, the student still must report to the attendance office to obtain a "conditional" admit slip. Any absence without a written notice will be considered unexcused and the student will receive a zero (0) for each class period missed.
3. The attendance clerk will issue the student an admit slip to class. The admit slip will be marked "excused," "unexcused," or "conditional." This is the official admit to classes. It must be presented to and signed by each teacher whose class was missed. Teachers are not permitted to let students enter class after an absence unless the student has one of the required admit slips issued from the attendance office.
4. **Turn in the admit slip to the last period teacher.** If the absence was for one class only, leave the admit slip with the teacher of that class.

ATTENDANCE: Arrival and Dismissal

1. Upon arrival at school, students must go immediately to their assigned area. *Once on campus, students are not permitted to leave without specific permission (c.f. Sign In / Sign Out).* Students not in their assigned area must have a hall pass signed by school personnel;
2. Students may only be in a classroom when a teacher is present;
3. Students are not to remain on the school premises past 4:05 p.m. except for school activities.

ATTENDANCE: Excessive Absences

Texas state legislation requires students to be in attendance for at least 90% of the school year in order to receive credit for a class, regardless of whether the absence was excused or unexcused. Students in danger of losing credit due to excessive absences will be notified in accordance with administrative regulations. Parents/guardians will also be notified. A campus attendance committee will review all absences in excess of 10 days. Any student exceeding 18 absences, either excused absences or unexcused absences) will be in violation of the 90% rule and will lose credit in all classes in which the state attendance requirement is not met. A student may be assigned to "seat time" to regain lost credit due to attendance. The DeLay Middle School attendance committee will determine the amount of seat time required on an individual basis. All students who are assigned seat time will be given a form indicating the amount of seat time required to regain credit as well as a due date for "seat time" completion. Should the student acquire additional absences, the attendance committee will meet to determine if additional seat time is required. Students who are assigned seat time to regain credit will serve their time in Wednesday School (4:00-6:30), however, a student may not gain seat time credit for any Wednesday school that was assigned as a disciplinary consequence.

ATTENDANCE: Excused Absences

Any student not already exempted from the compulsory attendance law may nevertheless be excused for temporary absence resulting from personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the Superintendent or the Principal. **An absent student's parent/guardian should call the school office prior to 9:00 a.m. each day to acknowledge the student's absence.** Upon return to school, the reason for an excused absence must be stated in writing and signed by the parent or other person standing in parental relation to the student. When an absence from school exceeds four consecutive days, the student may be required to present a statement from a physician or health care clinic verifying the condition requiring the student's absence. It is the responsibility of each student to make arrangements with each teacher for make-up work following absences. The time allowed for the make-up work to be handed in will be one day for each day missed (i.e., if the student missed four days because of illness, that student will be allowed four school days to hand in make-up work). **After a student has been absent for three consecutive days, a parent/guardian can request make-up work through the office before 9:00 a.m. to be picked up by 4:00 p.m. on the same day.**

ATTENDANCE: Student Sign In/Sign Out

All students must remain on campus at all times unless they have been excused through the main office. In order to leave campus during the day, the **student must have a note signed by a parent or guardian** stating the destination and time of departure. The note **must be presented to the attendance clerk** in the office, and the student must enter his/her name on a Student Sign-Out Sheet. If there is no note from the parent and someone other than the parent is signing the student out, the attendance clerk will need to verify with the parent that the student may be released. If no contact can be made, permission to leave campus will not be granted and the student will be required to report back to class. Off-campus passes must be signed by an administrator or designee prior to signing out. *Any person signing a student out of school will be required to present valid picture I.D.*

Students arriving after the school day has started should report to the office to sign in before reporting to class. Please note: students must bring notes from their doctor or dentist when they miss any part of the day for medical visits.

ATTENDANCE: Tardy Policy

Being on time is an expectation of the school and a good habit to develop. Begin by being on time to school and to all classes. Tardiness disrupts the learning environment in the classroom.

Students who are tardy will report directly to class this year. Each teacher will have a method of documenting that the student is aware he/she is tardy and that they must serve an after-school detention for that tardy. The teacher will then submit this tardy to the office using the online discipline system *Quick Detention* function, per faculty policy.

Excessive tardiness can be interpreted as truancy to the classroom and will result in more serious consequences.

ATTENDANCE: Unexcused Absences

Absences other than those excused by law or for school related activities will be designated as unexcused, even if the student has parental/guardian permission to be absent. No make-up work for credit shall be allowed for unexcused absences. Unexcused absences shall result in a grade penalty of a

zero for each day of class work actually missed. Vacation days other than school holidays are unexcused by Law. Parents who anticipate planned absences for students need to send a written notice to the Principal explaining the reason and seeking approval prior to the absence. The Lewisville ISD does not participate in the National Take your Daughter to Work Day, therefore an absence for this reason would not be excused.

Students **absent from school without permission** of the parent/guardian, or absent from class without the Principal's permission, **shall be considered truant** and shall be subject to disciplinary action.

ATTENDANCE: Truancy

Failing to attend school without an excuse on 10 or more days or parts of days within a six-month period within a six month period or failing to attend school on three or more days or parts of days within a four-week period in the same school year.

ATTENDANCE: Withdrawal or Transfer

The **procedure for withdrawal or transfer** is as follows:

1. The school must **receive a signed note from the parent/guardian** authorizing the student to withdraw or transfer.
2. Student is to **obtain a withdrawal form from the attendance office at the beginning of the student's last day of attendance.**
3. Student is to **contact the necessary teachers to receive withdrawal grades** for each class. **Return all schoolbooks and school property.**
4. Report to the Librarian to **turn in library books and/or clear any library book fines.**
5. **Obtain medical records** from school nurse.
6. **Report back to the attendance clerk.**

BREAKFAST

Breakfast is served in the cafeteria beginning at 8:00 a.m. and ending at 8:30 a.m. Teachers will be on duty to provide supervision. Students are expected to empty their trays in the designated area and return to their assigned area when finished.

BUS REGULATIONS

Bus service to and from school is a privilege provided for students who qualify because of the distance from DeLay Middle School. The exact routes of these buses are available in the office and on the LISD website. All passengers must comply with the following regulations:

1. Students who intend to ride a bus are to report to the auditorium once released over the intercom at 3:55. Students who do not do so will be refused permission to ride the bus that day.
2. Students are to obey the directions of the teachers on duty.
3. Students must stay back from the bus lane while waiting.
4. Students must not run, shove, push, or "break" in line.
5. Wait until the bus is completely stopped and instructions are given by the teacher/driver to board or leave the bus.
6. All students are expected to exercise good citizenship. Safety is the most important consideration on the bus. Any student endangering the safety of others will be subject to appropriate

consequences. This may involve the loss of the privilege to ride the school bus. Students destroying property will be liable for the cost of the property.

7. Students are to maintain themselves in an orderly manner while at the bus stops. Discipline problems occurring at the bus stop will be dealt with by the school administration.
8. *Buses will depart each afternoon promptly at 4:05 p.m.*

CAFETERIA

- **Meal prices: breakfast - \$1.00; adult - \$1.50; lunch - \$2.20; adult - \$2.90**
- **The office does not loan money for breakfast or lunch.** Families who are unable to afford the regular breakfast and lunch prices may obtain applications for free or reduced meals from the office.
- Students must keep all food in the cafeteria.
- Students are expected to deposit all litter and trays in wastebaskets.
- Good behavior and table manners are expected. Students will be allowed to sit where they choose, unless that privilege is removed due to behavior problems in the cafeteria.
- Students may not move around the cafeteria without permission.
- Students may leave the cafeteria only when dismissed.

CAFETERIA: Free and Reduced Price Meals

It is the desire of the Lewisville Independent School District that every student receives proper nutrition. For families that find themselves unable to afford the regular breakfast and lunch prices, a program is available which allows for free meals or meals at a reduced cost. **Application forms may be obtained in the office.** *A new application must be submitted at the beginning of each school year. Only one application per family is needed.* Return the completed application to any school within the Lewisville Independent School District.

1. **Money may be deposited to a student's account in the cafeteria.** This account may be accessed by a student to purchase food using their student ID number. This account may be used for breakfast and lunch.
2. Checks are accepted for depositing money into a student's account. Make checks payable to: LISD Cafeteria Fund.
3. Parents/guardians may write one check to buy meal tickets for all names listed on the check.

CANDY AND COLD DRINK MACHINES

Vending machines for cold drinks, candy, and chips are located near the cafeteria. **Students are only permitted to use the machines after school.** Food and drinks purchased from the machines are to be consumed in the cafeteria or outside the building. Purchases taken from these areas or bought at times other than after school may be confiscated.

CHANGE OF ADDRESS

Students who change their residence, mailing address, or telephone number after enrollment should report this change promptly to the attendance clerk so that records may be changed in case of an emergency at home or at school.

CHECK ACCEPTANCE POLICY

Personal checks for payment of fees, dues, fines, or other incidental expenses will be accepted. In the event that a check written to any Lewisville ISD campus, club, or organization is returned unpaid by the bank, Lewisville ISD or its agent will redeposit the check electronically. Additionally, it is understood and agreed that Lewisville ISD may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is the ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, honor society, and athletic teams may establish codes of conduct and consequences for misbehavior that are more strict 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 will apply in addition to any consequences specified by the organization.

COMPLAINTS BY STUDENTS AND/OR PARENTS

The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise.

Complaints about instructional materials, loss of credit on the basis of attendance, prior review of non-school materials intended for distribution to students, removal to alternative education programs, or expulsion are handled through procedures specific to those areas. To review relevant policies or obtain further information regarding a complaint process, contact the Principal.

A student and/or a parent with a complaint regarding possible discrimination on the basis of sex, sexual harassment, or abuse in any school program should contact the Assistant Superintendent for Human Resource Services at the Administration Building.

A complaint or concern regarding the placement of a student with disabilities, who is not eligible for special education, or a complaint about the District's programs and services available to the students, should be brought to Dr. Paula Walker, Director of Special Education at the Special Education Office.

COMPUTER ACCESS

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Acceptable Use Policy Form acknowledging their responsibilities and the consequences of violation. The use of personal floppy disks or compact disks with school computers will only be permitted with the express permission of a teacher and for completing a school project. All disks will be scanned for viruses and inappropriate files. Misuse of school computers will result in denial of computer use and other disciplinary measures.

CONFERENCE: Parent/Teacher

At no time should parents/guardians be in doubt of a child's progress. Parents/guardians are notified of the student's progress through progress reports and report cards. Parent/teacher conferences are encouraged. If parents/guardians have questions or feel that there has been a misunderstanding, they may call the school for an appointment with the teacher.

DATES FOR PROGRESS REPORT AND REPORT CARD DISTRIBUTION:

<i>September 15, 2009</i>	<i>Progress report distribution.</i>
<i>October 9, 2009</i>	<i>Report card distribution.</i>
<i>October 27, 2009</i>	<i>Progress report distribution.</i>
<i>November 20, 2009</i>	<i>Report card distribution.</i>
<i>December 15, 2009</i>	<i>Progress report distribution.</i>
<i>January 22, 2010</i>	<i>Report card distribution.</i>
<i>February 9, 2010</i>	<i>Progress report distribution.</i>
<i>March 5, 2010</i>	<i>Report card distribution.</i>
<i>March 30, 2010</i>	<i>Progress report distribution.</i>
<i>May 3, 2010</i>	<i>Report card distribution.</i>
<i>May 18, 2010</i>	<i>Progress report distribution.</i>
<i>June 15, 2010</i>	<i>Report cards will be mailed.</i>

According to LISD policy, students are required to return a signed copy of their progress report and report card. If a student fails to return his/her progress report or report card on the designated during the designated period the student will be assigned a Wednesday School Detention.

CONFERENCE: Student/Teacher

Students who wish to speak with a teacher about any problem should request a conference with the teacher before or after school, or at a time convenient for both during the day. Please do not insist on discussing a problem with the teacher during class time or when others are around. Discussion of a problem is best held in private, not during class time. Teachers may also request conferences with students either before or after school in order to give or arrange individual help, or to clear up misunderstandings.

CONTROLLED SUBSTANCES: Alcohol and Drugs

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of illegal drugs, alcohol, or illegal inhalants during any school term or off school premises at a school sponsored activity, function, or event. Illegal products include but are not limited to the following:

1. Any controlled substances or dangerous drugs as defined by law, including but not limited to marijuana, any narcotic drugs, hallucinogens, stimulants, depressants, amphetamines, or barbiturates;
2. Alcohol or any alcoholic beverage;
3. Any glue, aerosol, paint, or any other chemical substance that may be used as an inhalant;
4. Any other intoxicant, or mood changing, mind altering, or behavior altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances or prescription drugs are also prohibited.

In an effort to ensure an atmosphere free of drugs, alcohol, and other dangerous items, the school district has contracted with an outside agency that makes use of specially trained dogs capable of detecting prohibited items. These dogs search for the presence of drugs, alcohol, firearms, ammunition and fireworks. The purpose of this program is to discourage individuals from compromising the safety of our school. The Lewisville Independent School District has established a “zero tolerance” policy requiring the expulsion of any student in violation of the above stated policy.

CONTROLLED SUBSTANCES: Tobacco

Tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises, school buses, or at any school related functions are a violation of local law and of Lewisville Independent School District Student Code of Conduct and are therefore prohibited.

DISCIPLINE

DeLay Middle School has established, as a part of the school-wide discipline management system, clear expectations of behavior for all of our students. These expectations will be taught directly to all students and reinforced through the system of recognition and consequences by which we operate.

1. **Listen and communicate:** Be silent, still, and speaker focused. Choose appropriate words and volume, stay on topic, and do not interrupt.
2. **Respect self and others:** Respect differences, use encouraging statements, respect personal space and property, and perform at your personal best.
3. **Demonstrate Civic Virtue:** Be involved, exhibit pride, develop personal responsibility, and maintain campus cleanliness
4. **Solve problems:** Collaborate, use a problem-solving model, and do what is best for all.

The teachers and administrators have positive expectations for our students and believe we have the ability to influence our students in a positive manner. We attempt to model the positive behaviors and attitudes we expect from our students. Master teachers and administrators are aware of the students' need for positive limits and are prepared to set those limits. At the same time, teachers and administrators are aware of the students' need for positive feedback and therefore do not allow students' appropriate behavior to go unrecognized. We will actively respond to a student's inappropriate behavior by clearly describing for the student the behavior. Students will be expected to experience consequences for inappropriate behaviors. It is our hope that students will learn trust and respect within the parameters of acceptable and unacceptable behavior. Students have the opportunity to choose how they want to behave, knowing fully the consequences for inappropriate behaviors. Students want firm limits and each student at DeLay Middle School has the right to expect those limits.

DISCIPLINE: Detention

Three types of detentions are assigned at DeLay Middle School.

1. Teacher Detention:

- Teachers may require students to serve detention with them before school, during lunch, and/or after school.
- This type of detention is supervised by the teacher who assigned it, or by another cooperating teacher.

- Students who miss teacher detentions twice will be referred to the assistant principals to receive a greater punishment.

2. Lunch Detention Class:

- This detention program is organized by the assistant principals.
- Students may be assigned for discipline or academic issues.
- Students are assigned to Lunch Detention Class for one week at a time.
- They will serve each day through Friday.
- Typically, students will receive written notice on Monday morning and will report to Lunch Detention Class that day.
- Students assigned to Lunch Detention Class will report directly to the assigned classroom at the beginning of lunch. They may not go to the lunchroom first!
- Students who do not report will be located in the lunchroom and sent to PASS (In-School Suspension) for the rest of that day and the next.
- After other students are served, Lunch Detention Class students will walk through the line in single-file without speaking. They will eat lunch in the Lunch Detention Classroom.
- Students will not talk or otherwise communicate in Lunch Detention Class.

3. After-School Detention:

- Teachers will assign students to after-school detention for being tardy to class, using the online discipline system *Quick Detention* feature.
- The Principal and Assistant Principals will assign all other (After-) School Detentions.
- These detentions are held in the cafeteria from 4:00-5:15.
- Detentions assigned on Monday, Tuesday, or Wednesday, must be served by Thursday of that week (detentions are not held on Friday.)
- Detentions assigned on Thursday or Friday must be served by the following Thursday.
- Students will not be allowed to serve if they are late to detention without a pass.
- Students must take schoolwork to detention, or they may not be allowed to serve.
- Students who serve detention will receive a pass to ride the late bus. This bus departs Monday through Thursday at 5:15.
- Students who choose not to serve these detentions will receive one or more additional school consequence(s) as determined by administration.

DISCIPLINE: Wednesday School

- An administrator may assign Wednesday School for disciplinary or academic reasons whenever deemed necessary.
- **Assigned students are required to report to the Wednesday School Room by 4:00, if they are not escorted by an adult prior to the bell ringing.**
- Students will not be allowed to communicate in any way once in the Wednesday School room, except with permission from the teacher.
- Students are required to take schoolwork to Wednesday School. Otherwise, they will be assigned additional work by the Wednesday School teachers.
- Students who choose to skip Wednesday School will receive additional significant consequences. In addition, they will make-up the Wednesday School they skip.
- Students who feel that they have a reason they can't serve Wednesday School must talk to Mrs. Hinkelman, Ms. Krause, or Ms. White before the Wednesday they are assigned.
- Requests to reschedule Wednesday School require a parent note. No exceptions.
- Students will receive written notification of Wednesday School by Tuesday at the latest.
- **Students are required to show the notification to their parents and arrange transportation.**

- No excuses will be discussed on Wednesday afternoon. Students still assigned to Wednesday School on Wednesday afternoon will serve Wednesday School.
- Students are released from Wednesday School as early as 6:00 for good behavior, or as late as 6:30, at the discretion of the Wednesday School teacher.
- Wednesday School is supervised by two core subject teachers. It can be a great opportunity for students to get caught up (or extra help) on schoolwork.

DISCIPLINE: On-Campus Suspension (PASS)

- Serious or persistent misbehavior may result in placement in "PASS" (Principal's Alternative to School Suspension) for a maximum of the remainder of the semester.
- Students will be under direct supervision at all times.
- Strict rules apply in PASS.
- Students will be isolated from the remainder of the school population and prohibited from participating in or attending extra curricular activities.
- Students will be expected to complete all class assignments to the best of their ability and will be given credit for assignments properly completed. Students may not be released from PASS until they complete all work assigned.

DISCIPLINE: Off-Campus Suspension

- Students may be suspended for serious or persistent misbehavior for a period of up to three days.
- All work missed during the suspension may be made up after the student's return to school.

DISCIPLINE: District Alternative Education Placement (DAEP)

- Continued serious or persistent misbehavior may result in removal from school and placement in the Lewisville Learning Center, the District Alternative Education Program.
- This sanction should be considered very serious.

DISCIPLINE: Expulsion

- A student may be removed from class and expelled without resort to the district alternative education program if the student violates policies as stated in the Lewisville I.S.D. Student Code of Conduct.
- A student who, after having been placed in a district alternative education program, continues to engage in serious or persistent misbehavior that violates the District's previously communicated written standards of student conduct, may be removed from class and expelled.

NOTICE to all students: at a hearing on expulsion, the student may be represented by an adult of the student's choice. The student and student's representative shall be notified in writing of the date, time, and place of the expulsion hearing at least five days prior to the hearing.

DISCIPLINE: Socials, Sporting Events, Extra- and Co-Curricular Activities:

It is a privilege to attend school-related events. Students who display inappropriate behavior during one of these events will be asked to leave. Students who have exhibited negative behaviors (detention, PASS, DAEP) will not be allowed to attend LISD school related dances, concerts, athletic events, pep rallies, field trips, and other such special events.

Students are expected to behave as expected in the classroom. All DeLay policies and the LISD Student Code of Conduct will be enforced at all times. Students not following these discipline regulations will be asked to leave and will lose their privileges to attend these events. Other behavioral consequences may be enforced pending further investigation of any incident.

Only students enrolled at DeLay may attend dances/socials at DeLay. Students are not permitted to leave Socials early unless a parent comes to the door to pick up their child.

Students who participate in extra-curricular activities must have an Extra-Curricular Code of Conduct form on file with the front office. These forms must be completed and signed by both the student and his/her parent or guardian in order for the student to be eligible.

DISTRIBUTION OF MATERIALS

All materials intended for distribution to students that is not under the District's editorial control must be submitted to the Principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the material to the Superintendent; material not approved by the Superintendent within three (3) days is to be considered disapproved. This disapproval may be appealed to the Board at its regular meeting, when the student will have a reasonable period of time to present his or her viewpoint.

DRESS CODE

The Dress Code applies at all times when a student is on campus.

1. All DeLay Middle School students must wear the following uniform:
 - ✦ Khaki color pants, shorts, skirt, or Capri pants;
 - ✦ White or maroon polo or button-down shirt.
 - ✦ White or maroon button down shirt – short or long sleeve
 - ✦ Belt
2. The following uniform guidelines apply to all students:
 - a. Shorts or skirts are considered appropriate in length if they reach the fingertips when shoulders are relaxed and arms are held straight at the student's side. In the case of a skirt with a slit in the side, the length will be measured from the highest point of the slit rather than the actual hem of the skirt.
 - b. All shirt tails must be tucked in to pants or skirt so that the belt or waistline is visible.
 - c. Pants may not be baggy, rolled, cutoff, split, or have frayed pant legs and they must be worn at the natural waist;
 - d. A belt must be worn on all clothes manufactured with belt loops;
 - e. Clothing should be the proper size;
 - f. A solid color white, gray, khaki or maroon sweater or sweatshirt may be worn over uniform shirts;
 - g. Only white undershirts may be worn under the polo/button-down shirts. They may be long or short sleeve.
 - h. Clothing may not have logos of any sort
 - i. Shoes and socks must be worn each day; (sandals are acceptable if they have a back strap;

- j. Outside jackets or hooded sweatshirts must remain off while in the building;
 - k. Button down shirts need to remain buttoned.
 - l. Only DeLay hoodies will be permitted.
3. Students new to the school will be permitted a five (5) school day grace period within which time the school uniform or exemption* must be acquired. During the grace period a student must wear properly fitting blue jeans and a shirt with a collar.
 4. Any clothing that complies with the uniform guidelines is acceptable and may be purchased from any vendor. The uniform choices have been selected to take advantage of popular clothing students may already own. The uniform decision was based on clothing options available at Target, Sears, and J.C. Penney.
 5. On the days designated as "Spirit Days" student will be permitted to wear shirts of any style that are school colors, represent DeLay Middle School or one of the student organizations, represents LHS, LHS-N, or DeLay feeder elementary. The normal khakis with shirt tail tucked in, belt, and shoes will remain the same.

All clothing and other accessories must conform to LISD dress code policy. For clarification purposes, the following guidelines are provided to secondary students:

1. All students must be clean and neatly groomed.
2. Student's hair, by the nature of the style, shall not tend to create a distraction. It must be a natural hair color.
3. Students may not wear facial jewelry or facial decoration other than normal, natural color make-up. Tongue rings, nose piercings, facial tattoos, and/or glitter make-up are considered inappropriate.
4. Male students may wear either one small stud or one small loop earring in one or both ears.
5. All students shall wear appropriate undergarments. Undergarments are not to be visible at any time, therefore any type of see-through clothing would be considered inappropriate.
6. Male or female students may not wear hats, sweatbands, bandannas, hair rollers or curlers, or other hair grooming items in the school building.
7. The administration reserves the right to determine inappropriate any dress that is disruptive to the school environment.
8. The principal has the authority to allow all or part of the student body to vary from the uniform and to establish a particular mode of attire for special occasion days or for particular school-sponsored or school related activities. On these days student dress must comply with the guidelines established by the school district's dress code.
9. During all after school activities students must remain in the school dress code. At events such as athletic competitions or school-sponsored socials, students may wear clothing of their choice, as long as these comply with the norms of decency and modesty as determined by campus administration.

LISD Uniform Exemption guidelines:

"A parent or guardian of a student assigned to a school where uniforms are required may choose for the student to be exempt. In order to exercise this option, the parent or guardian must provide a written statement that states religious or philosophical objection to the uniform requirement that the campus principal determines is bona fide {see FNCA (Legal) in board policy.} If the principal grants the exemption, the principal will provide options to the parents or guardian." Exemption forms may be acquired in the school office during regular business hours.

Non-compliance:

Every adult in the building will be supervising dress code compliance. Violations will result in increasingly more inconvenient punishments. **Students will not be allowed to disregard the dress code at DeLay Middle School.**

Financial support plan:

Arrangements have been made with CCA for families in need of financial assistance. Families must qualify under the terms established by CCA for financial assistance. In the event a family does qualify, CCA will provide the uniform in accordance with the school's guidelines. The PTA has pledged limited support also. CCA application forms are available in the school office and in the Communities in Schools office at DeLay.

EMERGENCY AND FIRE DRILLS

Law requires emergency and fire drills at regular intervals. The fire signal is a pulsating tone, and the emergency signal lights, which are located throughout the building, will begin blinking. Take purses and valuables and follow the teacher's directions to exit the building. Should that exit should be blocked, the teacher will direct students to an alternate route. Teachers and students will be notified by one long ring of the bell to re-enter the building. **During a fire drill, all students are to follow these instructions:**

1. No talking.
2. No stopping to get a drink.
3. No running or pushing.
4. Stay in line while moving and while outside the building.

GRADES

Grading System: A numerical system for academic grading is used. The lowest passing grade is 70:
A = 90-100 B = 80-89 C=70-79 Failing = 69 or below

Grade Reports: At the end of each six-week grading period, students are required to take their report cards home to their parent/guardian. If a student receives a grade of less than 70 in a subject, the teacher of that subject will request a conference with the student's parent/guardian. **At the end of the first three weeks of each six-week grading period, a student will receive a progress report card in all subjects.** The student is responsible for delivering the three-week failure notice (progress report) to the parent/guardian. *Subject area teachers will have an established system for documenting the issuance and return of both progress reports and report cards.*

Class work: All work assigned by teachers to be completed in class must be turned in at the end of the class period. Any work not submitted may receive a zero grade and **must** be made up as directed by the teacher.

Homework: The purpose of homework may be to complete work left unfinished, reinforce classroom instruction, or to develop a research project. Homework will:

- Be a meaningful reinforcement for skills taught in the classroom.
- Be as clear and objective as the daily lesson.
- Be corrected as soon as possible and returned to the student as a motivator.
- Not be used as a punishment.

- Be due on the day instructed by the teacher. Work not completed by the deadline will be accepted the next day **only** for a maximum grade of 80%. Any work later than one day must be made up in a teacher detention or other assigned consequence for a maximum grade of 70%.

The teacher will contact parents through progress reports or conferences when homework assignments are consistently late or missing. In an effort to reinforce student achievement the school will recognize and reward students on both a short-term and long-term basis for consistently meeting the expectations of homework as established by their instructors.

Major Grades: Assignments or projects that are worth more than one grade are considered to be major grades. These assignments are due on the day assigned by the teacher; late work will be accepted the following day for a maximum grade of 80%.

Retention: To be promoted from one grade level to the next, a middle school student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the four following courses: mathematics, science, social studies, and language arts (average of reading and English grades.) Finally, students must pass both mathematics and language arts in order to be promoted to the next grade.

Testing Procedures: Prior to the administration of a major test, teachers will regularly conduct pre-assessment to determine student readiness. The pre-assessment will be taken from a variety of techniques, including but not limited to oral checking, written quizzes, satisfactory completion of homework, and completion of study guides. Teachers will re-teach as needed and evaluate student progress by monitoring grades below 70, monitoring of comprehension, checking for understanding of daily work, or through other demonstrations of comprehension. Students will be provided re-teaching and re-testing, if in the professional judgment of the teacher the student has put forth a concerted effort and fulfilled expectations. Re-teaching may include one or more of the following methods: a) mandatory tutorials with the teacher either individually or in a group format; b) peer tutoring either in class or during a tutorial session; c) presentation of materials on a daily basis to improve comprehension; d) presentation of the materials in a modality appropriate to the students needs when the need is apparent; e) TAKS remediation; f) use of available programs in the computer lab; and/or g) warm-up activities that review previously taught materials.

Students will be provided opportunities to retest through one or more of the following methods: a) proof of mastery of material through a medium other than a written test; b) oral proof of mastery; c) re-test of mastery; d) revision within the writing process; and/or e) test correction. Re-testing opportunities will not be provided to students found to be taking unfair advantage of those procedures. Unfair advantage is determined to be: a) unexcused absences from school or class on the day of a test, re-teaching, or re-testing; b) cheating on the original test or re-test; c) refusing to complete and/or turn in class work or homework assignments designed as preparation for testing; d) habitually failing major tests on the first attempt and failing to take advantage of re-teaching opportunities, student/teacher conferences, or parent/teacher conferences; and/or e) creating a disturbance during re-teaching or re-testing.

GRADE ON CONDUCT

In addition to an academic grade, a deportment grade will be given in each subject area. It is a "**citizenship**" grade, which takes into account punctuality, self-control, ability to work alone and with others, respect for fellow students, cooperation with the teacher and students, etc. In short, the grade represents the student's ability and willingness to exhibit self-discipline, to fit into a group for personal betterment and progress, and to realize and develop a concern for the welfare of others. This grade should be carefully considered by the parent/guardian, as it is often the first sign of problems. If this grade is of concern, contact the teacher, the Assistant Principal, or the Counselor.

GUM

Gum will be allowed at DeLay this school year. This privilege demonstrates great faith in the students of our school to follow rules and dispose of gum appropriately. **Should gum become a problem on campus in any way, however, the privilege will be temporarily or permanently revoked.**

In regard to gum, ***we should not see it, hear it, nor touch it!***

Teachers decide if gum will be allowed in their classroom. Their decision on this matter is final and consequences will apply as appropriate.

GYM

The following requirements for the use of either gymnasium are in effect at all times:

1. ONLY athletics shoes are permitted on the playing courts.
2. No food or drink will be permitted in either gym at any time.
3. The gyms are not to be used as a "short cut" to and from class.
4. There is to be NO unsupervised play in either gym at any time.

HALL PASS

Any student who leaves a class for any reason must have in their possession a written hall pass from the teacher. That hall pass must include the student's name, a destination, time, date, and teacher signature. It is the student's responsibility to have this hall pass before leaving class. Lack of a hall pass may result in disciplinary action. Unauthorized possession or use of hall passes will be considered a serious violation of school rules. Students going to the restroom are required to use the closest restroom to their point of origin. Students who enter the building in the morning for tutorials or detention must have a hall pass from the teacher in order to leave their assigned area.

HEALTH ROOM

No student is to go the Health Room unless a teacher has issued a hall pass. All students must be released by the school nurse to leave campus due to illness. **Students leaving campus because of illness without the consent of the school nurse will be given an "unexcused" absence.** The school nurse is not allowed to diagnose. Therefore, it is the responsibility of the parent/guardian to seek professional medical advice from a physician. [Please see appendices 1, 2, & 3 of this document for further information regarding health matters at school]

HEALTH ROOM: Medical Treatment/Medication

Student/parent/guardian shall complete an **Emergency Care Form** each school year that includes emergency information as well as parent/guardian consent for school officials to seek medical treatment as provided by law. **The school nurse may administer medication to a student.**

1. The District must receive a written request from a parent or legal guardian to administer medication or specialized medical care.

2. The prescription medication, provided by the parent or guardian must be in the original container and properly labeled as described by law. The medications must be listed by the Food and Drug Administration as safe and effective for humans.
3. Students must always check medicines in with the school nurse.
4. Prescription medications will be administered according to physician orders or prescription labeling. Over-the-counter medications will be administered for a maximum of five days by parent request *if* the medication, form, and dose are appropriate for the condition of the student. No District employee will administer any herbal, natural, or homeopathic remedy or supplement. A student may possess and self-administer some medications including prescriptions and over-the-counter medications IF they also carry a written request and instructions from the parent. Quantities may be limited. Forms are available in the Health Room and must be authorized by the school's nurse.
5. Students are prohibited from possessing controlled substances, needles or syringes, or non-retracting lancets at school except when transporting these to and from school.
6. Requests for exceptions to these general guidelines are to be directed to the Principal for evaluation of the appropriateness of the request. The Principal will determine whether or not the medical treatment needs of the student can be met under these guidelines and if existing IEP accommodations are reasonable and sufficient to comply with the medical plan of the student under 504 and IDEA without exception to the guidelines.

INJURIES

The Texas Tort Claims Act states that school districts in the State of Texas are immune from any liability because of bodily injury or property damage which occurs as a result of the operation of the school district **except** for the operation of motor vehicles – 101.051 Civil Practices & Remedies Code.

As a result, Lewisville ISD is not financially responsible for any injury to a student, parent, volunteer, or visitor that occurs on any property owned by the Lewisville ISD, or while the injured party was under the supervision of the District, unless the injury was the direct result of the District's use of a motor vehicle. Questions regarding an injury or property damage that occurred on property owned by Lewisville ISD may be directed to the District's Insurance Office at 469-713-5200.

Lewisville ISD does maintain student accident insurance for the following students:

1. UIL participants, 7th grade through 12th grade to a maximum of \$25,000 per injury.
2. 5th grade camp participants to a maximum of \$10,000 per injury.
3. Summer sports camp participants to a maximum of \$10,000 per injury.

Any student injured as a result of participation in the above activities is covered on a secondary basis by a policy purchased by Lewisville ISD. Parents must first file on their policy and submit proof.

In addition to the accident policy purchased by Lewisville ISD to cover students that participate in the above activities, Lewisville ISD makes available an accident policy that each parent may purchase for their children annually. Brochures and/or letters are sent home with students offering this coverage.

Questions regarding the District's UIL/Camp insurance or the voluntary accident insurance may be directed to the District's Insurance Office at 469-713-5200.

LOCKERS

This year, students will have the option to EITHER: 1) use a bookbag OR 2) check out a locker.

If a student doesn't choose to check out a locker, he/she may carry a backpack around school.

During the second week of school, students will be allowed to request a locker. The purpose of the locker is to protect student possessions. All of the lockers have combination locks. **Locker combinations must not be shared with any other student.** Should a student elect to checkout a locker, it is necessary that the student observe the following rules:

1. Remain in the locker originally assigned.
2. Ensure the secrecy of his/her locker combination.
3. Remove any type of food each day.
4. Keep the locker neat.
5. Maintain the appearance of the locker.
6. Maintain responsibility for possessions in the locker.

Students who use lockers other than the one assigned to them, or who allow others to use their locker, will lose the privilege of having a locker. Should you check out a locker, you are the only student who is allowed to use that locker. You may not use lockers that are not assigned to you.

Lockers may be searched if the administrative staff has reasonable suspicion that the locker contains articles prohibited in school or items that do not belong to the student the locker is assigned to. Lockers may also be searched for items that might endanger the health and safety of the student population, such as bad lunches, flammable liquids, or toxic chemicals.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. Students who lose articles are asked to check lost and found in the office. Proper identification will be required to redeem an item. The school is not responsible for any lost items. **Unclaimed items will be given to Christian Community Action Center at the end of each semester.** Students should report lost items such as money, purses, wallets, glasses, jewelry, retainer, and keys to the secretary in the office.

NO PASS, NO PLAY

UIL Academic Standards are in effect for all UIL extra/co-curricular activities. School sponsored activities and performances will be regulated by the same UIL guidelines.

Student eligibility: General Rules

1. All students are eligible the first six-weeks of school unless they have been retained.
2. Grades are checked at the end of each six-weeks and the interval 3-week progress report. Students can lose their eligibility only based on their six week report card grades. The interval 3-week progress report can help to regain eligibility but not lose it.
3. If a student fails one or more subjects, he/she is ineligible for 3 weeks. There is a 7-day grace period on both losing and regaining eligibility.
4. If a student fails a class for the six-weeks, his/her grades will be checked on the 3-week progress report. In order to regain eligibility all classes must be passing-not just the subject(s) below 70 on the last six-week report card.
5. Students may practice before/after school while they are ineligible.
6. Ineligible students shall not travel with the school organization to a contest, sit with them, or wear uniforms during a contest.
7. Students how have "incomplete" grades are considered ineligible until course work is made up according to LISD guidelines and the course grade is 70 or above.

***Students may not miss a subject/class time for any school related activity if they are not currently passing that particular class—even if they were eligible at the last six-weeks reporting period.**

PASSING PERIOD

At the end of each period, students have a **four-minute intermission** to change classes, use the restroom, etc. Students will not be allowed to stand around in the halls talking or to walk in groups of more than two students. They may not run. Students will walk through the halls in an orderly manner, and will be held accountable if they don't. Tardies to class will result in a detention.

PLANNERS

Academic planners are provided to students each six-weeks. These planners are required each school day and should be considered to be school property. They are intended to help students organize their lives at school and beyond, as well as to communicate important information such as grades, homework, and/or other matters to parents. Students passes are also managed using student planners.

Replacement planners cost \$2.00. Passes will not be included in replacement planners.

PROHIBITED PERSONAL ARTICLES

Prohibited personal articles include but are not limited to the following:

Toy Guns	Lighters, Matches
Sling Shots	Stuffed Animals
Hats	Knives
Water Balloons	Fireworks
Radio, CD, MP3 players	Roller blades
Liquid Paper	Cameras
Stink Bombs	Skateboards
Backpacks (if the student has a locker)	

The administration reserves the right to determine the appropriateness of articles brought to school that are not listed. **Inappropriate items listed that are brought to school will be taken up and returned to the parent/guardian upon request. The school does not assume responsibility for such items.** The student brings these at personal risk. Radios, record players, tape players, tape recorders, or television sets needed in class projects may be brought to school with administrative approval. Students are cautioned not to bring valuables or large amounts of money to school. Students who wear glasses or watches are cautioned to keep track of them at all times. ***Students, not the school, are responsible for personal property.***

PUBLIC DISPLAY OF AFFECTION

DeLay Middle School maintains a complete "hands off" policy in regard to physical contact among students in order to be clear and eliminate any ambiguous situations. The school day setting is neither the time nor the place for displays of affection for other students. Holding hands, walking with arms around each other, kissing, or any other inappropriate display of affection is prohibited.

SAFETY

The school district places a high priority on student safety on campus and at school related events. However, the District can address only part of the challenge; students and parents must do their part to ensure safety at all events as well.

Insurance: The District is not responsible for medical costs associated with a student's injury. The District does make available an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the appropriate office.

Pest Control: The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before the application. Information on the times and types of applications is available upon request.

The LISD is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:

1. The LISD periodically applies pesticides indoors at our school.
2. Information on the application of the pesticides is available upon request from the principal.
3. Notices are posted at least 48 hours in advance of any pesticide treatment.
4. Pesticides are applied so that a minimum of 12 hours elapses between the application and the time students return to school.
5. Further information may be obtained from Sam Russell, LISD Administration Building, at 469-713-5200.

Asbestos: An Asbestos Hazard Emergency Response Act program is administered by the Texas Department of Health. An A.H.E.R.A. management plan with reinspection documentation is available for inspection during normal business hours. The master plan is available for inspection at the district administration building.

SCHOOL PROPERTY

Vandalism will be dealt with sternly and may result in prosecution for repayment as well as disciplinary action on the part of the school. **No student shall damage or deface any property belonging to the District.** The type of discipline that may be imposed for student damage to school property depends upon the circumstances. Students shall be subject to suspension and/or placement in the District's Alternative Education Program for willful destruction of school property. A parent/guardian or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent/guardian or other person to exercise that duty.
2. The willful and malicious conduct of a child who is at least twelve years of age but less than eighteen years of age.

If a child, age ten through sixteen, engages in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the juvenile court order the child or parent/guardian to make full or partial restitution to the District in accordance with the law.

SKATE BOARDS, ROLLER BLADES, & BICYCLES:

Skateboards and roller blades are not allowed at DeLay Middle School. Students are permitted to ride their bicycles to and from school provided they walk their bikes on the sidewalks and parking lots adjacent to the building. Bicycles are to be parked and locked in the designated area. Bicycles may not be ridden anywhere on campus.

SPECIAL EDUCATION: 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 support services that are available to all 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 evaluation is needed, the parent will be notified and asked to provide 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 their rights if they disagree 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 your child's assistant principal at 469-713-5191.

STUDENT CODE OF CONDUCT

The district shall have jurisdiction over students during the regular school day and while going to and from school on District transportation. Students shall comply with the code of conduct at all times while on school grounds and while attending or participating in any school-sponsored activity or contest. **Students at school or school sponsored activities are prohibited from:**

1. Cheating or copying the work of another student.
2. Throwing objects that can cause bodily injury or can damage property.
3. Leaving school grounds or events without permission.
4. Being disrespectful, directing profanity, vulgar language, or obscene gestures toward school personnel or other students.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules, or regulations.
6. Committing robbery or theft.
7. Engaging in misconduct on school buses or at the school bus stop as defined by District Policies and Regulations.
8. Threatening and fighting.

9. Committing extortion, coercion, blackmail (i.e., obtaining money or other object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force.
10. Engaging in verbal abuse (i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate substantial disruption of the school program or incite violence).

SURVEILLANCE CAMERAS

In order to address student security, surveillance cameras are in use at DeLay 24 hours per day.

TELECOMMUNICATION DEVICES

The District prohibits students from using paging devices, cellular telephones/radios, or other telecommunications devices during the school day. Paging devices, cell phones/radios, or other telecommunications devices **shall not be in use, visible, or audible on school property during the school day. The official school day in regard to this policy is designated as 8:00 a.m. to 4:05 p.m.** (c.f. L.I.S.D. Board Policy FNCE Local)

Students who violate this policy shall be subject to established disciplinary measures in accordance with the Student Code of Conduct. Any District employee observing a student using a device during the school day that is prohibited by this policy shall confiscate the device and report the violation to the appropriate administrator by the end of the school day.

Per District policy, a confiscated paging device, cellular telephone/radio, or other telecommunications device may only be returned to the student or to the student's parents by the front office after payment of a \$15 administrative fee per offense. Persistent noncompliance with this policy shall result in the telecommunication device being returned at the end of the semester after a payment of the \$15 administrative fee is received.

Parents/guardians are requested not to call their child at school except in cases of emergency, or for school business. The office telephone is a business phone and is not to be used by students. In cases of emergency, permission from the office staff will be given for students to use the office phone.

TEXTBOOKS

Students will not be carrying books to and from school! Instead, each teacher will use a class set of textbooks and parents will be able to check out textbooks for their son/daughter to keep at home for the school year. Parents may get more information on checking out books for home at our school Expectation Day, Open House, or by simply dropping by the front office.

Students are responsible for proper use and care of textbooks. No writing on textbooks is permitted. Students will pay for damaged textbooks. **Students who lose or damage a book while it is checked out to them will be expected to pay for it.** Textbooks should always be covered. Textbooks are the property of the State of Texas, and the Texas Education Agency sets prices of books. Detailed information is available from Mrs. Hinkelman. Texas Education Code 31.104(d) states that, "each student or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent or guardian."

A fine of \$2.00/\$5.00 will be assessed for damaged pages to include, but not limited to: torn, soiled, written on, damage to binding, corner, and edges.

A fine of \$10.00 will be assessed for writing on the outer edge of book pages or damage to the outer cover.

The full price of a book will be charged for water damage, excessive markings, missing pages, broken binding, lost or stolen books, or any book deemed unusable by the campus textbook coordinator.

If charges for the damage to a textbook exceed 50% of the cost of the book, then the book is to be considered destroyed and the full price will be assessed for the book.

Textbooks that have been paid for in full by a student become property of the student. In this instance, write that the book has been paid for in full and put the date on the inside front cover.

VISITORS

DeLay students may not bring visitors to campus. However, parents/guardians are welcome at any time. **Please sign-in at the main office.** Identification will be required and visitors will be required to wear a "Visitor" badge while in the building.

APPENDIX 1: LISD HEALTH SERVICES

Students will be given temporary care in the event of illness or injury during the school hours. If your child has a medical problem, please make sure that the school is informed. It is important that correct telephone numbers (home, work, mobile, pager, and emergency) are on file in the office and health room.

The following guidelines should be used to help determine when your student should stay home from school due to illness. These guidelines will also help the nurse decide when to send the student home from school:

- Temperature of 100.4 or above (measured when no anti-fever medication given)
(exclude until fever subsides; recommend that a student be fever-free for 24 hours before returning to school)
- Undetermined rash (recommend exclusion and readmit after rash is gone or with approval of physician)
- Ringworm of the scalp (exclude and readmit after treatment has begun)
- Diarrhea
- Vomiting two or more times in 24 hours (unless a physician feels the cause of vomiting is not an infectious disease or student is in no danger of becoming dehydrated)
- Red eyes with discharge and crusting around eyes (may exclude and readmit after effective medical treatment and approval of physician)
- Live head lice (exclude and readmit after one effective treatment has been given)
- Jaundice
- Communicable diseases listed by Department of State Health Services

Students in secondary schools, in LISD, are permitted to carry their prescription and over-the-counter medications with them as long as it is not a controlled substance. Examples of controlled substances would be Ritalin or Adderall. The medication must be in the **original** container with dosing instructions on the label and the student's name, if a prescription. The medication must be accompanied by a note from the parent

with instructions on how and when to take the medication. The note **must** be registered with the nurse on the day of the initial dose at school.

Medications kept in the health room for more than 5 days will require written authorization and dispensing orders from the parent and prescribing physician. Parents must give written permission for the student to transport medication to and from school.

ALL IMMUNIZATIONS SHOULD BE COMPLETED PRIOR TO ENROLLMENT. A list of required immunizations can be obtained from your school nurse or from the LISD website at www.lisd.net. Click on Departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services. Please refer specific questions to your campus nurse.

Students will be screened for vision, hearing, spinal, and acanthosis nigricans at scheduled intervals.

APPENDIX 2: Bacterial Meningitis

What is bacterial 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 common and the least serious. Bacterial meningitis is a very serious bacterial infection with the potential for 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 or bruises caused by bleeding under the skin. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results from spinal fluid and blood.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 per 100,000 per year. The highest risk group is children 2 to 18 years old.

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 does bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or 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 long outside the body. They are spread when people exchange saliva (such as kissing; sharing 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 country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college

students, particularly freshman 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 last 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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention www.cdc.gov and the Department of State Health Services www.dshs.state.tx.us.

APPENDIX 3: LISD PRIVACY NOTICE TO PARENTS

HIPPA (Health Insurance Portability and Accountability Act) and **FERPA** (Family Educational Rights and Privacy Act) are two laws controlling and limiting access to an individual's medical or educational information. Access to such information is restricted in the Lewisville ISD to school personnel who have completed confidentiality training and who have a "need to know".

LISD personnel who will or may have access to health information about your student are those who are responsible for your student during a school day. These personnel may include LISD nurses, counselors, teachers, school secretaries, attendance clerks, school administrators, substitute nurses and teachers, child nutrition managers, and the school bus driver. Student teachers and student nurses are covered by the procedures and guidelines governing district personnel.

Parents who wish to place restrictions on access to health information or who do not wish to complete certain forms requesting that information should contact the school nurse to arrange a private conference. If there are no restrictions in place, the school nurse will determine who may need to know the information in order to care for or to safeguard your student.

Communication with an individual's health care providers and agencies will commonly require appropriate and specific parent (or student) signed "permission to release information". Nurses are however, required by law to consult with prescribing physicians in some circumstances. If permission to consult is revoked by the parent, the school nurse may not be able to provide the prescribed care.

APPENDIX 4: Discrimination Notice

Lewisville I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

No qualified student with a disability shall, on the basis of the disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any District program or activity, if any part of its programs and activities receive federal financial assistance. {29 U.S.C. 794; CRF104.4 (a)} A student with a disability is one who has, or who has a record of having, or who is regarded as having a physical or mental impairment that limits one or more major life activity, such as caring for ones' self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. A student with a disability is "qualified" if he or she is between the ages of three (3) and twenty-one (21), inclusive. {34 CRF104.3(j), (k)}

Assistant Superintendent for Human Resource Services has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. The Director of Special Education has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

**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.

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 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 their rights if they disagree 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:

Contact Person: _____

Phone Number: _____

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que de consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento — Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: _____

Número de teléfono: _____

STUDENT HANDBOOK SIGNATURE PAGE

"I understand and consent to the responsibilities outlined in the District's Student Code of Conduct. I also understand and agree that my child _____, shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school sponsored and school related activities, including school sponsored travel, and for any school related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the District to anyone who requests it unless I object to the release of any or all of this information within ten school days from the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the District to withhold."

Signature of Parent/Guardian

"I have read and understand the responsibilities outlined in the District's Student Code of Conduct. I also understand that I will be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school sponsored and school related activities, including school sponsored travel, and for any school related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law."

Signature of Student

PLEASE READ, SIGN, AND RETURN TO THE DESIGNATED TEACHER.