



Marshall Durham Middle School
2075 Edmonds Lane
Lewisville, TX 75067
(469) 713-5963 Fax: (972) 350-9182

This Agenda Belongs To

Name: _____ Grade: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Locker: _____

My Assistant Principal is: _____

My Counselor is: _____

I have lunch from _____ to _____

My schedule is as follows:

1st period _____ Teacher _____ Room _____

2nd period _____ Teacher _____ Room _____

3rd period _____ Teacher _____ Room _____

4th period _____ Teacher _____ Room _____

5th period _____ Teacher _____ Room _____

6th period _____ Teacher _____ Room _____

7th period _____ Teacher _____ Room _____

8th period _____ Teacher _____ Room _____



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Durham Middle School Mission Statement

At Durham Middle School, our mission is to provide and maintain a safe learning environment that includes a variety of research based, high quality learning opportunities for all students. As a result of these opportunities, we ensure an exemplary level of academic achievement as determined by district, state and national standards. We also commit to a comprehensive support system which will adjust to meet the different learning styles of each student to assure this achievement.

Bell Schedule

3-2 Modified Block

Monday, Thursday and Friday

6th Grade Schedule

1 st	8:45 – 9:30	(45)
2 nd	9:35 – 10:20	(45)
3 rd	10:25 – 11:10	(45)
Lunch	11:15 – 11:45	(30)
4 th	11:50 – 12:35	(45)
5 th	12:40 – 1:25	(45)
6 th	1:30 – 2:15	(45)
7 th	2:20 – 3:05	(45)
8 th	3:10 – 3:55	(45)

7th Grade Schedule

1 st	8:45 – 9:30	(45)
2 nd	9:35 – 10:20	(45)
3 rd	10:25 – 11:10	(45)
4 th	11:15 – 12:00	(45)
Lunch	12:05 – 12:35	(30)
5 th	12:40 – 1:25	(45)
6 th	1:30 – 2:15	(45)
7 th	2:20 – 3:05	(45)
8 th	3:10 – 3:55	(45)

8th Grade Schedule

1 st	8:45 – 9:30	(45)
2 nd	9:35 – 10:20	(45)
3 rd	10:25 – 11:10	(45)
4 th	11:15 – 12:00	(45)
5 th	12:05 – 12:50	(45)
Lunch	12:55 – 1:25	(30)
6 th	1:30 – 2:15	(45)
7 th	2:20 – 3:05	(45)
8 th	3:10 – 3:55	(45)

Tuesday, Wednesday

6th Grade Block Day

1st/2nd	8:45-10:10	(85)
DT	10:15-10:50	(35)
Lunch	10:55-11:25	(30)
3 rd /4 th	11:30-12:55	(85)
5 th /6 th	1:00-2:25	(85)
7 th /8 th	2:30-3:55	(85)

7th Grade Block Day

1st/2nd	8:45-10:10	(85)
DT	10:15-10:50	(35)
3 rd /4 th	10:55-11:35	(40)
Lunch	11:35-12:05	(30)
3 rd /4 th	12:10-12:55	(45)
5 th /6 th	1:00-2:25	(85)
7 th /8 th	2:30-3:55	(85)

8th Grade Block Day

1st/2nd	8:45-10:10	(85)
DT	10:15-10:50	(35)
3 rd /4 th	10:55-12:20	(85)
Lunch	12:25-12:55	(30)
5 th /6 th	1:00-2:25	(85)
7 th /8 th	2:30-3:55	(85)

2009-2010 School Calendar

2009

August 24.....	First Day of School
September 7.....	Holiday
October 2.....	End of 1 st Six Weeks
October 12.....	Holiday
November 13.....	End of 2 nd Six Weeks
November 23-27.....	Holiday
December 18.....	Early Release 12:30
December 21-31.....	Holiday

2010

January 1.....	Holiday
January 4.....	Students Return
January 14.....	End of First Semester/ Early Release 12:30
January 15.....	Holiday/Teacher Workday
January 18.....	Holiday
January 19.....	Begin 2 nd Semester
February 15.....	Holiday
February 26.....	End of 4 th Six Weeks
March 15-19.....	Holiday
April 2 & 5.....	Holiday
April 23.....	End of 5 th Six Weeks
May 31.....	Holiday
June 9.....	Last Day of School/ Early Release 12:30
June 10.....	Teacher Workday/ Bad Weather Day

School Hours

Doors are open from 8:00-4:30 unless there are severe weather conditions. Classes start at 8:45 and end at 3:55.

Office Phones

Parents are requested not to call school except in cases of calling in an absence, emergency or to discuss school business; delivery of messages causes disruption of classes. **If a student must use the phone during the school day, they need to come to the front office with a pass from a teacher. Students may use the school phone only in the case of an emergency and they must have permission from administration.**

Dress Code:

The District Dress Code guidelines are designed to enhance a positive environment at school. Outstanding performance is always related to high expectations and the Lewisville Independent School District has the highest expectations for its staff and students. The District's dress code is established to encourage grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and develop a respect for authority. The following statements are presented as a point of reference in regard to student dress:

The administration reserves the right to determine any inappropriate dress, hair color or hairstyle that it feels is disruptive to the school environment.

- **The Durham Middle School dress code will be enforced at all school sponsored events, both on and off campus.**
- All students must be clean and neatly groomed.
- Student's hair, by the nature of the style or color, shall not create a distraction. Student's hair must be of a natural color, shade and length. Mohawk haircuts are not allowed.
- Students may not wear facial jewelry or facial decoration (other than normal makeup) including glitter and stickers.
- Male students may wear either one small stud earring or one small loop earring in one or both ears. Female students may wear appropriate earrings.
- Clothing, which in the opinion of the professional staff would be deemed inappropriate for school in general, shall not be allowed. This clothing would include, but is not limited to house shoes/slippers, bike shorts, leggings, athletic shorts that are unlined thin material, cut-off shorts, boxer shorts, running shorts, miniskirts, sleep wear as outerwear, halters, midriiffs, fishnet tops, tank tops, clothing with holes or pants not worn at the natural waist line. Any item of clothing that can be seen underneath items that are sheer or see through must meet the guidelines set forth in the dress code. Shorts or pants with writing across the seat are not permitted.

- For female students, the shorts/gym shorts/skorts/skirts must meet or exceed the length of the longest fingertips.
- Skirts of appropriate length may be worn. If a garment has split sides, the top of the split must be no higher than fingertip length. Leggings do not change the length requirements of skirts or shorts.
- Pants or shorts with cut-off or frayed ends are unacceptable; they must be hemmed and in good repair, with no visible holes, rips or tears. Pants and shorts are to be worn at the natural waistline and may not drag the ground. No sagging or extremely baggy pants are allowed.
- Female students **may wear** sleeveless garments that are **at least a minimum of a “2 inches” across the narrowest part of the sleeve**. No “racerbacks” are permitted. Female students **may not wear** tops that are low cut, have plunging necklines, or reveal the back or shoulder blades. Male students who wear basketball tank tops must have a t-shirt underneath. No other **sleeveless garments may be worn by male students**.
- Students **must be able to tuck shirts into the pants/skirt/shorts being worn**. It is not required to be tucked in, but students must be able to do so if requested. If a shirt cannot be tucked in then it should not be worn.
- All students shall wear appropriate undergarments. Undergarments should not be seen.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in school, including but not limited to: drugs, alcohol, tobacco, profanity, obscenities, suggestive slogans, rock groups that promote/represent any of the previously listed, as well as, Satanism, devil worship, or violence.
- Uniforms are an appropriate form of dress for extra-curricular activities.
- Male or female students shall not wear hats, sweatbands, bandannas, or scarves as headwear in the school building. Students may not roll up one pant leg.
- For health and safety reasons, all students are required to wear shoes.
- The principal in connection with the sponsor, coach or other person in charge of an extra-curricular activity may regulate the

dress and grooming of students who participate in the activity.

Academics

Grade Reporting

Parents are encouraged to establish and maintain frequent communication about student progress. At the close of each six-week grading period a report card will be issued to the student. A numerical system for grading is used. The lowest passing grade is 70 (90-100=A, 80-89=B, 70-79=C, below 70 is failing). Report cards must be signed by a parent or guardian and returned to the teacher who issued it. Report cards for the final six-weeks will be mailed after school is out. Please make sure that your address is correct in the office files. In addition, progress reports are issued at the end of the third week of each six-week grading period. Tutoring will be available on a weekly basis for students who need assistance. A student must maintain passing grades in all subjects in order to participate in extra-curricular activities.

Retesting

Students will have the opportunity to retest when he/she scores below a 70 on a major grade with the following exceptions:

Grades from a full, extended process, such as process papers, research papers, lab practicals, etc., do not necessarily fall within the reteaching/retesting guidelines. The process itself, and adherence to it, provides several opportunities for students to make improved scores. Semester exams are a type of retesting, as they are cumulative for that grading period. Therefore students may not use a retest for a semester examination.

Students, who are found taking unfair advantage of the retest opportunities, will not be allowed to participate in the procedures. Unfair advantage is determined to be:

- skipping school or class the day of either test or any day on which reteaching/retesting is offered (i.e. unexcused absences)

- cheating on either the original test or the retest
- refusing to or failure to complete and turn in class work or homework assignments designed to prepare students for either test
- habitually failing major tests on the first attempt and failing to take advantage of reteaching opportunities, student/ teacher conferences and/or parent/teacher conferences, in order to catch up with the class
- creating a disturbance that results in an office referral during reteaching and/or retesting
- failing to consistently take advantage of mutually acceptable scheduled tutorials
- failure to take a retest at the appointed time
- failure of semester examinations

Retention

Beginning September 1, 1985 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 following subjects: Language Arts (Reading/English), Mathematics, Social Studies, and Science.

Articles Prohibited in School

Items brought to school by students such as, but not limited to: pocket knives, pagers, laser pens, cigarette lighters, matches, stuffed animals, toys, roller blades, shoe skates, balloons, **electronic games and equipment**, inappropriate jewelry, paintballs, stink bombs, etc., will be taken up and returned to the parent/guardian upon request. No candy may be sold on campus unless it is for a Durham campus organization. The administration reserves the right to prohibit any article that it feels is disruptive to the school environment.

Cell Phones

Cell phones are allowed, but they must be turned off and put in the student's locker

during the school day. If a cell phone is taken up during the school day between 8:00-4:15, a parent or guardian must pick up the cell phone along with a fee of \$15.00 for its return. Additional violations will result in school discipline as well.

Bicycles/Skateboards/ Skates

Bicycles and skateboards are to be parked and locked in the bike racks located at the school. **Students are not allowed to ride bicycles, rollerblades or skateboards on school property at any time. Skates or shoes with skates in them are not allowed at Durham.** Students are cautioned to observe all traffic regulations in the operation of these items. In addition, students are asked to cross the street only in the presence of a crossing guard.

Parent Pick-up/Bus Loading Area

Students may wait for their ride in front or south side of the school. The bus lane is located in the rear of the building. Information on bus routes and stops will be posted at the main entrance to the school. **Students need to be picked up no later than 4:30 after school, unless staying for school related activities.**

Vending Machines

Vending machines are located in the hallway leading to the gyms and are turned off from 8:00 to 3:55. As a result, Students are not able to use the machines during class time, lunch time or passing periods. Food and drinks purchased from the machines before or after these times are to be consumed in the cafeteria or outside. No food or drinks are allowed in the halls or the classrooms (without prior approval from the principal).

Cheerleading/Dragonettes

Middle school cheerleading will be open to all 8th grade students and Dragonettes is open to 7th and 8th grade students who wish to participate. All cheerleaders' and Dragonettes' members will belong to a squad, which will be under the direction of

campus sponsors. Information about cheerleading and Dragonettes may be obtained through the office or their respective sponsor.

Gum

Chewing gum in the building is **not allowed**.

Hall Pass

Any student that has permission to leave a class must have a hall pass in their possession. It is the student's responsibility to have this 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 trust and school rules.

Library

Library hours are from 8:00 a.m. to 4:30 p.m. Books may be checked out for two weeks and there is no limit on renewal unless there is a hold or reserve. Two books may be checked out at one time. If more books are needed for a special project, a student may check out two additional books. Lost or overdue books carry a fine of the cost of the book. In addition, no new items may be checked out until the book is returned or the cost of the book is paid. Lost book notices will be sent home every six weeks. To go to the library, a student must bring a pass from a teacher or be accompanied by the teacher. Students must be responsible, respectful, when using the library.

Lockers

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and the combination is not available to others. Searches of lockers may be conducted at any time where there is reasonable suspicion to do so. Students do not need to be present. It is necessary that all students observe the following:

- Do not share lockers with other students.
- Do not trade lockers without approval from the office.
- Do not give out the combination to other students.
- Do not leave any type of food overnight in lockers.
- Do not decorate the outside of the locker.
- Do not store things in your locker if they are of an unacceptable nature (i.e., against School Board policy or Durham Middle School policy).
- Do not deface the lockers.
- Violation of locker guidelines will result in disciplinary action.

School Clubs and Organizations

School clubs are an important part of middle school. The plans, activities, and function of each organization are decided upon and carried out by the members and elected officers, with guidance of an advisor.

Club Guidelines

Clubs and performing groups such as the band, choir, orchestra, Dragonettes, cheerleading and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation occurs, it is also a violation of school rules and the consequences specified by the Student Code of Conduct and Behavior Expectation will apply in addition to any consequences specified by the organization.

School Related Activities and Field Trips

It is a privilege to attend Durham school-related activities. Students who have established negative behavior at school and related activities may not be allowed to attend these functions. If a student has received a disciplinary referral during the semester in which the field trip is scheduled that resulted in PASS or suspension from school, the student may not be allowed to

attend. If a student has been placed in DAEP or expelled, they may not attend any field trip during the school year. Those who do attend are responsible for any school work they miss while attending the activity. Anyone leaving a school related activity before the official end will **not** be re-admitted.

The National Junior Honor Society

The National Junior Honor Society is an organization with membership open to students in the seventh and eighth grades. Selection is based on five criteria: scholarship, leadership, service, character, and citizenship. To fulfill the scholarship requirement, students must have a cumulative scholastic average of 92 or above in academic core subjects. A recommendation from their teachers is also one criterion for membership into the organization. New members are inducted during the second semester.

Attendance

Expectations

A child between the ages of 6 and 18 (depending on when the child's birthday falls) is required to attend school each day during the instructional year unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any district-required tutorial sessions.

To receive credit in a class, a student must attend at least 90 percent of the days the day the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the Attendance Review Committee. The committee will determine what measures should be taken for the student to receive credit.

Arrival to School

School doors open at 8:00a.m. Students arriving before 8:15a.m. will report to the cafeteria. Students reporting to school after this time must report to their assigned

hallway or the cafeteria. Once they arrive in the cafeteria or designated hallway, they must be seated. Athletic students and band students arriving early for scheduled practices must report to their assigned area upon arrival to school. Students are not permitted into the hallways between 8:00 and 8:35 without a pass from a teacher or parent.

Tardies

1. A student is considered tardy if they are not in the classroom when the bell or tone is sounded. A student is considered tardy at the discretion of the teacher/team if no tone or bell is applicable.
2. Tardies are cumulative by semester per teacher/team and will be reset each semester.
3. Each tardy will result in a thirty minute office detention.

Students leaving during the School Day

A student who must leave school during the day must be signed out through the office by a parent or guardian, prior to leaving school and must sign in upon returning. Parents/guardians **MUST** show proper identification before being allowed to sign out a student. The office will notify the student once the parent arrives in the office. **Students will not be allowed to wait in the office to be picked up, so please take this into consideration when planning appointments. When returning to school the student must bring a note from their parent/guardian explaining the reason for the absence.** If the student left school for an appointment, documentation of that appointment must be provided upon return to school. A student who becomes ill during the day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent/guardian.

Change of Address

Students who change their residence, mailing address, or telephone number after enrollment should report this change promptly to the attendance clerk in the office. A utility bill or rent or mortgage agreement are needed in order that records may be changed. This information is vital in the event of an emergency at school and in order for the last 6 weeks report card to be mailed to the proper address.

Excused Absences

Any student not already exempt 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.

If a student is absent from school, the parent or guardian should report the absence to the attendance office the morning of the absence.

If an illness will keep your child out of school for three (3) or more days, you may call the office before 10:00 AM and request their homework assignments be collected from their teachers. Once they have been collected they will be available for pick up in the office after 4:15.

Upon returning from an absence, the student must bring a signed parent note within three school days. The note must state the reason for the absence and should also include the dates of the absence for the absence to be considered excused or unexcused. If a note is not received within three school days, the absence is considered unexcused. After five parent notes, the student is required to have medical notes to excuse the absence.

If a student is absent for a medical/dental appointment, it is necessary that the medical documentation be attached to the parent note upon returning to school.

Admits

NO STUDENT WILL BE ALLOWED INTO CLASS WITHOUT AN ADMIT. To be admitted to class after an absence, a student must report to the attendance office on the school day following an absence. The attendance office is open from 8:00 a.m. to 8:35 a.m. to handle student absences. To obtain an admit 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 because of obtaining an admit, and the student was in line after 8:30 a.m., the tardy to class will be counted as unexcused. The attendance clerk will issue the student an admit to class. The admit will be identified as "excused" or "unexcused".

Truancy

All truanancies or incidents of skipping class are unexcused absences. This includes late arrival to school. Truancy is a violation of the Texas attendance laws and truancy charges may be filed with the Denton County juvenile authorities. A student is considered truant when absent for three or more days for all or part of the day without parent/guardian knowledge or consent. Disciplinary action will result according to the Student Code of Conduct.

Truancy Warning Notice

According to section 25.095 of The Texas Education Code, if a student is absent from school without an excuse under section 25.087 for ten (10) or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period: **(1)** the student's parent is subject to prosecution under Section 25.093; and **(2)** the student is subject to prosecution under Section 25.094.

Pre-Planned Absences

Certainly, we at Durham understand that student absences do occur. However, when a student misses class time, that missed time cannot be replaced. The students suffer in most cases and sometimes that absence

puts a burden on the entire class.

In order to assist our staff and school, and work with our students and parents, and yet be consistent with all concerned, the following guidelines were developed pertaining to absences (family trips, etc.) that do not fall in the category of excused absences. (family emergencies, illness, school sponsored trips, etc.)

In order to obtain permission to make up work regarding a pre-planned absence, a parent/guardian must submit the request in writing to the principal stating the reason for the absence and the dates. The principal will then decide, taking into consideration all aspects when determining whether the student may make up the missed work.

Guidelines

- If the said absence causes the student to exceed the 10% attendance requirement, then the missed time will have to be made up per the Attendance Review Committee.
- Make up work is to be turned in upon the student's return in accordance with our regular absence/make up policy. Work should **not** be turned in prior to the absence unless the teacher designates otherwise.
- Teachers will **not** be asked or expected to provide assignments, produce worksheets, and/or provide materials, etc. **prior to** the absences unless the teacher so chooses.
- Upon return to school, the **student must** take the initiative to request make up work, assignments, and/or test missed. The make up work will be done at the teacher's discretion and convenience and must be completed in a timely manner.
- **Major** group work, **projects** and/or **presentations** that are missed will need to be re-scheduled at the teacher's discretion or turned in prior to leaving per the teacher's request.

- Major projects, papers, reports, and group work that have been assigned in advance for the 6 weeks period could be subject to a grade penalty if arrangements are not made at least one week in advance of said absence.

Absences and Extra Curricular Activities

A student absent from school for any reason, other than for documented health care appointment, will not be allowed to participate in school-related activities on that day or evening. A student must be present 1/2 of the day to participate in extracurricular activities. The principal may consider other extenuating circumstances.

Religious Holy Days

Students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school. During such time and if, before the absence, the parent/guardian, or person having custody or control of the student submits a written request for the excused absence to the attendance clerk.

Student Withdrawal

The procedure for withdrawal or transferring is as follows:

On the student's last day, a letter stating where the student is moving to and the name and address of the new school must be brought in to the office. At that time, the student will receive a withdrawal form and will present this to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; to the clinic for health records; to the counselor the last report card and course clearance; the cafeteria, and finally, to the principal. A copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

Release of Educational Records

The District will comply with any request from parents to review any records the district maintains on the student. This includes not only official records but any personal notes/documentation.

General Information

Announcements

General school announcements, the pledges of allegiance and moment of silence will be made at the beginning of 3rd period. Students should be attentive during all announcements.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who 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 of the district receives 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 – Right of Parents of Students with Disabilities*.

The designated persons to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education are:

Counselors: Margie Hithersay or Marlene Lucky

You may contact them at 469-713-5963

Anti-Discrimination Policy

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. *29U.S.C. 794; CFR104.4(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 activities, such as caring for one's self, performing manual tasks, walking, seeing, working. A student with a disability is "qualified" if he or she is between the ages of three and 21, inclusive. *34CFR104.3(j), (k)*

Visitors

All visitors must sign in the front office and receive a visitor's sticker/pass. Parents of students are welcome to eat with their children during lunch. Outside food is permitted for the parent's children when they eat together at lunch.

Parent/Teacher Conferences

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent/guardian who wants

information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, or principal. A parent/guardian who wants to meet with a teacher may call the office to request that the teacher call the parent/guardian during a conference period or at another mutually convenient time. Students and parents/guardians may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level or performance (2) if the student is not adhering to expected behavioral guidelines (3) in any other case the teacher considers necessary.

Student/Teacher Responsibilities

It is fundamental and basic in the educational process for students to obey teachers. This basic relationship between students and teachers exists not only in the classroom, but also in any school related contact on or off campus. It is the responsibility of teachers to provide supervision and direction, and the responsibility of students to respond in a cooperative manner.

Textbooks

The student, parent, or guardian is responsible for the proper use and care of textbooks. They will maintain book covers on all textbooks. They are responsible for stolen, lost, or damaged textbooks and are required to pay the school for any replacement or fines. Book checks will be conducted each six weeks and parents/guardians will be notified of any missing books at that time. Textbooks, instructional materials, and equipment must be maintained in the same condition as issued. If textbooks are not available during class checks, they will be treated as lost and replacement costs will be charged. Replacement textbooks and replacement materials will not be issued until all charges are cleared.

Texas Education Code 31.104 (d): *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 forfeit the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian.

Cafeteria

Durham offers both a breakfast and a hot lunch program. A variety of specialty items as well as a regular lunch is offered. Lunch credit may be purchased with cash or check before school. Student ID's will be used as a lunch card. The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the office to apply. Students must keep all food in the cafeteria. Students are expected to deposit all lunch litter in wastebaskets and return trays and utensils to the designated spot after eating. Good behavior and table manners are expected. Throwing of food of any type is not acceptable. Students will receive disciplinary consequences. Students who forget their lunch or money may eat a sack lunch provided by the cafeteria.

Complaint Procedure by Students and Parents/Guardians

The following information about how to bring a complaint to the school is intended to provide parents/guardians and students an opportunity to resolve questions or problems that may arise. Complaints about instructional material, loss of credit on the basis of attendance, removal to alternative education programs, are handled through procedures specific to those particular areas.

To review relevant policies or obtain further information regarding a complaint process, please contact the office. 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 student, should be brought to the Student Services Office located at the LISD Special Services Administration Building Annex.

For all other matters, a student or parent should first discuss the problem with the appropriate teacher.

If the teacher's decision is not satisfactory, the complainant may request, within ten calendar days of learning about the event or problem, a conference with the assistant principal. If the assistant principal's decision is not satisfactory, the complainant may request, within ten calendar days, a conference with the principal. If the principal's decision is not satisfactory, the complainant may request, within ten calendar days, a conference with the superintendent or designee. If the superintendent or designee's decision is not satisfactory, the student and/or parent/guardian may appear before the Board of Trustees, in accordance with Board policy.

Drills- Fire, Tornado, Terroristic Threats and Other Emergencies

Students, teachers and other LISD employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers and staff members quickly, quietly, and in an orderly manner.

Lock Down Procedures

In the event that there is an intruder inside the building, the administration has devised a plan to ensure safety for our students and faculty. In a lock down, parents will not be able to enter the building and students will not be permitted to leave.

Inclement Weather Procedure

The decision to close schools based on inclement weather will be made by 6:30 a.m. School closing decisions are reported to local television stations and numerous local radio stations.

Late starting times for schools due to inclement weather will be: Elementary 9:30 a.m., Middle School and High School 10:30 a.m. Morning buses will run 1 to 2 hours later than normal.

Medicine at School

A student who must take prescription or over the counter medication during the school day must provide a written request from parent/guardian and bring the medicine in the original labeled container to the school nurse.

All controlled substances must be stored in the school clinic. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed, such as carrying an inhaler. The school nurse is not authorized to provide any medications to students.

**Lewisville Independent School District
Privacy Notice to Parents**

Please Read the Following Important Notice
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 students 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 manager, and the school bus driver. Student teachers and 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 requested 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. Communications 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.

Communications with health departments, police, emergency medical services, federal or state authorities and child protective agencies are permitted without parental permission in an emergency or to protect the health and safety of the student or other persons and during investigations of acts of terrorism.

Communications and copies containing health information used in general research or in response to some types of inquiries or investigations must have any personally identifying information removed.

If you have particular questions or concerns about this information or about the information on your student please contact your school nurse or building administrator.

This notice is effective April 14, 2003

Communicable Diseases

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 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 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 for long outside the body. They are spread when people exchange saliva (such as 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 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 Texas Department of Health: www.tdh.state.tx.us.

Injuries to Students, Parents, Volunteers and Visitors

The Texas Tort Claims Act states that school districts in the State of Texas are immune from any liability of bodily injury or property damage which occurs as the 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 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. If you have any questions concerning an injury or property damage that occurred on property owned

by Lewisville ISD, please contact the District's Insurance Office at 469-713-5200.

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

1. UIL participants – 7th through 12th grade – Maximum \$25,000 per injury
2. 5th grade camp participants – Maximum \$10,000 per injury
3. Summer sports camps participants – Maximum \$10,000 per injury

Any student that is injured as the result of participating in the above activities is covered on a secondary basis by a policy purchased by Lewisville ISD. Parents must first file on their own insurance. The District's accident policy will only pay after the parent(s) has filed on their own policy and submits proof. In addition to the accident policy purchases by Lewisville ISD to cover students that participate in the above activities, Lewisville ISD makes available each year a voluntary accident policy that parents can purchase for their children. Brochures and/or letters are sent home with students each year offering coverage to parents. If you have any questions regarding the District's UIL/Camp insurance or the voluntary accident insurance available to students, please call the District's Insurance Office at 469-713-5200.

Check Acceptance Policy

In the event that a check written to any Lewisville ISD campus, club, or organization is returned unpaid by your bank, Lewisville ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGEMENT** and **ACCEPTANCE** of this policy and its terms.

Video Surveillance

In the interest of promoting safety, including maintenance of order and discipline in common areas of the school as well as on school buses, video surveillance may be used by any school within LISD. This policy serves as notice to students, parents/guardians, and visitors to any campus of the possible presence of video cameras in common areas of school campuses and on school buses.

Requests for Video Surveillance

Video records obtained from surveillance cameras containing images of students are student records which are protected under the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. Requests for such video records will be processed with respect to FERPA requirements. See District Policies FL (Legal), (Local), and (Exhibit). Videos that contain images of multiple students will only be released with written consent from the parents of all students whose images are included. If the District determines that it is unable to release a video record to the parent/guardian requestor, the District will provide a verbal or written summary of the student's behavior or actions contained in that record.

Building Health/Safety

An AHERA 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. Pesticides are periodically applied at this facility. Information on the times and types of applications is available upon request.

Pesticide Treatments

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.