

FORESTWOOD MIDDLE SCHOOL

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MISSION STATEMENT

Our Mission at Forestwood Middle School is to create a nurturing environment which promotes continuous improvement utilizing current educational strategies. We will seek to maintain an atmosphere where students are valued as individuals and treated with respect and fairness. Recognizing that desired outcomes are a team effort, our teachers, parents and students will work cooperatively in the fulfillment of this mission.

This School Planner belongs to:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Locker #: _____

Student ID #: _____ Team: _____

ABOUT THIS BOOK:

Forestwood Middle School emphasizes communicating with parents about the everyday happenings as well as expecting students to take responsibility for their work. The Student/Parent Handbook and School Planner are being furnished to students this year to encourage them to keep up with their daily assignments and thus become more successful in their schoolwork. Each student is expected to use the School Planner section to become more organized and to aid with turning in assignments accurately and on time.

The Handbook/School Planner is considered part of a student's class materials and should be brought to class daily. **Should a student lose the guide, another must be purchased at a cost of \$5.00.**

RESPONSIBILITIES OF THE MIDDLE SCHOOL COMMUNITY

Each member of the Forestwood 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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ACADEMICS

The Mission, Beliefs and Vision statements seen elsewhere in this planner represent the commitment of the professional educators of Forestwood Middle School to make every effort to lead our students to academic success. Students, parents and teachers must be active participants in this process. The following systems and guidelines are components of our academic program; for the full perspective of educational opportunities available, schedule a conference with one of your child's teachers, the counselor or an administrator.

ACADEMICS: Detention

A teacher may assign a student to academic detention so the student has the opportunity to complete late work, work missed due to absences, or unfinished work. Each grade level will establish their own policy and procedure for such detentions. Failure to report for an assigned academic detention will result in a referral to the student's counselor, followed by a parent conference.

ACADEMICS: 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. **The law requires that a parent/guardian sign the report card and return it to the school.** The student should return the signed report card back to the teacher from whom it was issued. **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 card) 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.*

Minor Grades: Included in this category are homework, class work, participation, class reports, laboratory write-ups, and quiz grades.

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 completed in class may be assigned as homework.

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. The following opportunities exist in the event homework is not completed by the deadline:
 - The assignment may be completed in Homework Haven on the same day it is due for 90% of the grade earned.
 - The assignment will be accepted the day after the due date for 80% of the grade earned.
 - The assignment will be accepted the two days after the due date for 70% of the grade earned.
 - Students may attend Saturday School to complete any homework for that week only; the work will be accepted on Saturday for 70% of the grade earned. If not completed at this point, a zero will be entered and the work may not be made up for credit.

The teacher through progress reports or conferences will contact parents 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: Included in this category are research papers, major projects, long-term assignments (assigned one or more weeks in advance,) tests, and comprehensive test grades. Assignments which include a lengthy period of time from the day they are assigned to the completion (turn-in) date MIGHT include periodic “check-up” assignments to ensure progress. Each of these steps may be graded as a portion of the major grade or as separate minor grades.

Assignments or projects that qualify as major grades are due on the day assigned by the teacher; late work will be accepted on the following day for 80% of the earned grade, and on the second day for 60% of the earned grade. Work later than two days will receive a grade of zero (0.)

Long term assignments: Assigned one or more weeks in advance (projects, reports, etc.) Due on the date assigned; absences do not extend the due date. Late work will be accepted for a grade of 80% on the first day, and on the second day for a maximum grade of 60%. Work later than two days will receive a grade of zero (0.)

Retention: Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in mathematics and language arts (average of reading and English grades.) In addition, a grade of 70 or above on a scale of 100 shall be required in either science or social studies.

Eighth grade students must pass the math TAKS test and the reading TAKS test for promotion to 9th grade unless the Grade Placement Committee decides to promote the student.

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; d) TAKS remediation; f) use of available programs in the computer lab; 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; 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; e) creating a disturbance during re-teaching or re-testing.

ACADEMICS: Grade on Conduct

In addition to an academic grade, a deportment grade may 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.

ACADEMICS: Homework Haven

Homework Haven is a voluntary program staffed by the classroom teachers of Forestwood Middle School, meeting in the Library beginning at 4:00 p.m. and ending by 5:00 p.m., Monday through Friday. The purpose of this program is to provide students an opportunity to work on assignments due the next day or further in the future. All students are welcome to attend. The activity taking place each afternoon in the Library includes focused efforts to complete homework assignments. Students may work in pairs or small groups, remaining cognizant of those trying to work silently. The Library computers are available for work related to classroom assignments. This is not a location where individual or group tutoring will take place. Snacks and water will be allowed in the Library during Homework Haven.

ACADEMICS: Integrity

An important aspect of a child's education is to learn the value of integrity and honesty in our work. Whether engaged in the completion of class work, a homework assignment, testing, or a long term project, it is critical that the completed work is original to the individual submitting the assignment. Academic dishonesty defined includes misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information. Some specific examples include, but are not limited to, the following:

- ✓ Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise;
- ✓ Copying from another student's examination;
- ✓ Submitting work for an in-class examination that has been prepared in advance;
- ✓ Representing material prepared by another as one's own work;
- ✓ Submitting the same work in more than one course without prior permission of both instructors;
- ✓ Violating rules governing administration of examinations;
- ✓ Intentional and unauthorized falsification or invention of any data, information, or citation in an academic exercise;
- ✓ Plagiarism, or intentionally representing the words, ideas, or sequence of ideas of another as one's own in any academic exercise;
- ✓ Failure to attribute any of the following: quotations, paraphrases, or borrowed information.

- ✓ Facilitating academic dishonesty - intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

The consequence for academic dishonesty will be applied by the student's Assistant Principal and includes a zero in the record for the assignment in question as well as a disciplinary consequence.

ACADEMICS: Recognition

At the conclusion of each six-week grading cycle an Honors Recognition Assembly will be conducted during the Teaming period at which students will be recognized for their achievements in the following categories:

- ❖ "A" Honor Roll: students earning the grade of "A" in all of the courses in which they are enrolled.
- ❖ "A/B" Honor Roll: students earning the grade of "A" or "B" in all of the courses in which they are enrolled.
- ❖ Falcon Fiesta: selection of students is made by the teachers comprising the academic Team with additional nominations submitted by elective and Special Education instructors. This is a significant honor for students based on academic achievement reflective of a consistent and diligent work ethic, growth and/or improvement, participation in class, consistent completion of work, citizenship that reflects the student's willingness to put forth the best effort and follow the school's rules, and participation in extracurricular activities. Students nominated for Falcon Fiesta will be invited to attend a reception in their honor during the Teaming period immediately following the Honors Recognition Assembly for the respective six-week grading period.

ACADEMICS: Saturday School

Teachers may assign a student to Saturday School for academic reasons; in such cases the student must arrive at 8:00 a.m. but may leave once the assignments have been completed. Refer to the "Homework" section above for details about late assignments and the opportunities provided by a Saturday School assignment.

ACADEMICS: Tutorials

A teacher may assign a student to mandatory tutorials so the student has the opportunity to complete late work, work missed due to absences, unfinished work, or work in a small group with the instructor. Each grade level will establish their own policy and procedure for such tutorials. Failure to report for mandatory tutorials will result in a referral to the student's counselor, followed by a parent conference.

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 8:35 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 8:35 a.m. **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 work in each class period missed.

2. The attendance clerk will issue the student an admit slip to class. The admit slip will be marked "excused" or "unexcused." 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.
3. **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 the cafeteria; *once on campus, students are not permitted to leave without specific permission (c.f. Sign In / Sign Out)*. Students are not permitted in the locker area until 8:35 a.m. They are not to be in the halls unnecessarily and without a hall pass issued by school personnel;
2. Students are not to be in classrooms unless a teacher is present;
3. Students may enter the classroom wing under the following conditions:
 - a.) The instructor's name appears on the board in the main entry, indicating the teacher is in the classroom and available.
 - b.) The student has a pass from the teacher or a note from a parent.
 - c.) Students may go to their lockers before 8:35 a.m. with a pass from the teacher at the gate.
4. Students are not to remain on the school premises past 4:05 p.m. except for school activities.

ATTENDANCE: Excessive Absences

Legislation requires students to be in attendance for a least 90% of the school year in order to receive credit for a class, regardless of excused and/or unexcused absences. Students who are in danger of losing credit because of excessive absences shall be notified in accordance with administrative regulations. These regulations shall ensure that the parent/guardian will also be notified. A campus attendance committee will review all absences in excess of 10 days.

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. **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 two consecutive days, a parent/guardian should 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: Extracurricular Activities

In order for a student to be able to participate in any extracurricular activity, practice or competition on any given day, the student must be present in classes for at least one-half of the same school day. One-half a school day is defined as four consecutive class periods.

ATTENDANCE: Planned Absence

Parents who anticipate planned absences for students need to acquire and complete a Planned Absence Form from the Attendance Clerk explaining the reason and seeking approval from the Principal prior to the absence. **No more than five excused school days of Planned Absence will be granted in any given school year. The five days do not have to be consecutive days.**

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. 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. **Students arriving after the school day has started should report to the office to sign in before reporting to class.** *Any person signing a student out of school will be required to present valid picture I.D.*

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 find themselves tardy to any class more than three times will be referred to the Assistant Principal for more serious consequences due to the repetitive nature of the offense.

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. 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.

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 seats.

BUS REGULATIONS

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

1. Students are to walk through the halls to the buses;
2. Students are to obey the directions of the teachers on duty;
3. Students must stay back from the curb or 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; lunch - \$2.20; adult - \$2.55**
- Lunch tickets may be purchased with cash or check before school. 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 in wastebaskets and return trays and utensils to the designated area after eating.
- Good behavior and table manners are expected.
- 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. **Meal tickets may be maintained in the cafeteria.** A ticket is considered as money when purchasing a meal. Breakfast and lunch may be charged to the same ticket.
2. Checks are accepted for amount of ticket only. Make checks payable to: LISD Cafeteria Fund.
3. Parents/guardians may write one check for all 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 gym. **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 may be confiscated. The office does not keep money for refunds in the event a machine malfunctions; in this event, submit your name to the office and a refund will be requested from the vendor. Once funds are received, the refund will be delivered to the student.

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. A change of address must be accompanied by an acceptable proof of residency (gas, water or electric bill.)

CHECK ACCEPTANCE POLICY

Personal checks for payment of fees, due, 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, orchestra, 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 the 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 jump drives or compact disks with school computers will only be permitted with the express permission of a teacher and for completing a school project. All devices will be scanned for viruses and inappropriate files.

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, report cards, and the online grade access system. 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.

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. Do not insist on discussing a problem with the teacher during class time or when others are around. 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, minds 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 students 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

Forestwood 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.

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 behaviors. Students want firm limits and each student at Forestwood Middle School has the right to expect those limits. Each student will be issued a set of school-wide standards of behavior, classroom rules, procedures and consequences for discussion with the parent/guardian. Parents/guardians are requested to sign and return the signature portion of the memo to the respective teacher.

Parents/guardians are asked to keep the top portion of each memo, discussing periodically our high expectations of student behavior. The purpose of this exercise is to communicate clearly the high expectations, which are held at Forestwood Middle School.

DISCIPLINE: Detention Hall {Office Detention}

Detention is used as a disciplinary measure whenever it is deemed necessary by the administration. Specific rules and regulations for detention will be given to the student upon assignment to detention hall. Failure to attend detention will result in further disciplinary action including but not limited to the detention assignment being doubled. In all cases in which detention is to be used, notice shall first be given to the student's parent/guardian to inform the parent/guardian of the reason for the detention and to permit arrangements for the transportation of the student. Primary responsibility for the transportation of students detained after school hours for disciplinary purposes rest with the parents. **Detention hall will begin promptly at 4:00 p.m. and end at 5:00 p.m.**

DISCIPLINE: Saturday School

An administrator may assign Saturday School for disciplinary reasons whenever deemed necessary. **It will begin promptly at 8:00 a.m. and end at 12:00 noon.** Students will not be admitted after 8:15 a.m.

DISCIPLINE: On-Campus Suspension

Serious or persistent misbehavior may result in placement in "PASS" (Principal's Alternative for School Suspension) for a maximum of the remainder of the semester. Students will be under the direct supervision at all times. 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.

DISCIPLINE: 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 Program {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.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

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

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

Student Non-school Materials

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made within two school days by the principal.

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

Non-student Non-school Materials

Written or printed materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual.

The requestor may appeal the Superintendent or designee's decision in accordance with policy GF (LOCAL).

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. If 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 an emergency drill, all students are to follow these instructions:**

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

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 side door of the main gym leading to the outside will not be used as an entrance. It is an EXIT ONLY door and will remain locked at all times;
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 a student's name, a destination, time, date, and teacher signature. It is a 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.

HEALTH ROOM

No student is to go to 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 are not to use cell phones or classroom phones to call parents/guardians because of 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.

HEALTH ROOM: Bacterial Meningitis

What Is Meningitis?

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

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

What Are The Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How Serious Is Bacterial Meningitis?

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

How Is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How Can Bacterial Meningitis Be Prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What You Should Do If You Think You Or A Friend Might Have Bacterial Meningitis?

Seek prompt medical attention.

For 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.

HEALTH ROOM: Medical Treatment/Medication

School nurses work to ensure that immunization requirements are met, as well as providing vision, hearing, spinal screening and acanthosis nigricans screening in accordance with State Law and Regulations. LISD is fortunate to have a full-time Registered Nurse at each campus. It is the aim of the school nurse to develop in each student a positive approach to healthful living in both attitude and practice. School nurses are here to help provide a safe and healthy environment for students to learn at their optimal capacity and provide professional care for those who become ill or injured at school. The school nurse is equipped to assist not only the students attending school, but the family as well. LISD Health Services has access to multiple resources to help with questions and concerns.

HEALTH APPRAISALS AND SCREENINGS

Vision and Hearing screening is mandated for new students and grades PK, K, 1, 3, 5, and 7. Spinal Screening is done on students in grades 5 and 8. Acanthosis Nigricans screening will be in grades 1, 3, 5, and 7. Other screenings such as blood pressure and dental will be done on an as needed basis.

MEDICATION ADMINISTRATION AT SCHOOL

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. If you are not sure whether a medication that has been prescribed for your child is a controlled substance, consult your Pharmacist. Refrigeration will be available in the health room for any medication when necessary. In order for a student to carry his or her own medication the following conditions must be met:

- The medication must be in the **original** container and, in the case of prescription medication, the bottle must have the pharmacy label including the student's name and accurate dosing instructions. Note: Each medication must have its own container. Over-the-counter medications such as Advil or Tylenol must be in the bottle that you purchased it in. **Do not place several medications in one container.**
- The student **must** carry with them written permission from their parent or guardian to take the medication. Included, must be instructions on how and when to take the medication. For example: Mary Smith has permission to take two Tylenol every four hours as needed during school
- The student **must** register the note with the nurse on the day of the initial dose at school.
- **You must instruct your child that it is against the school district policy to share their medications with their classmates at school.**
- Any medication must be surrendered to a school official when requested.
- The school nurse does not dispense over-the-counter medications.
- In usual circumstances, sub-q, intramuscular, and intravenous medications will be given by the school nurse. Any exceptions will require written permission from the parent/guardian and physician. In order for the student to self-carry an inhaler or epi-pen, the parent/guardian must complete a specific form. Please ask your nurse for details.
- **If the medication must be kept in the health office the following requirements must be met:**
 - The school nurse must receive a written request from a parent or legal guardian to administer medication. Parents must give written permission for the student to transport medication to and from school.
 - The medication must be in the original container and properly labeled. The medications must be listed by the Food and Drug Administration as safe and effective for humans.

- Medications kept in the health office for more than 5 days must also have written authorization and dispensing orders from the prescribing physician.
- In general, medication administration should be scheduled during non-school hours. Only those doses prescribed during the school day will be given. Medications with once a day dosing should be administered at home.
- Employees authorized by the Superintendent or designee may administer medications to students.
- Medications left in the Health Room at the end of a school year will be destroyed if attempts to return them to the parent or guardian have been unsuccessful.

HEALTH INFORMATION

Students must have a pass from their teacher to come to the health room unless it is an emergency or their needs can be met within the time limits of the break (i.e. band-aide, ice pack). The nurse does not issue passes if students are late unless the visit was an emergency. If a student needs to go home due to illness, he/she must check out through the health office and call a parent through the health office. Communications outside of the health room, (i.e., calling from a cell phone), which result in a student going home ill, may be recorded as an unexcused absence. Minor discomforts such as headaches, cramps, and allergy symptoms are generally not considered reason to go home, so treatment should be planned ahead as needed.

ILLNESS OR INJURY

Students will be given temporary care in the event of illness or injury during the school hours. If your student 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 readmission)
- 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 physician feels the cause of vomiting is not an infectious disease or child is in no danger of becoming dehydrated)
- Red eyes with discharge or 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 the Department of State Health Services

Please make every attempt to schedule medical appointments before or after school hours. Transportation is not available other than that usually provided. Emergency Medical Services will be called if indicated. The LISD is NOT responsible for the cost of medical, dental, or emergency care.

IMMUNIZATION REQUIREMENTS

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.

HEALTH EXAMINATION FOR UIL PARTICIPATION

Students desiring to participate in the UIL athletic program shall submit a statement from an approved medical provider, licensed to practice in the State of Texas, indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required annually starting with 7th grade athletic participation. The physical form should be given to the athletic trainer or coach.

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 972.539.1551.

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 972.539.1551.

LOCKERS

Each student at Forestwood Middle School **will be assigned a locker**; the school locker remains the property of the school at all times. The purpose of the locker is to protect the student's possessions. All of the lockers have combination locks. **Do not give out the locker combination to any other student.** It is necessary that all students observe the following rules:

1. Remain in the locker originally assigned; each student will be assigned one locker.
2. Security is ensured by the secrecy of the locker combination.
3. Remove any type of food each day.
4. Keep the locker neat.
5. The locker is intended for items of an acceptable nature only (i.e., items that are permitted by School Board Policy or Forestwood Middle School Policy).
6. Maintain the appearance of the locker.
7. Maintain responsibility for possessions in the lockers.

Lockers may be searched if the administrative staff has reasonable suspicion that the lockers contain articles prohibited in school. 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 the 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.

PASSING PERIOD

At the end of each period, students have a **five-minute intermission** to get books, change classes, use the restroom, etc. This is ample time to take care of these necessities.

PROHIBITED PERSONAL ARTICLES

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

- **toy guns**
- **stuffed animals**
- **water balloons**
- **gum**
- **liquid paper**
- **roller skates**
- **lighters, matches**
- **hats**
- **fireworks**
- **laser pointers or pens**
- **backpacks***
- **skateboards**
- **sling shots**
- **knives**
- **radios, tape, CD or MP3 players**
- **permanent markers**
- **cameras**
- **roller blades**

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.**

** Backpacks may be used to carry books and supplies to school; they must be placed in the locker first thing in the morning and may not be removed until the end of the day as the student leaves the school building.*

PUBLIC DISPLAY OF AFFECTION

Forestwood 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.

Asbestos: An Asbestos Hazard Emergency Response Act 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.

SPECIAL EDUCATION: Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The

district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of 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 services is:

Contact Person: Your Child's Assistant Principal Phone Number: 469.713.5972

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 while on school grounds during the school day 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 individual (student, teacher, author, etc.)
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).

STUDENT DRESS CODE

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 must be clean, groomed, and of a natural color. The nature of the style and color shall not tend to create a distraction. (i.e.: spiked, rattails, Mohawks, partially shaved heads or hair carvings, covering eyes.)
3. Students may not wear facial jewelry or facial decoration other than normal, natural color make-up. Tongue rings, facial tattoos, and/or glitter make-up is 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. Clothing which is deemed inappropriate or offensive for school in general shall not be allowed including, but not limited to: mini-skirts, revealing or extremely tight clothing, split sides, see-through clothing, pajamas, house shoes, slippers, shower shoes, skates, roller shoes, halters, midriiffs, fish-net tops, tank tops, or spaghetti straps.
8. Clothing that advertises by name, symbol or logo any of the following will be prohibited:
 - products that are not permitted in school including drugs, alcohol, and tobacco;
 - profane, obscene or suggestive slogans;
 - violence or acts of violence.
9. 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 for the occasion.
10. During all after school activities students must remain in the school dress code. During events such as athletics competitions or school sponsored socials, students may wear clothing of their choice, complying with the norms of decency and modesty.
11. The administration reserves the right to determine the appropriateness of any dress that is disruptive to the school environment.

Standards of measurement that will be employed by school personnel to determine appropriateness:

1. Shirts:

- a. No bare midriiffs;
- b. No visible undergarments;
- c. Boys: shirts must have sleeves;
- d. Girls: no bare shoulders to the shoulder point;
- e. Shoulder points
- f. The opening of a blouse or shirt should be high enough to prevent any visible cleavage at all times.



2. Pants:

- a. Shorts, skirts & dresses must be fingertip length as measured while standing straight with shoulders relaxed (leggings, hose, tights, etc. do not negate this requirement;)
- b. No visible undergarments; holes in clothing are not permitted anywhere on the garment. Patches that cover holes must be permanently attached to the garment.
- c. Pants should be worn and must remain at the natural waistline which is defined as the hipbone.

3. Footwear:

- a. No bare feet!
- b. No shoes with wheels, house shoes, slippers, or shower shoes.

Non-compliance:

These procedures will be followed for a student who arrives at school out of compliance with the dress code guidelines. The student will be sent to the office to meet with the appropriate Assistant Principal:

1. On the first offense, the parents/guardian will be contacted and given the opportunity to deliver appropriate school clothing to the student. In the absence of appropriate clothing, the student will be escorted to the P.A.S.S. room for the remainder of the school day.

2. On the second offense, the parents/guardian will be contacted and given the opportunity to deliver appropriate school clothing to the student. In addition to dressing in the required clothing, the student will be assigned one (1) day in the P.A.S.S. room for the insubordination.
3. Any further offenses will result in more serious consequences ranging from additional assignment to P.A.S.S. to placement at the District's Alternative Education Program.

TELECOMMUNICATION DEVICES

The District shall prohibit 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 school day begins upon arrival on campus and extends to 3:55 p.m.

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

The paging device, cellular telephone/radio, or other telecommunications device shall be returned to the student or to the student's parents according to the following guidelines:

- First offense: at the end of the school day after payment of a \$15 administrative fee.
- Second offense: at the conclusion of a two-week holding period and after payment of the \$15 administrative fee.
- Third offense: at the conclusion of a four-week holding period and after payment of the \$15 administrative fee.
- Fourth offense: at the conclusion of a six-week holding period and after payment of the \$15 administrative fee.

Persistent noncompliance with this policy shall result in a parent conference with the appropriate administrator.

Parents/guardians are requested not to call 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. (c.f. L.I.S.D. Board Policy FNCE Local)

TEXTBOOKS

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 forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent or guardian." District and State textbooks and other materials are issued (checked out) to students for their use while enrolled in L.I.S.D. Student responsibilities for instructional materials and equipment are as follows:

- Textbooks and other instructional materials and equipment must be maintained in the same condition as issued.
- Students are to **write their names on the inside front cover**. No other writing on textbooks is permitted.
- Textbooks and other instructional materials or equipment must be made available for classroom inventory and inspection. Materials not made available by the student will be treated as lost.
- **Students who lose or damage a book while it is checked out to them will be expected to pay for it** within a two week time period. Textbooks should always be covered. Textbooks are the

property of the state and the Texas Education Agency sets prices of books. Detailed information is available from the Assistant Principal.

- Replacement textbooks, materials or equipment will not be issued until charges are cleared.

VISITORS

Forestwood students may not bring visitors to campus; however we welcome parents/guardians to our school and we ask your compliance with the following safeguards.

VISITORS: Building Security

Picture I.D. will be required from all individuals entering the school. Please sign-in at the school office, acquire a "Visitor" badge and wear the badge at all times while in the school.

VISITORS: Classroom Visitations

Parents are welcome to visit the classrooms in which their student is assigned. It must be understood that any change in the classroom environment creates a disruption of some sort. To limit that disruptive factor we ask that all classroom visits be scheduled in advance with the Principal. In addition, classroom visits must be limited to one per semester. Conferences with classroom teachers, counselors and administrators are often a more productive channel for communication, information and problem solving.

VISITORS: Lunch

As with other areas of the school, our parents are welcome to join their children for lunch at one of the designated "Guest Tables" in the school cafeteria. When joining your child for lunch please keep these facts in mind; (a.) parents may only provide food for their own children, (b.) if purchasing a lunch from the school cafeteria parents will be required to pay an adult fee for the lunch, \$2.55, (c.) visitations must take place during the student's scheduled lunch times; students will not be taken from a classroom to share an unscheduled lunch with their parents, (d.) grandparents may join students for lunch with a note from the parents/guardians of the student, (e.) siblings wishing to eat lunch must be accompanied by a parent or guardian.

VISITORS: Teacher Conference

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.

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.**

Forestwood Middle School

Falcons Fight Song

Go mighty Falcons break right
through that line
With our colors flying we will cheer
you all the time (Go rah rah!)
Go mighty Falcons fight for victory
Spread far the fame of our fair name
Go Forestwood let's win that game!

Insert Extracurricular Code of Conduct.

Insert HIPPA 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.

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"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 STUDENT'S STUDY HALL TEACHER.