

Huffines Middle School

1440 N. Valley Parkway
Lewisville, Texas 75077

469-713-5990

Mr. James Hill, Principal

Ms. Lynette Fitts, 8th Grade and 7th Grade Musher Assistant Principal
Mr. Ronny Sanders, 6th Grade and 7th Grade Iditarod Assistant Principal

Ms. Claudia Gonzalez, 8th Grade and 7th Grade Musher Counselor
Ms. Betty Henry, 6th Grade and 7th Grade Iditarod Counselor

Mascot: Huskies
Colors: Maroon and Black

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To Students and Parents:

Welcome to school year 2009 - 2010! For this year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us do this. Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's policy manual is available on-line at www.lisd.net. If you have particular questions or concerns about this information or about the information on your student please contact the building administrator.

Lewisville ISD 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; and Section 504 of the Rehabilitation Act of 1973, as amended. Title IX questions regarding compliance with the nondiscrimination requirements can be answered by the District Coordinator, Brant Buck.

Section 504 Coordinator, Dr. Paula Walker, has been designated for concerns regarding discrimination on the basis of disability.

American with Disabilities Coordinator is **Dr. Lynda Haynes**.

Huffines Middle School periodically applies pesticides. Information concerning these applications may be obtained in the Principal's Office. An AHERA management plan with re-inspection documentation is available for inspection during normal business hours. The master plan is available for inspection at the district administration building.

HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act) are two laws controlling and limiting access to an individual's medical or educational information. Access to such information is restricted in the Lewisville ISD to school personnel who have completed confidentiality training and who have a "need to know." LISD personnel who will or may have access to health information about your student are those who are responsible for your student during a school day. These personnel may include LISD nurses, counselors, teachers, school secretaries, attendance clerks, school administrators, substitute nurses and teachers, child nutrition 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.

Special Education Needs (English)

Options and Requirements

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

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

Contact Person: Dr. Paula Walker, Executive Director of Special Education, 972-219-3892

Special Education Needs (Spanish)

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

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

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

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

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

Contact Person: Dr. Paula Walker, Executive Director of Special Education, 972-219-3892

Huffines Middle School Student Handbook

Section I: IMPORTANT INFORMATION FOR PARENTS

Change of Address:

Changes of residence, mailing address, or telephone numbers, after enrollment, should be reported promptly to the attendance office so that records are accurate.

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.

Checking Into School:

If a student arrives at school after 8:45 AM, he/she must sign in with the attendance clerk. The tardy will be marked "unexcused" unless appropriate documentation can be presented to warrant consideration for an excused admit.

Checking Out of School:

The parent/legal guardian must sign the student out of school in the attendance office. **IDENTIFICATION WILL BE REQUIRED.** A student who becomes ill during the day should, with teacher's permission, will 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/legal guardian. A student who leaves school for illness must still sign out at the attendance office. **UNDER NO CIRCUMSTANCES** will a student be allowed to leave school without a parent's permission, nor will that student be allowed to leave school with anyone other than a parent/legal guardian or a person designated by the parent.

Complaints/Concerns by Students/Parents:

A student and/or parent with a complaint or concern can review relevant policies or obtain further information regarding the complaint process from the principal.

Conferences/Parent-Teacher:

Parent-teacher conferences are encouraged. If parents have questions or feel that there has been a misunderstanding, they may call the office for an appointment with the teacher or their child's counselor. As teachers have professional and personal obligations both before and after school hours, it is necessary that these conferences take place during the teacher's conference period.

Make-Up Work:

Make-up work may be requested through the attendance office on the third consecutive day of the absence. It should be requested before 9:00 a.m. and picked up between 3:30 and 4:00 p.m. Homework assignments may also be obtained through SchoolWeb (depending on the teacher).

Parent Teacher Association:

PTA information and membership can be obtained from the school office or on line at www.lisd.net/schools/huffines/PTA.htm.

Progress Reports:

Progress reports will be issued three weeks after each report card and should be returned with parent/guardian signature to the designated teacher within three days.

Report Cards:

Report cards with your child's grades or performance and absences in each class or subject are issued to you at least once every six weeks. These report cards, after being signed by a parent/guardian, should be returned to the designated teacher within three days. Final report cards from the sixth six weeks will be mailed out for home delivery

the first week in June and do not need to be returned. Students not turning in signed report cards or progress reports receive teacher detentions.

Take Your Daughter To Work Day:

The Lewisville ISD **DOES NOT** participate in the National Take Your Daughter to Work Day.

Withdrawal from School:

When withdrawing from school, the attendance office should be notified in advance (preferably 2-3 days) of the student's last day of attendance in order to process proper paperwork; provide name of school student will re-enroll and new address, if possible. PARENT MUST SIGN WITHDRAWAL FORM. **IDENTIFICATION WILL BE REQUIRED.**

SECTION II: GENERAL INFORMATION

Absences:

If a student is absent from school, parents/guardians must notify the office. Parents/guardians may leave a message at 469-713-5990, from 4:30 p.m. through 8:00 a.m. or call the school during the school day. Upon student's return to school they must bring a note to the attendance office with name, grade, and the reason for the absence; signed by a parent with contact numbers. Students who miss school for a medical or dental appointment should bring a note from that office upon returning to school.

Compulsory Attendance:

If the student is absent from school on ten or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, the student's parent is subject to prosecution under Education Code 25.093, and the student is subject to prosecution under Education Code 25.094.

Excused Absences:

The student will be given an opportunity to make up work, complete tests and/or other graded assignments. It is the student's responsibility to request information pertinent to the activities missed from the teacher. One day for make up, for each day missed, is adequate in most cases.

Unexcused Absences:

No make-up work will be accepted for credit. The student will receive a "0" for each class missed during the time of the unexcused absences. This is interpreted to encompass all activities of the class; to include assignments due on the date, daily tests and/or work completed on that date, and examination (unit, 3-week, 6-week or semester) given.

Planned Absences:

Vacation days other than school holidays are unexcused by LAW. Parents who anticipate planned absences for students, must send a written note to the principal explaining the reason for approval five days in advance of absence.

Admits:

Report to the attendance office on the school day following an absence. Present the attendance secretary with a written statement from the parent/guardian. This statement must give the reason for the absence, the date of the absence, home and employment telephone numbers, and the official signature of the parent/guardian. If the student does not have the required statement from the parent/guardian, the student still must report to the attendance office and obtain an admit. It will be considered unexcused until the proper documentation is provided. **NO STUDENT WILL BE ALLOWED INTO CLASS WITHOUT AN ADMIT.**

Attendance for credit:

In order to receive credit in a class, grades K-8, students must be in attendance for at least 90% of the school year. Students who are in attendance less than 90% of a school year shall not be given credit for the class unless the absences are a result of extenuating circumstances. Documentation may be required. Per state law and school board policy, an attendance committee will be formed at Huffines Middle School for the purpose of reviewing parent/student petitions to regain credit after the student has missed more than the allowable number of school days. When a student's attendance drops to 90% in a six weeks, the parent will receive a letter of warning from the attendance office. When a student's attendance drops below 90%, in a six weeks, a doctor's note will be required for any additional

absences until the % is corrected. If these notices are not complied with, truancy charges may be filed with the Justice of the Peace. For further specific information please refer to Board Policy FEA (LEGAL).

Bicycles:

Bicycles are to be parked and locked in the designated areas. Students are not to ride bicycles anywhere on the school campus; they are to be walked on and off campus before and after school. The school cannot assume responsibility for theft of or damage to bicycles. Students may lose the privilege of riding a bicycle if regulations are violated. Regulations are posted around the exterior of the campus.

Book Bags:

May be brought to school and carried to classrooms. Some teachers may ask that students store them on the side of the room. We ask that students not try to carry too much at one time in their bags.

Breakfast Program:

Breakfast will be served in the cafeteria every morning from 8:00 a.m. to 8:35 a.m.

Buses:

Lewisville ISD offers transportation services to those students living two miles or more from the school to which they are zoned. Information on which school bus to ride, pickup times, and locations can be obtained from the school office or by calling Durham Transportation at (972-221-4557). All school district policies apply while riding school buses. Remember, riding a school bus is a privilege, not an automatic right. If students are deemed to be a disruptive factor on the bus, the privilege to ride the bus may be revoked either for a specified period of time or permanently.

Cafeteria:

Meals served in the lunchroom are reasonably priced and planned by dietitians for the benefit of students. All students wishing to do so may bring their own lunches; they must be eaten in the cafeteria. Commercial food may not be brought in unless the parent/guardian is eating with their student.

Meal Tickets:

Meal tickets are sold to students in the cafeteria before 8:30 a.m. The cafeteria is equipped with Accu-Scan or Meal Tracker systems and an account is created for each student that purchases a ticket. Students will be required to use their ID cards for pre-purchased meals. With the exception of fifth graders and seniors, unused monies will be carried to the next year. If a child is moving to another school within the district, the money will be transferred to that school.

Free/Reduced Lunch:

All students will be given a free/reduced meal application the first day of school. Applications will be available throughout the year in the office as new needs arise.

Candy, Drinks, Gum, Etc:

No food, candy, or drinks are allowed in classrooms. Gum chewing is allowed at the teachers' discretion. Gum is not allowed in the gymnasium or fine arts wing. See Appendix B for Discipline Management Plan.

Care of School Property:

A responsible student takes care of his/her own property and that of his/her school. Therefore, vandalism will be dealt with sternly and may result in prosecution for repayment as well as disciplinary action on the part of the school. See Appendix B for Discipline Management Plan.

Cell Phones/Electronic Communication 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. Students must turn their cell phones off and store them in the backpack, purse, or pocket before entering the building and remain off during the school day. The campus principal shall define the school day as 7:30 AM- 3:55 PM. The paging device, cellular telephone/radio, or other telecommunications device shall be returned to the student or to the student's parents at the end of the school day after payment of a \$15 administrative fee per offense. Persistent noncompliance with this policy shall result in the

telecommunications device being returned at the end of the semester after a payment of a \$15 administrative fee is received. See Appendix B for Discipline Management Plan.

FNCE (LOCAL)

PROHIBITION:

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 campus principal shall define the school day.

PENALTIES:

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

DISPOSAL:

The paging device, cellular telephone/radio, or other telecommunications device shall be returned to the student or to the student's parents at the end of the school day after payment of a \$15 administrative fee per offense. Persistent noncompliance with this policy shall result in the telecommunication device being returned at the end of the semester after a payment of a \$15 administrative fee in received.

- School Day is defined by Huffines Middle School administration for telecommunication devices as 7:30 AM to 3:55 PM.
- Huffines Middle School Administration will return the phone to the student on the first offense after a \$15 payment and to the parent upon payment for any subsequent cell phone infractions.
- Cell phones must be turned off before entering the building.
- If a violation occurs and the student refuses to give the phone to the appropriate individual, the student will be considered openly defiant and subject to disciplinary consequences and still pay the fine.
- Sending, receiving, or checking text messaging and checking the time on the phone is considered a violation of the telecommunication policy.
- Items listed above should be placed out of site for the entire school days. **Huffines is not responsible for lost or stolen electronic devices that are brought to school and will not investigate any incidents where the student does not properly put away their personal items and the item was lost or stolen.**

Conferences/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 convenient time for both during the day. Do not insist on discussing a problem with the teacher during class time or when others are present. If you feel that you have problem and the teacher will not discuss it with you, bring it to the attention of your parents or your counselor.

Counseling:

Academic Counseling

Students and their parents are encouraged to talk with a school counselor. Each spring, students will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic opportunities.

Our counselors are here to help guide you in taking the courses that will both challenge you and prepare you to be a successful middle school student and high school student in the future. For example, we encourage all students who

have scored "Commended" on TAKS to take Pre-AP courses. It is our intention to tailor each student's schedule to meet their needs and prepare them for the next level in their educational career.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should visit the counseling center between classes to make an appointment. Information given to any school official regarding abuse, neglect, or illegal activity will be reported to the proper authorities.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

Deliveries:

Deliveries of flowers, balloons, gifts, etc. create a disruption to the classroom; therefore deliveries of this type will not be made to students.

Detention Hall:

Students assigned to detention hall by the principal or assistant principal are required to attend unless prior arrangements have been made with the principal or assistant principal. School detention is held Tuesday and Thursday from 4:00-5:00 p.m and Wednesday morning from 7:40-8:40 a.m. See Appendix B for Discipline Management Plan.

Disaster Prevention Plan:

The signal for a tornado or other disaster will be a pulsating ringing of the bells. When the disaster bell rings, quickly and quietly move to your designated place, and wait for an all clear. The all clear will be two long rings.

Disruptions:

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or nonstudent—who:

Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.

Interferes with an authorized activity by seizing control of all or part of a building.

Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.

Uses force, violence, or threats to cause disruption during an assembly.

Interferes with the movement of people at an exit or an entrance to District property.

Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.

Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.

Interferes with the transportation of students in District vehicles.

Dress Code:

The student and parent determine the student's personal dress and grooming standards, provided the student's dress and grooming do not:

- Lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- Create a health or other hazard to the student's safety or to the safety of others.

The principal, in conjunction with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. For clarification purposes, the following guidelines are provided:

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:

- ◆ Promote a positive school atmosphere conducive to learning
- ◆ Encourage students to exemplify proper grooming in order to exhibit an appropriate image for the student, school and district
- ◆ Enhance a safe, orderly educational environment
- ◆ Promote community values

The following statements are presented for students and parents/guardians who feel a need for a point of reference in regard to student dress:

1. All students must be clean and neatly groomed.
2. Students' hair, by the nature of the style or color, shall not tend to create a distraction. Students' hair must be a natural color or shade. Unkempt, unnatural color or distracting styles will not be allowed. Students' hair must be kept out of their eyes. Designs or "cuts" in the hair or eyebrows is not permitted.
3. Students' contact lenses must be a natural color or shade. Distracting styles or color will not be allowed.
4. Students may not wear facial jewelry, facial tattoos, or facial decoration (other than normal makeup for girls). No tongue rings, no eyebrow rings, no nose piercing, including spacers of any kind or mouth jewelry including but not limited to "grills". No visible body piercing or facial piercing. "Gauging" and large holes in the ear and or ear lobe will not be allowed along with large earrings.
5. 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. Pins, spikes, etc... are not allowed. Excessive earring decorations that could be a distraction will not be allowed.
6. Clothing, which in the opinion of the professional staff that would be deemed inappropriate, disruptive, or offensive for school in general shall not be allowed, i.e., including but not limited to, bike shorts, athletic shorts that are made of unlined thin material, cut-off shorts, boxer shorts, running shorts, see-through clothing, sleep wear as outerwear, halters, midriffs, fishnet tops, tank tops, pants not worn at the natural waist line, or clothing that is excessively ripped, or torn. Small holes in jeans are allowed below the knee cap only. Excessively tight fitting clothing may be deemed inappropriate for school. Blankets, quilts, or wrap-around type coverings are not appropriate for school and should not be worn.
7. Male students may wear hemmed, long pants or hemmed shorts of appropriate length (at or about mid-thigh length or longer.) No cut-offs are allowed. Pants or shorts with cut-off or frayed, ragged ends are unacceptable. Pants may not drag the ground excessively. Pants must be worn at the natural waste line (no "sagging").
8. Female students may wear hemmed, long pants. Skirts or hemmed shorts may be worn if of the appropriate length (at or about mid-thigh or longer). *A rule of thumb is mid thigh or bottom of the fingertip when the arm is hanging by the side. If a garment has split sides, the top of the split must be no higher than fingertip length. Pants or shorts with cut-off or frayed, ragged ends are unacceptable. Pants may not drag the ground excessively.
9. Clothing that is considered or determined to be gang attire or clothing intended to incite others will not be allowed.
10. Female students must wear garments that have a seam and sleeve and are at least 1 1/2 inches wide on the shoulder.

11. Female students may not wear clothing or tops that reveal visible cleavage or skin around the waist or midriff area.
 12. Male students may not wear sleeveless shirts or vests without a shirt with sleeves underneath nor oversized shirts that cover the pockets of their pants.
 13. All students shall wear appropriate undergarments. Undergarments should not be seen.
 14. Students may not wear clothing, jewelry or other items that advertises by name or symbol any products that are not permitted in school, including but not limited to: drugs, alcohol, tobacco, profanity, and obscenities, suggestive slogans that promote/represent any of the previously listed, including Satanism, devil worship, gambling or violence. Any shirts that display either by word or graphic representation such elements as, but not limited to, the macabre, gothic symbolism, weaponry, or depictions of the human anatomy in any form are inappropriate.
 15. No hats, caps, sweatbands, bandannas, headdress or hair grooming items shall be worn in the school building by either male or female students. (Including sunglasses)
 16. For health reasons, all students are required to wear shoes. House shoes/slippers and shower shoes are unacceptable.
 17. Uniforms are an appropriate form of dress for extra-curricular activities.
 18. 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.
19. The administration reserves the right to determine any inappropriate attire, hair or eye contact color or hairstyle that it feels is disruptive or inappropriate to the school environment.

~ Students that are in violation of the DRESS CODE will first be asked to come into compliance, and then sent to class.

~ If they can not come into compliance, a phone call home to see if the parent or guardian can bring clothing to the school so the student can get back into class.

~ If parents or guardians can not bring clothing to the school, the student will be placed in PASS until the items arrive.

If the student refuses to comply with our dress code protocol, the principal shall notify the student's parent/legal guardian and request that person make the necessary correction. If both the student and parent/legal guardian refuse, the principal shall take disciplinary action. See Appendix B for Discipline Management Plan.

E-Mail:

E-mail communication with LISD employees containing information about your student requires a release form on file. This form can be obtained in the main office or on line at www.lisd.net.

Electronic Communication and Data Management:

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access:

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost on the District;
- Does not unduly burden the District's computer or network resources; and
- Has no adverse effect on a student's academic performance.
- Has no commercial purpose.

Acceptable Use:

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

[See EFE] Access to the District's electronic communications system is a privilege, not a right. All users are required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies [See DH, FN series, FO series, and the Student Code of Conduct]. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Monitored Use:

Electronic mail transmissions and other use of the electronic communications system, by students and employees, are not private and may be monitored, at any time, by designated District staff to ensure appropriate use.

Intellectual Property Rights:

Students shall retain all rights to work they create using the District's electronic communications system.

Disclaimer of Liability:

The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

Date issued: 10/19/1998, LDU-42-98, CQ (I) -X. This presentation of your district's policy is a representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. Refer to the Network Access General Use Policy under separate cover along with the Electronic communication and Data Management student agreement for participation in an electronic communications system. The student agreement must be renewed each academic year and requires signatures of student, sponsoring teacher, and parent and guardian before a student is permitted to use school computers.

Extra-Curricular Activities:

In order to be eligible to participate in an extra-curricular activity event for a six-week period following the initial six-week period of a school year, a student shall not have a recorded grade average lower than 70 on a scale of 0-100 in any course for the preceding six-week period. A student under EDUCATION code 21.503 (b) (5), whose recorded grade average in any course is lower than 70 at the end of a six-week period shall be suspended from participation in any extra-curricular activity event during succeeding three-week period during which the grade lower than 70 was earned.

A student who has been suspended from extra-curricular activity events shall also be suspended from out-of-school practice in extra-curricular activities until suspension from participation has been lifted.

At the end of any three-week period in which a student attains a course grade average of 70 or more in each course taken, any suspension from participation in extra-curricular activities shall be removed.

Extracurricular Code of Conduct:

If I am selected to represent Huffines Middle School in its extracurricular program, I will be sincerely interested in contributing my best effort to the success of the program. I therefore agree to the following expectations and consequences as they pertain to out of school and after hours behavior while a member of an extracurricular group. It should be noted that the LISD student code of conduct and local school policies regarding appropriate behavior shall always be applied first and foremost when violations occur at school, at a contest/event, traveling to and from an event/contest, or when the students represent themselves as part of a school team, organization, or school group. Participation in extracurricular activities is considered a privilege and, certainly, higher standards are expected from all participants as it pertains to grades, behavior in and out of school, attendance, work ethic, and commitment.

The following restrictions refer to **any amount** of alcohol, drugs, or tobacco both **on** and **off campus**.

The following restrictions refer to any amount of alcohol, drugs, or tobacco both on and off campus.

A. Use and/or possession of Alcohol will not be tolerated.

1st offense: Removed from the program for two contests and/or performances. School staff counseling required.

2nd offense: Removed from the program for a semester. School staff counseling required.

3rd offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.

B. Use and/or possession of Drugs will not be tolerated.

1st offense: Removed from the program for a semester. School staff counseling required.

2nd offense: Removed from the program for a year. School staff counseling required.

3rd offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.

C. Use and/or possession of Tobacco will not be tolerated.

1st offense: Suspension from one contest and/or performance.

2nd offense: Removed from the program for a semester.

3rd offense: Removed from the program for one calendar year from date of infraction.

D. Hazing (as defined by Board Policy FNCC Legal)

1st offense: Removal from the program for no less than 30 days and up to 90 days with reinstatement to the program at the Sponsor/Coach and Administrator discretion.

2nd offense: Removal from the program for no less than 90 days and up to one calendar year. Reinstatement to the program will take place only at the Sponsor/Coach and Administrator approval.

E. Charged with a felony involving bodily harm

Removed from the program until the case is decided.

a. Adjudication and/or Conviction of a felony

1. Removed from the program indefinitely.
2. Once a participant has been removed from the program, the Sponsor/Coach and /or Administrator has the right to review the case and make a decision as to whether to allow the participant back into the program after the 90 day suspension.
3. A semester is considered to be 90 days.
4. Infractions will not accrue from year to year. Infractions will be tabulated for one calendar year beginning August 1 and ending July 31. Penalty can carry over from term to term until time is served.
5. These violations have to be (a) witnessed by District personnel (b) ticketed by law enforcement (c) or admitted to by the participant.
6. You are expected to follow the code of ethical behavior both on and off campus.

F. Additional expectations for extracurricular activities: failure to meet these expectations will result in counseling by the coach or sponsor, or some form of punishment or suspension.

1. Conduct: We expect you to conduct yourself as ladies/gentlemen at all times. Follow school rules and procedures. Represent Huffines in a positive manner at all times.
2. Attendance: Do not cut class. Do not be tardy. If you miss an athletic period or participation be sure it cannot be helped. Your commitment may include holidays and non-school days. Call the coach or sponsor if you are absent from an athletic period.
3. Profanity: We do not allow it.
4. Injury: We have a professional trainer who has been educated in training procedures. If you have an injury, see the trainers first. They will either treat the injury or tell you to see your doctor.
5. Grades: We expect you to work and maintain good grades.
6. Promptness: Always be on time, to practice, meetings, and games.
7. Equipment and facilities: Be responsible and take care of both.
8. Respect for coaches and teachers: Treat them with respect and in return you will be treated with respect.
9. Stealing: Taking things that do not belong to you will result in severe consequences.
10. **Accountability: You will be held accountable for all of your actions. Be sure you “think” before you “act”.**

****Due process procedures will be in accordance with LISD Board Policies: FOC (Local), FOA (L)***

Field Trips (School Sponsored):

Students will not be counted absent from school. Students will be expected to make up class work. This will not count against perfect attendance. Students should check with teachers before a trip to see what work will be missed.

Fire Drills:

Take purses and valuables with you and quietly follow the teacher to the nearest exit. The last person out should make sure that the door is shut. You will be notified when to re-enter the building.

Fund Raisers:

The only items that may be sold in the school are those offered through a school-sponsored organization. No outside fundraisers are permitted in the school or on the campus.

Hall Passes:

Any student who leaves a class for any reason must have in his/her possession a signed hall pass.

Harassment of Other Students:

Engaging in behavior consisting of threatening, bullying, intimidation by name calling, ethnic or racial slurs, or derogatory statements or actions that school officials have reason to believe will disrupt the school program, incite violence, intimidate or embarrass another individual is prohibited. Every student has a right to attend school without being bothered by another. Should any type of harassment occur, report this immediately to the teacher or a principal. If it continues, report it to your parents and ask them to contact the principal. See Appendix B for Discipline Management Plan.

Hazing or Initiations:

NOT ALLOWED. Any student being molested or harassed in any way by another student should immediately report this to one of the principals. This includes name-calling, as well as physical abuse. See Appendix B for Discipline Management Plan.

Hazardous Weather Drill:

In case of hazardous weather, students will be warned by the Public Address System. Teachers will be instructed what precautions to take. Drills are a serious matter; all noise and horseplay are to be avoided.

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-aid, 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.

Health Services:

School nurses work to ensure that immunization requirements are met, as well as providing vision, hearing, spinal screening and Acanthosis Nigrans 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 Nigrans 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 Aterol. 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.

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 child is 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.

Identification Cards:

Students will be issued an ID card by the school. This card will be used for cafeteria meal tickets and Library book check out. **Students must carry the ID card with them at all times.** Keep the card in a secure place.

Inclement Weather:

Days that snow and ice prevent the safe transportation of students to school, closing of the school will be determined by the Superintendent. Closings are announced over local radio and television stations by 7:00 a.m. Late starting time will be 10:30 a.m. Buses will be 1-2 hours later than normal.

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 because 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 questions concerning an injury or property damage that occurred on property owned by Lewisville ISD, please contact the District's Insurance Office at 972-539-1551.

Insurance:

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

1. UIL participants – 7th grade 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 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 purchased by Lewisville ISD to cover students that participant 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 this coverage to parents. If you have questions regarding the District's UIL/Camp insurance or the voluntary accident insurance available to students, please call the District's Insurance Office at 972-539-1551.

Library:**Hours:**

- 8:00-8:35 a.m. with a pass from a teacher
- 8:35-8:45 a.m. no pass required
- 3:55-4:05 p.m. no pass required

Books

- Books may be checked out for a period of 2 weeks.
- You may renew a book one time, unless reserved for another student or for assigned report by a teacher.
- To renew, you **MUST** bring the book in for new date stamp.
- To check out a book – sign the book card and put your teacher code by your last name. Teacher code is your grade level with the first three letters of your study hall teacher's last name. Example: You are in the 7th grade and your teacher is Mrs. Smith, your code would be 7-SMI.
- Check out only one book at a time.

- Students who lose library books must pay replacement costs. Failure to do so can lead to loss of privileges and withholding of report cards.
- Reference books are to be used only in the library.
- All student overdue notices must be cleared at the end of each six weeks.

Students from class:

When a class comes to the library for research, each student is to be courteous of others studying. The librarian has the right to refuse admission or dismiss anyone who disrupts other users or who damages library materials.

Lockdown Plan:

Lock and close doors. Turn off lights (can leave a small light on in the back of the room). Assume a duck and cover position away from doors and glass. Telephone use is prohibited. Students that are not in a classroom should immediately report to the library safe area. All clear will be announced.

Lost and Found:

All articles found in the school building or on campus should be taken to the main office. Textbooks are returned to the assigning teacher. Clothing items are located in the area in front of the cafeteria or in the office. Anyone losing an article should inquire in the office as soon as possible. Articles not claimed in a reasonable amount of time will be donated to charity.

Make-Up and Late Work Policy:

Students shall be expected to make up all missed assignments and tests following an absence. Students shall receive a zero on any assignment not made up in the allotted time. Generally, for every one day missed one day is allowed to turn in work. Students shall be permitted to take tests administered in any class missed because of absence. Make-up work following an unexcused absence shall result in a zero. Students will not be penalized for make-up work following a suspension.

Late Work Policy: Late work is defined as an assignment (major or minor) that is not turned in at the time requested by the instructor. Work not completed by the deadline will be accepted the next day and graded for a maximum of 70%. If a student appears to be abusing this late work provision, permission to turn in work late can be denied after the issue is discussed with both parent and the grade-level administrator.

Night School:

This is a step in the discipline plan at Huffines. The student, if assigned, will be required to attend. The Night School program will run from 4:00-6:00 p.m. on Wednesday. See Appendix B for Discipline Management Plan.

Pillars of Character:

The faculty and staff of Huffines Middle School promote the pillars of character, and student behavior is strongly tied to adhering to these standards: Trustworthiness, Respect, Citizenship, Caring, Responsibility, and Fairness.

Prayer:

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Principal's Alternative to Student Suspension (PASS):

The removal of a student from school for any length of time, thus depriving that student of day-to-day education, is the most severe penalty that the school may administer. It is our hope that such a punishment may be avoided. Therefore, the administration has at its disposal the alternative of an on-campus suspension in lieu of a student being sent home. Any student who is in serious violation of a school or district rule, or is a chronic discipline problem in one or more classes, may be assigned to the on-campus suspension unit. If a student is assigned to this unit, that student will be isolated from other students during the normal school day, but will be allowed to continue, under supervision, with all school work for full credit. PASS students are NOT allowed to participate in extracurricular activities during their assigned time PASS. That student will remain in the suspension unit for the time assigned by the administration. The rules for the suspension must be obeyed; otherwise, the student may be sent home. Parents will be notified any time a student is placed in PASS. See Appendix B for Discipline Management Plan.

Public Display of Affection:

The school day for students compares to the business day for adults; public display of affection between students is not acceptable. See Appendix B for Discipline Management Plan.

Radios, Tape Players, iPods, Mp3 players Etc.:

These items are not allowed at school any time. They will be taken up by the teacher and sent to the principal's office if found in class or in the hallways, where they may be picked up after school. The school is not responsible for any of the above mentioned items being lost or stolen and will not investigate these items if they are not properly stored in school lockers. See Appendix B for Discipline Management Plan.

Religious Holidays:

The District shall excuse students from 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, prior to the absence, the parent/guardian or person having custody/control of the student, submits a written request for the excused absence. The District shall excuse the student for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel will be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy day.

Restrooms:

Students have adequate time between classes to go to the restrooms. Students who have problems which require that they frequently go to the restroom should bring a note from their parents and present to the nurse. The nurse will notify all appropriate personnel.

Retention:

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level standards (essential knowledge and skills) for all subject areas. A grade of 70 or above in mathematics, language arts, and either social studies or science are mandatory in order to be promoted to the next grade level. In addition, students must pass TAKS math and TAKS reading for promotion to grade 9 unless placed by the grade placement committee.

Schedule Changes:

Schedule changes may be considered by the counselor for the following reasons:

1. There is an error in your schedule. (EX: two 4th period classes, or not enough classes)
2. You are not scheduled in a required class (EX: you have no math, science)
3. You are dropping band, orchestra, choir or athletics
4. You are misplaced in a class (EX: assigned to algebra and should be in math)

Any other differing requests for a schedule change must be approved by the principal. A Schedule Change Request Form may be picked up from your counselor. **No requests will be processed after the first week of school unless a parent/counselor or parent/principal meeting has been convened.**

School Hours:

We encourage students to not arrive on campus until 8:35 am unless they are participating in tutorials or an extra-curricular activity. The cafeteria is open at 7:30 a.m. Prior to the 8:40 bell, students are to report to the cafeteria for supervision. The first class of the day begins at 8:45 AM. The final class ends at 3:55 PM. The school is off limits to all students at 4:30 p.m. unless accompanied by a teacher or for a specified school activity.

Skateboards and Scooters:

Skateboards and scooters are not permitted on campus. See Appendix B for Discipline Management Plan.

TAKS:

Students at certain grade levels will take state assessment tests (TAKS) in the following subjects, as well as routine testing and other measures of achievement.

- Mathematics, grades 6-8
- Reading, grades 6-8
- Writing (including spelling and grammar), grade 7 only
- Social studies, grade 8 only
- Science grade 8 only

Tardies:

Students are expected to be in their seats or their assigned places when class begins. Students who are not in their assigned place when class begins are considered tardy and will be documented accordingly. See Appendix B for Discipline Management Plan.

Telephones:

Students are allowed to use office phones in the case of emergencies or hardships. No student will be called from class to answer the telephone unless it is a medical emergency.

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.* Districts and state textbooks and other instructional materials are issued/checked out to students for their use while enrolled in the District. Student responsibilities for textbooks/instructional materials/equipment are listed below: Textbooks, instructional materials and equipment must be maintained in the same condition as issued. Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or barcode, lost or damaged materials and lost or damaged equipment issued to the student. Fines are assessed for damage to textbooks, instructional materials, and equipment.

Textbooks, instructional materials and equipment issued to students must be made available for classroom inventory/inspection.

If these items are not made available by the student, the items will be treated as lost. Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared.

Book Fines:

- Torn, soiled, written on pages are assessed at \$2.00/\$5.00 per page.
- Damage to book cover or outer edge of book pages is assessed at \$10.00.
- Damage to the book's binding is assessed at \$10.00.
- Full price will be assessed for any textbook that is lost, stolen, water damaged, missing its cover or any other condition that renders the book unusable.
- Replacement of barcode that was defaced or removed if the student can verify the book was issued to him/her.
- Full price for defacing or removing the tracking number or barcode if student cannot verify the book was issued to him/her.

Libros de Texto

Código de Educación de Texas 31.104(d): *Cada estudiante, padre o tutor del estudiante es responsable por cada libro de texto que el estudiante no devuelva. Un estudiante que no devuelve todos los libros de texto, renuncia al derecho del uso gratuito de libros de texto, hasta que el estudiante, padre, o tutor pague por cada libro de texto previamente asignado pero no devuelto.* Los libros de texto y otros materiales de instrucción del distrito y del estado, son asignados a los estudiantes para su uso mientras dichos estudiantes estén inscritos en el distrito. A continuación se enlistan las responsabilidades del estudiante, en cuanto a los libros de texto/materiales de instrucción/equipo:

Los libros de texto, materiales de instrucción, y equipo tienen que ser mantenidos en la misma condición que se encontraban al momento de ser asignados. Se cobrará un costo de reemplazo por libros de texto perdidos o dañados, dañar o remover el número de serie o *barcode* (código de barras), materiales perdidos o dañados, y equipo perdido o dañado que haya sido asignado al estudiante. Se imponen multas por daños a los libros de texto, materiales de instrucción, y equipo. Los libros de

texto, materiales de instrucción y equipo asignados a los estudiantes tienen que estar disponibles para que puedan ser inspeccionados e incluidos en el inventario. Si el estudiante no tiene estos materiales a su disposición, los materiales serán considerados como perdidos. Los libros de texto de reemplazo y materiales o equipo de reemplazo no serán asignados hasta que los cargos hayan sido pagados.

Truancy:

Section 25.094(a)(2) of the Texas Education Code states: "if an individual fails to attend school on 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" that constitutes a truancy offense. For further specific information please refer to Board Policy FEA (LEGAL).

Tutoring:

Tutoring is available for all students, especially those who are failing a course or in danger of failing a course. Teachers are available for tutoring either before school or after school. District recommended professional tutors also are available through LISD Adult and Community Education Department at 972-219-0086.

Valuables:

Students are reminded to be especially careful in the handling of money and other valuables. Students should not leave purses or billfolds unattended at any time, nor should they let others have access to them. Do not bring large amounts of money to school. If you must have large amounts of money, show or tell no one. The school cannot be held responsible for stolen items.

Visitors:

Any person wishing to see a student must sign in through the Reception or Student Services Office. No person will be allowed to see a student without student's parents first being contacted for permission. No visitors may attend classes or remain at school with a student.

Section III: PROHIBITIONS, INTEROGATIONS, SEARCHES, AND COMPLIANCE

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing objects that can cause bodily injury, property damage, or disrupt the classroom setting.
3. Leaving school grounds or school-sponsored events without permission to do so.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Being insubordinate, such as disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with or in the possession of matches, cigarette lighters, fireworks, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the District, other students, or District employees.
10. Disobeying school rules about conduct on school buses or loitering around the bus area if you are not riding a bus that day.
11. Fighting.
12. Committing extortion, coercion, or blackmail, which is obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher or other individual.
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of marijuana or a controlled substance, a dangerous drug, abusable glue, aerosol paint, or other volatile chemical, or alcoholic beverage. Federal law mandates a violation of this prohibition to be wrong and harmful.
17. Use of a paging device, IPOD, CD / mP3 player or any telecommunication device. Possessing CD or DVD players, cassette players, electronic games, mP3 players stereo head sets, or other electronic equipment for other than approved use is prohibited.

STUDENTS WHO VIOLATE THE CODE OF CONDUCT WILL BE SUBJECT TO DISCIPLINARY ACTION ACCORDING TO THE BEHAVIOR MANAGEMENT PLAN.

Articles Prohibited in School

Items brought to school by students such as, but not limited to: taser guns, pepper spray, pocket knives, laser pens, cigarette lighters, matches, stuffed animals, mace, skateboards, in-line skates, balloons, electronic games and equipment, mp3 players or listening devices, inappropriate jewelry, paintballs, stink bombs, etc., will be confiscated and returned to the student or to the parent/guardian upon request. No candy may be sold on campus unless it is for a Huffines Middle School campus organization. The administration reserves the right to prohibit any article that it feels is disruptive or inappropriate to the school environment.

Interrogations and Searches

Administrators and teachers have the right to question students regarding their conduct and the conduct of others. Students shall not place, keep or maintain any article or materials in school owned lockers, personal backpacks, purses or on their person that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Lockers, backpacks / bags, personal belongings are subject to inspection, upon reasonable cause to search, by administrative authorities. All vehicles parked on the campus or within statutory boundaries are subject to being searched, by school authorities or an agency contracted by LISD, for prohibited and/or dangerous substances, weapons and/or anything that may present a clear and possible danger to the safety and welfare of students and staff. The administration will work in cooperation with the local law enforcement agency in the best interest of the students.

Electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists to support the search.

Compliance:

Refusal to Obey

The refusal to obey a teacher or a principal in a legitimate directive will be considered a most serious violation of school policy, and it may result in suspension from school. Even if you do not agree with what you have been told to do or do not understand why you have been told to do something, do as you are told. If you still feel that what you were asked to do was inappropriate, you may then discuss the matter with the principal, assistant principal, and/or your parents/guardians at a later time.

Huffines MIDDLE SCHOOL

DISCIPLINE MANAGEMENT PLAN CONSEQUENCES

Level 1 Behaviors

The following are examples of typical poor choices that are minor in nature but become problematic if they persist:

- Gum chewing (in classes that gum is not permitted)
- Excessive pencil tapping or other noises
- Excessive talking
- Failure to raise hand/calling out
- Food or water in class
- Getting out of seat without permission
- Immature behavior
- Inappropriate talking or laughter
- Lying to staff members
- Not participating in class or off task behavior
- Poking (without inflicting pain)
- Running in hallway
- Sleeping in class
- Throwing paper
- Writing/passing notes in class
- Tardies
- Possessing an mp3 player, listening device, or video game

Consequences include but are not limited to:

- Verbal re-direction
- Teacher one-on-one conference
- Phone call to parents
- Signing behavior book
- Documented warning
- Parent or team conference
- Time out of class
- Teacher Detentions
- Team Detentions
- Failure to return progress reports or report cards

Level 2 Behaviors

OFFENSES AND DISCIPLINE

OFFENSE	1 ST Offense	2 nd Offense	3 rd Offense
EXCESSIVE LEVEL ONE BEHAVIORS or MINOR CLASSROOM DISRUPTIONS (Students sent to office after 4 th and subsequent violations)	Wednesday Night School	2 Days PASS	5 Days PASS **Further violations may result in out of school suspension and/or AEP placement.
CELL PHONES	Confiscated and returned to student at end of the school day after payment of a \$15.00 administrative fee per offense.	Confiscated and parent comes to school to claim after payment of a \$15.00 administrative fee per offense.	2 days PAS. Returned to student or parent at the end of the semester and after payment of a \$15.00 administrative fee per offense.
CHEATING	Zero on assignment and teacher phone call to parent.	Zero on assignment, parent/team conference, team detention.	Zero on assignment, 2 days PASS.
DRESS CODE – see HMS Student Handbook	Student compliance, time out of class is unexcused or PASS until resolved/ Documented warning	1 Hour Detention	Insubordination – 2 Days PASS 4 th = 2 Days Suspension 5 th = 10 Days AEP
HALLWAY INFRACTION (Hallway citations will be issued to students for inappropriate behavior in the hallway)	One hour office detention	One hour office detention	Wednesday Night School
HORSEPLAY (Minor) Includes: Running in hallway, poking, slamming book bag, ect.	Verbal re-direction or 1 hour detention.	Wednesday Night School	2 Days PASS *Further incidents will result in additional PASS, suspension, or AEP.
POSSESSING PROHIBITED ARTICLES (including but not limited to: skateboards, electronic devices, scooters, ect.)	Item confiscated and returned at the end of the school day. Verbal administrative warning.	Item confiscated and returned to parent at end of day. Wednesday Night School	2 days PASS and item returned at end of semester. 4 th = 3 days suspension 5 th = 10 days AEP
PUBLIC DISPLAY OF AFFECTION (Inappropriate as defined by administration)	One hour detention	Wednesday Night School	2 days PASS *Further incidents will result in additional PASS, suspension, or AEP.
TARDIES (students must be in their seat when the bell rings. These start over at the end of the fall semester) **Tardies 1-3 handled by teacher and Team	1 st = Documented warning 2 nd = Documented and parent phone call 3 rd = Teacher or team detention and parent phone call	Student is sent to Assistant Principal for every tardy after 3. 4 th = Wednesday Night School 5 th = Wednesday Night School 6 th = One day PASS 7 th = 2 Days PASS	Every tardy after 7 will equal three days in PASS and possible truancy charges filed with local Municipal Court.

Level 3 Behaviors

OFFENSES AND DISCIPLINE

Offense	1 ST Offense	2 nd Offense	3 rd Offense
ALCOHOL, DRUGS, ARSON, OR ILLEGAL WEAPONS	Expulsion – Zero Tolerance: Expulsion Committee determine duration of assignment at JJAEP	Same	Same
ASSAULT	3 day suspension, 45 days AEP, charges filed with Municipal Court	3 day suspension, Expulsion hearing for JJAEP (duration determined by Expulsion Committee)	Same as 2 nd offense
BUS VIOLATION (minor)	Student Administrative Warning, written report to driver and parent notified.	One hour office detention and bus probation.	One week bus suspension. **Same as major violation.
BUS VIOLATION (major)	One week bus suspension and restitution if necessary.	3 week bus suspension and restitution if necessary.	Suspension of all bus privileges for school year, restitution if necessary.
CLASSROOM OR SCHOOL DISRUPTION (major) Includes: Loud and disruptive behavior, arguing with other classmates, throwing objects or any other disruptive behavior that prevents the teacher from conducting class or disrupts the school environment.	2 Days PASS with Behavior Contract	3 Days Suspension and 2 Days PASS	10 Days AEP, suspension pending placement
ETHNIC/RACIAL/SEXUAL SLURS	3 days PASS	3 day Suspension	Major: 10 days AEP minimum
FAILURE TO REPORT TO OFFICE WITH TEACHER REFERRAL	Open Defiance: 2 days PASS in addition to consequences from original referral	3 days suspension in addition to consequences from original referral	10 days AEP, suspension pending placement
FAILURE TO SERVE OFFICE DETENTION	2 Office Detentions	Wednesday Night School and re-serve detention	2 Days PASS and re-serve detention
FAILURE TO SERVE WEDNESDAY NIGHT SCHOOL	1 day PASS and re-serve Night School	2 days PASS and re-serve Night School	2 day suspension
FIGHTING	3 day suspension, 3 days PASS, SRO intervention and citation	3 day suspension, 10 days AEP, SRO intervention and citation	3 day suspension, 45 days AEP and citation
INCITING FIGHTS OR DISRUPTIONS	3 days PASS	3 days Suspension	10 days AEP
FORGERY OR FALSIFICATION OF IDENTIFICATION OR FACTS VERBALLY OR IN WRITTEN FORM	2 days PASS	3 days PASS	10 days AEP
GANG RELATED ACTIVITIES	30 days minimum AEP, 3 day suspension pending AEP placement, SRO intervention	3 day suspension, minimum 60 day AEP placement .	3 day suspension, AEP placement of at least 90 days or remainder of school year
HARRASSMENT (verbal)	Wednesday Night School, written apology	3 days PASS	10 days AEP

OFFENSES AND DISCIPLINE (CONT.)

OFFENSE	1 ST Offense	2 nd Offense	3 rd Offense
HAZING	Suspension, AEP placement, police involvement	Same as previous, placement for longer duration	Same as previous, duration determined by Administration
HORSEPLAY (major) Includes: Throwing objects, knocking over chairs, ect.	2 days PASS	3 Day Suspension	10 days AEP
INAPPROPRIATE PHYSICAL CONTACT (Pushing, shoving, grabbing) **Contact not considered as a fight or altercation	2 Days PASS	3 Day Suspension	10 Days AEP
INDECENT EXPOSURE OR INDECENT ACTS (Mooning)	Minimum 15 days AEP	45 days AEP	AEP placement – duration determined by Administration
INSUBORDINATION (rude or disrespectful to staff member)	2 days PASS	3 days suspension	AEP placement – 10 days or more
MISUSE OF LOCKERS (including rigging, switching, sharing)	Wednesday Night School	1 day PASS	3 days PASS
OPEN DEFIANCE (Failure to abide by direct instructions of teacher/staff/ administrator)	2 days PASS	3 days suspension	10 days AEP, additional days may be added depending on situation
POSSESSION OF DRUG PARAPHERNALIA	30 days AEP, suspension pending placement.	60 days AEP	AEP placement – duration determined by administration.
POSSESSION OR VIEWING OF PORNOGRAPHY	3 day suspension	10 days AEP	AEP placement – duration determined by administration
PROFANITY OR INAPPROPRIATE LANGUAGE (not directed)	1 to 2 hour detentions	Wednesday Night School	2 Days PASS minimum
PROFANITY OR INAPPROPRIATE LANGUAGE (directed)	<u>Toward student</u> =2 days suspension <u>Toward staff member</u> = 10 days AEP, citation	<u>Student</u> = AEP – 10 days min. SRO intervention <u>Staff</u> = 45 Days minimum, citation	<u>Student</u> = AEP – 30 days; SRO intervention <u>Staff</u> = Minimum 90 days AEP, citation
SMOKING VIOLATION OR POSSESSION OF SMOKING PARAPHERNALIA (In building or within 300 feet of all activities/school)	3 days PASS and SRO intervention and citation	5 days PASS and SRO intervention and citation	10 days min. at AEP, Suspension pending placement.
TECHNOLOGY MISUSE/ABUSE- (All offenses may result in loss of technology privileges)	<u>Minor:</u> 1 hour detention or Wednesday Night School <u>Major:</u> 3 days PASS, restitution, possible class removal, privileges revoked	<u>Minor:</u> 2 days PASS <u>Major:</u> 3 day suspension, class removal, privileges revoked	<u>Minor:</u> 3 days suspension <u>Major:</u> AEP – 10 days or more, privileges revoked for school year
TERRORISTIC THREAT TO A PUBLIC SCHOOL (e.g. Bomb Threats – False Fire Alarms etc...)	Expulsion – JJAEP duration determined by Expulsion committee	Same	Same
THEFT (Less than \$50) VANDALISM (Less than \$50)	1 day suspension or 2 days PASS and restitution	3 days suspension and restitution	15 days AEP
THEFT (\$50/more) VANDALISM (\$50/more)	Minimum 10 days AEP and restitution	AEP placement – duration determined by administration	Same as 2 nd offense
VERBAL CONFRONTATION/ABUSIVE LANGUAGE	2 Days PASS **Consequences could be more depending on severity	3 Days Suspension ** Consequences could be more depending on severity	AEP placement of a minimum 10 days

ABSENCE RELATED OFFENSES/CONSEQUENCES

OFFENSE	1 ST Offense	2 nd Offense	3 rd Offense
LEAVING CLASS WITHOUT TEACHER PASS OR PERMISSION	1 day PASS	2 days PASS	3 days PASS (possible 10 day AEP placement)
LEAVING CAMPUS WITHOUT PERMISSION	2 days PASS	3 days PAS	10 day AEP placement
HALLPASS MISUSE OR ROAMING BUILDING WITHOUT HALLPASS	One hour Office Detention	Wednesday Night School	2 days PASS
TRUANCY	<u>Partial Day:</u> Wednesday Night school <u>Full Day:</u> 2 Wednesday Night Schools	2 days PASS	3 days PASS, Truancy charges filed with Municipal Court if applicable.

General Guidelines:

All discipline is subject to Administrative Discretion.

Students who have accumulated 10 days in any combination of PASS or out of school suspension are considered in persistent misbehavior. These students will be placed in Lewisville's DAEP for a minimum of 10 days.

The District has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on District transportation.
2. While the student is participating in any activity during the school day on school grounds.
3. Within 300 feet of school property.
4. While the student is in attendance at any school-related activity, regardless of time or location.
5. For any school-related misconduct, regardless of time or location.
6. When retaliation against a school employee occurs or is threatened, regardless of time or location.
7. When the student commits a felony, as provided by Texas Education Code 37.006.
8. When criminal mischief is committed on or off school property, or at a school-related event.

	<p>The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.</p>
AVAILABILITY OF ACCESS	<p>Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.</p>
LIMITED PERSONAL USE	<p>Limited personal use of the system shall be permitted if the use:</p> <ol style="list-style-type: none">1. Imposes no tangible cost on the District;2. Does not unduly burden the District's computer or network resources;3. Has no adverse effect on an employee's job performance or on a student's academic performance; and4. Has no commercial purpose.
INTERNET SAFETY	<p>The Superintendent or designee shall develop and implement an Internet safety plan to:</p> <ol style="list-style-type: none">1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;2. Ensure student safety and security when using electronic communications;3. Prevent unauthorized access, including hacking and other unlawful activities; and4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.
FILTERING	<p>Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.</p> <p>The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.</p>
MONITORED USE	<p>Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.</p>
INTELLECTUAL PROPERTY RIGHTS	<p>Students shall retain all rights to work they create using the District's electronic communications system.</p> <p>As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.</p>

NETWORK ACCESS GENERAL USE POLICY FOR STUDENTS

GUIDELINES FOR ACCEPTABLE USE OF LEWISVILLE INDEPENDENT SCHOOL DISTRICT TECHNOLOGY RESOURCES

The Lewisville Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Lewisville ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Lewisville ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy.

DEFINITION OF DISTRICT TECHNOLOGY RESOURCES

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

ACCEPTABLE USE

The District's technology resources will be used only for learning, teaching and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Executive Director of Technology or designee.

Other issues applicable to acceptable use are:

1. **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. **Supervision and permission:** A staff member only allows student use of the computers and computer network when supervised or granted permission.
3. **Attempting to log on or logging on to a computer or email system by using another's password is prohibited:** Assisting others in violating this rule by sharing information or passwords is unacceptable.
4. **Improper use of any computer or the network is prohibited. This includes the following:**
 - Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
 - Using the network for financial gain, political or commercial activity
 - Attempting to or harming equipment, materials or data
 - Attempting to or sending anonymous messages of any kind
 - Using the network to access inappropriate material
 - Knowingly placing a computer virus on a computer or the network
 - Using the network to provide addresses or other personal information that others may use inappropriately
 - Accessing of information resources, files and documents of another user without authorization

SYSTEM ACCESS

Access to the District's network systems will be governed as follows:

1. Students will have access to the District's resources for class assignments and research with their teacher's permission and supervision.
2. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with anyone.
3. With the approval of the immediate supervisor, district employees will be granted access to the District's system.
4. Any system user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.
5. Any system user having been denied access rights may be reinstated with a limited access account to reduce the level of security risk to the system. Limits on this type of account may include time limitations, station access limitations, file access restrictions, and a revocation of Internet access privileges.

CAMPUS LEVEL RESPONSIBILITIES

The campus principal or designee will:

1. Be responsible for disseminating, collecting signed permission forms, and enforcing the District Acceptable Use Guidelines for the District's system at the campus level.
2. Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's computer network systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.
3. System users may not use another person's system account.
4. System users are asked to delete electronic mail or outdated files on a regular basis.
5. System users will be responsible for the care and maintenance of their systems. Maintenance issues should be reported to the campus computer facilitator.
6. System users will be responsible for following all copyright laws.

VANDALISM PROHIBITED

Any attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Intentional attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses, system break-in utilities such as Sub-7 or system hacking programs.

Vandalism as defined above will result in the cancellation of system use privileges and possible prosecution. The party will be responsible for restitution of costs associated with system restoration, hardware, or software costs.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that use of the system may inadvertently provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or

objectionable material. The District will maintain an Internet filtering software package to attempt to minimize the access to objectionable material. Any attempt to circumvent the filtering software will be viewed as an attempt to disrupt the system.

A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. This could result in loss of credit for students or termination of employment for employees.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette (also known as netiquette):

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
2. Pretending to be someone else when sending or receiving messages is prohibited.
3. Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

SUSPENSION/REVOCAION OF SYSTEM USER ACCOUNT

The District will suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

CONSEQUENCES OF IMPROPER USE

Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

TERM

This policy is binding for the duration of the student's enrollment in Lewisville ISD.

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. It is important that you read the Guidelines for Acceptable Use of Lewisville

Independent School District Technology Resources, and the agreement form. Ask questions if you need help in understanding the documents.

Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRATE USE:

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used only for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

INAPPROPRIATE USES:

- Using the system for any illegal purpose
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- Borrowing someone's account without their permission
- Posting personal information about yourself or others (such as addresses and phone numbers)
- Downloading or using copyrighted information without permission from the copyright holder
- Intentionally introducing a virus to the computer system
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Wasting school resources through the improper use of the computer system
- Gaining unauthorized access to restricted information or resources

CONSEQUENCES FOR INAPPROPRIATE USE:

- Suspension of access to the system
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws

STUDENT/PARENT VERIFICATION FORM 2009-2010

HUFFINES MIDDLE SCHOOL

RECEIPT OF STUDENT HANDBOOK

NAME OF STUDENT _____ GRADE _____

"This is to verify that I have received a copy of the Huffines Middle School Student Handbook. I understand and consent to the responsibilities, rules, regulations, and policies contained therein. I understand and agree that my child, _____, shall be held accountable for the behavior and consequences identified in this handbook at school and at school related and school sponsored activities, including school sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the policies, laws, regulations, and rules of this handbook shall be subject to disciplinary action up to and including referral for criminal prosecution for violations of state and/or federal law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: 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 school or school district to anyone who requests unless I object to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the school/district to withhold."

SIGNATURE OF PARENT,
GUARDIAN, OR STUDENT 18 YRS OR OLDER

DATE

SIGNATURE OF STUDENT

DATE

This page to be returned to Huffines Middle School Assistant Principal's Office.

STUDENT AGREEMENT FOR PARTICIPATION IN AN ELECTRONIC COMMUNICATIONS SYSTEM 2009-2010

Grade _____ Student ID _____

School _____

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions my result in suspension or revocation of system access.

Student Name _____
(Please print)

Student Signature _____

Home address _____

Home phone number _____ Date _____

PARENT AGREEMENT:

I have read the District's Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources, and this agreement form. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy, and administrative regulations.

I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

I do not give permission for my child to participate in the District's electronic communications system.

Parent or Guardian Name _____
(Please print)

Parent or Guardian Signature _____

Home address _____

Home phone number _____ Date _____

GO HUSKIES!

