

Lamar Middle School

*“Excellence without
Exception”*

Longhorn Pride

Student Handbook

2009 – 2010

M. B. LAMAR MIDDLE SCHOOL

**4000 Timber Creek Road
Flower Mound, Texas 75028
469.713.5966
Fax: 972. 350.9204**

**Principal: Mike Fields
fieldsdm@lisd.net**

Assistant Principals: Jennifer Roebken roebkenj@lisd.net
James Scott scottjd@lisd.net

Counselors: Jill Adams adamsjh@lisd.net
Brent Hughes hughesb@lisd.net

Office Staff: Donna Young, Secretary youngd@lisd.net
Lina Kitchens, Attendance Clerk kitchensm@lisd.net
Stefanie Thornhill, Receptionist thornhills@lisd.net

Lewisville Independent School District School Board:

Jerry W. Roy, Superintendent
P.O. Box 217
Lewisville, Texas 75077
469.713.5200

Carol Kyer, President
Kathy Duke , Vice-President
Amber Fulton, Secretary
Tom Ferguson
Vernell Gregg
Tom Kim
Fred Placke

Compliance Statements

Lewisville ISD does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services.

The Executive Director of Personnel has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and Section 504 of the Rehabilitation Act of 1973.

The Asbestos Management Plan and Report is located in the Principal's Office and is available for review by building occupants and their legal guardians.

Becky Orr has been designated to coordinate application of pesticides in compliance with the Texas Structural Pest Control Board and the Texas Department of Health.

PARENT INFORMATION

Parent Involvement, responsibilities, and rights: The Lewisville ISD believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the front office.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed.
- Review the child's student records when needed.
- Become a school volunteer.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

**Lamar Middle School
E-mail Addresses
2009 -2010**

Teachers

Name	Subject	E-Mail*	Name	Subject	E-Mail*
Torin Anderson	Soc. Studies/Coach	andersontj	Erin Martin	English	martine
Dennis Baker	Math/Science	bakerd	Alex McAllister	P.E./Coach	mcallisteraj
Kelly Baxter	ESL	baxterk	Mallory McEwen	Math/Coach	mcewenm
Ferris Bavousett	Outdoor Trails	bavousetf	Suzanne McLeod	Art	mcleods
Carter Bowe	Math/Science	bowed	Shauna Mitchell	MTA	mitchells
Cathrice Brock	Lang. Arts	brocke	Linda Moody	Math	moodylb
Denise Butler	LA/Math/Sci/SS	butlerd	Kim Morgan	Social Studies	morgankr
Tandie Bywater	English	bywatertl	Bryan Oliver	P.E./Coach	oliverb
Vivian Carlson	Math	carlsonv	Theresa Parisi	Science	parisit
Shari Carney	Lang. Arts/Soc St.	carneysa	Kristy Parker	LEAP	parkerk
Travis Carroll	P.E./Coach	carrollt	Melissa Rhoades	Integrationist	rhoadesma
Angie Carpenter	Social Studies	carpentera	Suzie Ribb	Choir	ribbs
Jeff Carver	Science		Phyllis Robertson	English	robertsonpe
Samantha Castillo	P.E./Coach	castillos	Hollie Rodriguez	Social Studies	rodriguezsh
Mary Chapman	Science	chapmanmc	Claudia Rose	Reading	rosec
Jim Davis	Ind. Tech	davisj	Stefanie Ross	Reading	rosssl
Shannon Davis	PE/Coach	davissb	Kate Schmidt	Drama	schmidtk
Madeline Dojs	Science	dojsm	Misti Shepard	Lang. Arts	shepardm
Ashley Doyle	Reading	doylea	Debra Simpson	Math	simpsondal
Vanessa Drackett	Spanish	drackettv	Amy Smith	Math	smithae
Rachel Flanders	Soc. Studies/Coach	flandersr	Laura Starr	Science	starrl
Anna Garrison	Lang. Arts	garrisona	Patricia Toothaker	Math	toothakerp
Alan Hanna	Band	hannaad	Danielle Walkenhorst	Band	walkenhorstd
Judith Hawrylak	Math	hawrylakj	Melanie Votrain	Reading	votrainm
Lynne Hausmann	English	hausmannl	Sharon Weaver	Science	weavers
Kerry Hicke	English	hickeka	Mary Beth Wedberg	Math	wedbergm
Sherri Hoskins	Social Studies	hoskinss	Rebecca Wilson	Reading	wilsonr
Samantha Killian	Reading	killiansl	DeeDee Wint	Home Ec.	wintd
Genia Macon	SSS	Macong	Holly Witter	Reading	witterha
Cynthia Mayes	Math	mayesca	Carol Wood	Math	Woodc

Support Personnel

Name	Position	Email*	Name	Position	Email*
Jill Adams	Counselor	adamsh	Sheryl Hatcher	Data Coach	hatchers
Krystal Burgess	Instructional Aide	burgesskl	Brent Hughes	Counselor	hughesb
Adelina Christensen	Instructional Aide	christen	Tabatha Kerr	Psychologist	kerrt
Melinda Collen	Speech Pathologist	collenm	Lina Kitchens	Attendance	kitchensm
Guadalupe Cordova	ESL Aide	cordovag	Atys Moss	Instructional Aide	mossac
Barbara Coughlin	Librarian	coughlinb	Jeanne Parchman	Tech Facilitator	parchmanj
Ruth Dubner	Counselor	dubnerre	Diana Pate	Instructional Aide	pated
Cheryl Fetters	Nurse	fettersed	Barb Pfander	Diagnostician	
Ann Gholami	Library Aide	gholamiam	Stefani Thornhill	Receptionist	thornhills
Cindi Gallagher	Counselor Clerk	gallagherc	Donna Young	Secretary	youngd
				ISS Aide	

***Add @lisd.net to each of the addresses**

YOU ARE RESPONSIBLE FOR YOUR OWN ACTIONS!!

RESPONSIBILITY

means

- 1. Being in control of your own behavior**
- 2. Being trusted with important jobs**
- 3. Having your work finished on time**
- 4. Doing your part when working together**

L.I.S.D. DISCIPLINE APPEALS PROCEDURES

Disciplinary actions taken by schools that remove students from their regular classroom settings, in-school suspension, out-of-school suspension, alternative education placement, and expulsion from school, may be appealed through the District appeal process.

For in-school suspension, out-of-school suspension, and placement at the District Alternative Education Center, the first level of appeal is to the campus principal. If the appeal is not resolved at the campus level, the disciplinary action may be appealed to the District Student Discipline Review Committee. If the appeal is not resolved at this level, the disciplinary action may be appealed to the Superintendent of Schools and the Board of Trustees.

In-school and out-of-school suspensions cannot be appealed beyond the Board of Trustees level.

Alternative education placement actions may be appealed to the Commissioner of Education if the disciplinary behavior by a student does not apply to placements resulting from offenses for which the state requires mandatory disciplinary. Alternative Education Program placement.

For a student to be expelled from school, the campus principal must make a recommendation for the student's expulsion to the Campus Student Expulsion Review Committee (*Level 1 hearing*). If the Campus Student Expulsion Review Committee, after a due process hearing, votes to expel a student, the expulsion may be appealed to the District Expulsion Review Committee (*Level 2*). If the District Expulsion Review Committee upholds the campus level expulsion, this decision may be appealed to the Superintendent of Schools and the Board of Trustees (*Level 3*). The final level of appeal for a student expulsion is the State District Court in the county in which the school district's central administration offices are located (*Level 4*). (Denton County)

Level 2 Appeal:

Tommy Ellington
Lewisville I.S.D.
Student Services Bldg.
400 Main Street
Lewisville, TX 75057
469-948-2007

Level 3 Appeal:

Dr. Jerry W. Roy, Superintendent of Schools
Lewisville I.S.D.
1800 Timbercreek Rd.
Flower Mound, TX 75028
469-713-5200

LAMAR MIDDLE SCHOOL DRESS CODE

The District Dress Code guidelines are designed to enhance a positive environment at school. Outstanding performance is always related to high expectations and the Lewisville Independent School District has the highest expectations for its staff and students.

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

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. Student's hair, by the nature of the style or color, shall not tend to create a distraction. Student's hair must be of a natural color or shade. Students' eyes must be visible at all times. Hair must not cover the eyes.
3. Students may not wear facial jewelry or facial decoration (other than normal makeup). This includes tongue rings or other piercings. No tattoos—temporary or permanent. No writing or drawing on clothes or skin.
4. 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.
5. Clothing, which in the opinion of the professional staff would be deemed inappropriate or offensive for school in general, shall not be allowed. This clothing would include, but is not limited to bike shorts, athletic shorts that are unlined thin material, cut-off shorts, boxer shorts, running shorts, miniskirts, see-through clothing, sleep wear as outerwear, halters, midriffs, fishnet tops, tank tops, or pants not worn at the natural waist line. No sagging
6. No "fingerless" gloves are permitted.
7. Studded or spiked necklaces and bracelets are not permitted.
8. All students may wear hemmed long pants or hemmed shorts.
9. Skirts/dresses/shorts may be worn if of the appropriate length (at fingertip length with hands at side)—even if leggings or tights are worn under. If a garment has split sides, the top of the split must be no higher than fingertip length.
10. Pants and shorts are to be worn at the natural waistline. No skin should be visible through rips or tears. All rips and tears should be sewn together or patched.
11. Students **may wear** sleeveless garments that are **at least 3 inches wide** on the shoulders. They **may not wear** tops that are low cut, show cleavage, or reveal the lower back, shoulder blades, or stomach.
12. All students shall wear appropriate undergarments. Undergarments must not be seen.
13. Students may not wear clothing that advertises by name or symbol any products that are not permitted in school, including but not limited to: drugs, alcohol, tobacco, profanity, obscenities, suggestive slogans, rock groups that promote/represent any of the previously listed, Satanism, devil worship, or violence.
14. Uniforms are an appropriate form of dress for extra-curricular activities.
15. Students shall not wear hats, sweatbands, bandanas in the school building.
16. For health reasons, all students are required to wear shoes. House shoes/slippers are not permitted.
17. 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.

Students will be given the opportunity to correct a dress code violation. If other clothing is not available, the student will remain in I.S.S. until a parent is notified of the situation and can bring a change of attire. Students will not be allowed to attend classes while they are in violation of the dress code policy.

Students who continue to violate the dress code policy will be subject to disciplinary procedures.

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

To: Students and Parents

From: D.M. Fields, Principal

It is the opinion of the Lewisville Independent School District's Board of Trustees and professional staff that the great majority of the students and parents within the district desire a school free of drugs and alcohol. Opportunities to learn are drastically reduced when an individual is under the influence of either substance.

Therefore, as a step toward further insuring that an environment free of drugs and alcohol be assured for our students, the district has contracted with an outside agency for the purpose of detecting such possible substances in the school.

The program makes use of specially trained dogs capable of detecting specific illegal substances. In addition to drugs and alcohol, the animals have the ability to locate firearms, ammunition and fireworks.

The primary objective of the program is to discourage individuals from bringing illegal substances on the campus. If an individual disregards the caution, and is determined to be in violation, such person will be subject to prosecution both within the school community and under the law.

Help us spread the word to those who would bring drugs, alcohol, or other illegal substances on the campus of Lamar Middle School.

Help us as we work together to maintain a school setting where teachers can teach and students can learn.

STUDENT INFORMATION

Arrival at School

The start and end times for the school day are 8:45 am – 3:55 pm.

The building is open to students at 7:45 am. Sixth grade will report to the cafeteria. Seventh and Eighth grade students will report to the gym.

**Any student may leave the cafeteria or gym for tutoring at 8:15. Students must stay in the classroom until time to report to first period.

Students not going to tutoring must stay in their designated area until 8:37 am. At that time they may go to their locker and then first period class.

After School Hours

Students that are not attending tutorials or participating in extra curricular activities must leave campus by 4:10 each day. Students who do not are subject to disciplinary action.

Please make transportation arrangement so that your child is not on school property after 4:10.

For safety reason, students that cannot leave by 4:10 need to report to the cafeteria and remain there until their transportation arrives.

Student Planners

1. Student planners are used to help with organizational skills, as a means of communication for parents and as a hall pass log book.
2. Sixth, seventh, and eighth grade students will use planners all year.
3. Planners will be issued to the students through their teams/advisors each six weeks.
4. Students need to take their planner to all classes every day.

Skateboards, roller blading and bicycle riding are not allowed at Lamar Middle School. Students are permitted to ride their bicycles to and from school provided they walk their bikes on the sidewalks in front of and adjacent to the building. Bicycles are to be parked and locked in the designated area. Students are urged and cautioned to observe all traffic regulations in the operation of these vehicles. Students may not ride in either the parking lot or in the bus lanes.

Library hours are 8:15 a.m. to 3:55 p.m. Books may be checked out for two weeks and may be renewed one time, if necessary. Two books may be checked out at a time. If more books are needed for special reports, please check with the librarian. Lost and damaged books must be paid for.

Visitors: Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must report to the main office. For safety and security reasons a photo ID is required for parents and visitors to enter the building. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the

delivery of instruction or disrupt the normal school environment. No school age visitors or siblings will be allowed to attend classes with students. Please call the building principal for further information.

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

Student Council is a group of sixth, seventh and eighth grade student leaders. The goal of Student Council is to promote school spirit and involvement of all students here at Lamar. Members participate in various activities such as: sponsoring school dances, faculty appreciation and service projects here at Lamar and in our community.

School clubs and organizations play an important part in middle school life. The plans, activities, and function of each organization are decided upon and carried out by the members and elected officers, with guidance of an advisor. Some of the organizations at Lamar are: Chess Club, Math Club, and Green Club.

Lamar Leaders

The Lamar Leader program recognizes one student per six weeks from each team in all three grades.

Lamar Leaders will receive a Lamar logo lapel pin, Lamar watch and a pass card that entitles them to free entry into all home games and dances. As a special treat, they will also be taken to lunch at a restaurant of their choice.

Student eligibility standards:

1. Maintain good academic standing (not necessarily A's)
2. Demonstrate outstanding leadership abilities:
 - Classroom cooperation and participation
 - Exhibits responsibility
 - Positive role model through class activities, in building behavior and extra/co-curricular activities
 - *Willingness to help others*

Dances, Socials, Sports events, Extra-curricular and Co-curricular activities:

It is a privilege to attend school-related events. Students that display inappropriate behavior during one of these events will be asked to leave. Students who have exhibited negative behaviors (detention, ISS, DDAEP) will not be allowed to attend LISD school related dances, concerts, athletic events or field trips.

Students are expected to behave as through they were in the classroom. All Lamar policies and the LISD Student Code of Conduct will be enforced at all times. Students who do not adhere to the discipline regulations will be asked to leave and will lose their privileges to attend these events. Other behavioral consequences could be enforced pending further investigation of an individual incident. Only students enrolled at Lamar may attend the Lamar Socials/Dances.

Students are not permitted to leave Socials early unless a parent comes to the door to pick up their child.

Students who participate in extra-curricular activities must have an Extra-curricular Code of Conduct form on file with each activity sponsor. These forms must be completed and signed by both student and parent in order for the student to be eligible.

Textbooks

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Education Code 31.104(d) states: 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 the student, parent, or guardian. However, a student will be provided textbooks for use a school during the school day.

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

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

Full price of a book will be charged for water damage, excessive markings, missing pages, broken binding, lost or stolen books, or any book deemed unusable by campus Coordinator.

Full price will be charged for defacing or removing the tracking number or barcode.

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

Any textbooks that have been paid for in full by a student become the property of the student. On the inside front cover, indicate that the book has been paid for in full and put the date.

Fines paid on textbooks shall be noted on the inside front cover at the time the fine is paid.

The bus terminal is located on west side of the building in the staff parking lot. Students may wait for other means of transportation in front of the building, near the flagpole at the Parent Drop Lane. Information on routes and stops may be obtained in the front office. Students need to be picked up promptly after school, unless staying for school related activities.

After 4:10 students who are still on campus parents are to pick up students using the bus drive.

Lockers will be assigned according to the TEAMS/grade level.

Students are responsible for the contents in their locker and must keep it locked at all times.

Do not "rig" the locker so that the combination does not have to be used to open the locker. Lockers will be checked periodically. Saturday School will be assigned on the first and all subsequent offenses. The student will be responsible for the cost of replacing the lock if it is permanently rigged. Cost: \$12.00

No personal decorations are permitted on the outside of the lockers.

It is necessary that all students observe the following:

1. Do not share lockers with other students.
2. Do not give out the locker combination to other students
3. Do not leave any type of food overnight in lockers.
4. Keep your locker clean.
5. Do not store things in your locker if they are of an unacceptable nature (i.e., against School Board policy or Lamar Middle School policy)
6. Do not deface lockers.
7. Do not store roller blades or skateboards in your locker.

Telecommunications Devices

(Policy FNCE local) The District shall prohibit students from using paging devices, cellular telephone/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.

Telecommunication devices may not be used inside the school building during the school day (defined as Monday – Friday, 7:30 am – 4:10 pm, including Thursday Night School and Saturday School). Students may use these devices outside the building before or after the normal school hours of 8:45 am – 3:55 pm.

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.

The paging device, cellular telephone/radio, or other telecommunications device shall be returned to the student's parent at the end of the school day after payment of a \$15.00 administrative fee per offense. Second offense will result in a \$15 fine, plus a 3-day ISS assignment. Persistent noncompliance with this policy shall result in the telecommunication device being returned at the end of the semester after payment of a \$15.00 administrative fee is received.

Student may not use cell phones **AT ANY TIME** on campus to take pictures or video. This behavior will result in severe consequences.

Hall Passes

Any student who leaves class for any reason must have their teacher-signed planner in their possession. It is the students' responsibility to have their planner before they leave class.

Gum chewing is not permitted in any part of the building during any class, at any time...including athletics and P.E. classes. Student caught chewing gum will be issued time in Saturday School. Failure to serve Saturday School will result in a 3-day ISS assignment. Repeated offenses will result in 3 days ISS.

Pledge of Allegiance: State law requires students to recite the United States and the Texas Pledges once each school day. School boards have been directed to provide a minute of silence following the pledges where the student may reflect, pray, meditate, or engage in another silent activity that is not distracting to other students. School employees are required to ensure that students remain silent and so not distract other students during this

time. The Pledge of Allegiance will be recited each morning at the beginning of first period followed by the Texas Pledge. After the Texas pledge, the following pledge will be said:

“Today,

I will do more than I have to do

I will treat others as I want to be treated

And I will try to become a better person”

LAMAR CAFETERIA

Lamar offers both a breakfast and a hot lunch program. Lunch tickets may be purchased with cash or check before school or on line (a separate handout will be sent home the first day of classes). Breakfast costs \$1.00 for students and staff, \$1.00 for visitors. Hot lunches are \$2.20 for students and \$2.90 for staff/adults. Families who are unable to afford the regular lunch and breakfast prices may obtain applications for free or reduced meals from the office.

Students must keep all food in the cafeteria. Students are expected to deposit all lunch litter in the wastebaskets and return trays and utensils to the designated spot after eating. Good behavior and table manners are expected.

Parents may bring in food items (commercial or home made) for their children ONLY. No food items, including pizza and birthday cake, can be shared with other students.

LAMAR CLINIC

The Health Services department has a variety of responsibilities including direct care of ill or injured persons, control of communicable diseases, and providing a broad range of appraisal, educational, and counseling services. Each school is served by a part time or full time registered nurse. Special services may be arranged as needed or prescribed.

Medications, Treatments, and Procedures:

Minimum requirements:

The condition necessitates administration during school hours. A written authorization and request of parent is mandatory with student name, date, reason, instructions, and parent signature.

“Over the counter” medications require original container and a parent note with the name of the student, name of the medication, and signature. These “over the counter” medications are not to be shared with other students. In secondary schools, students do not need to check these medicines with the nurse as long as the above is complied with.

All controlled substances (i.e. Ritalin, Adderall, Dexedrine, etc.) must be given by the nurse and require doctor’s order and original container.

Illness or Injury: School personnel will provide temporary care. The principal will designate the provider in the registered nurse’s absence. Emergency medical services will be contacted if indicated. Attendance is not permitted if these circumstances are present: evidence of communicable disease or active lice infestation; vomiting, diarrhea, rashes, or temperature of 100.4 or above, severity of illness or injury contraindicates attendance. Readmission is permitted when student is recovered or a written medical release is submitted to the school. The district does not assume responsibility for any costs incurred for medical or dental care, or for emergency transport.

Education, Counseling, and Referral: Parental permission is sought for specified programs. Confidential information is shared on a need-to-know basis. The nurse is available to teach students essentials of care and prevention.

Immunizations: Immunization dates require month/day/year for new students and as updated. Physician, school, or health department records are acceptable. Medical exemptions must be updated annually unless specified as life-long. Affidavits are required for religious exemptions, but are invalid in epidemics.

***An AHERA management plan with reinspection documentation is available for inspection during normal office hours. The master plan is available for inspection at the district administration building.

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

SAFETY

Accident Prevention: *Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:*

- Avoid conduct that is likely to put him/her or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students *immediately*.

Fire and Emergency Drills: Fire drills are required by law at regular intervals and are an important safety precaution. Designated Fire Exits are on maps inside each doorway. It is essential that when the pulsing siren is first sounded, everyone obeys directives and promptly clears the building by specific routes as quickly and as orderly as possible. Students are not to run or talk as they exit the building. Once outside, the students should be standing silently in lines at assigned areas in order for teachers to take attendance.

Emergency drills are necessary for such times as during tornado or severe storm warnings. Designated emergency areas are on maps inside each classroom doorway. At the sound of a high/low siren teachers will take their classes quietly and orderly to an assigned area. Students are not to run or talk as they relocate to the specified area. Students are to sit on the floor as close as possible to the solid, inside walls.

Lock Down Drills: As another measure of safety for our students and staff we will review and practice this procedure. This lock down could be used in the event of an intruder, terrorist, etc. The staff and students will be told to stay in their class with the door locked. No one comes in – no one goes out. This procedure will ensure no human movement in the building until we can investigate the situation and then possibly evacuate by hallways or individual classrooms.

Surveillance Cameras: In order to help ensure student safety, surveillance cameras are in use 24 hours per day.

ACADEMICS

Grade Reporting: Parents are encouraged to establish and maintain frequent communication about student progress. Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every three weeks.

Parents can use the planner as a daily communication tool between home and school.

At the end of the first three weeks of a grading period, parents are given written notice of the student's performance in any course. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents will be requested to schedule a conference with the teacher of that class or subject. The report card or progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

Report cards and progress reports must be signed by the parent and returned to the school.

Report cards for the final six-weeks will be mailed soon after school is out. Please make sure that your address is correct in the office files. Starting at 8:15 am, tutoring will be available on a daily basis.

A numerical system for grading is used. The lowest passing grade is 70 (90-100=A, 80-89=B, 70-79=C, below 70 is failing).

Retention: In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in mathematics and language arts. In addition, a grade of 70 on a scale of 100 would be required for either social studies or science.

TAKS Math and TAKS Reading must be passed for promotion to the 8th and 9th grade unless placed by the Grade Placement Committee.

NO PASS, NO PLAY

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

Student Eligibility: General Rules

1. All students are eligible the first six weeks of school unless they have been retained.
2. Grades are checked at the end of each six weeks and the interval 3-week progress report. Students can lose their eligibility only with the six weeks report card grades. The interval 3 weeks report can help to regain eligibility but not lose it.
3. If a student fails one or more subjects, he/she is ineligible for 3 weeks. There is a 7-day grace period on both losing and regaining eligibility.
4. If a student fails a class for the six weeks his/her grades will be checked from the 3-week progress report. In order to regain eligibility all classes must be passing—not just the subject that was below 70 on the last six weeks report card.
5. Students may practice before/or after school while they are ineligible.

6. Ineligible students shall not travel with the school organization to a contest, sit with them, or wear uniform during a contest.

7. Students who have “Incomplete” grades are considered ineligible until course work is made up according to District guidelines and the course grade is 70 or above.

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

ATTENDANCE

Expectations: Parents are encouraged to establish and maintain frequent communication about student progress. We expect our students to attend school regularly and promptly. In addition, state law requires students to be in attendance 90% of the school year. A campus attendance committee will review all excessive absences. Excessive absences may require a letter stipulating the need of a doctor's note for an excused absence or a notice of a court hearing. Excessive tardies to school may also be considered truanancies.

Perfect Attendance: Our official accounting period is 3/13. Students must be present each day during this period to qualify for a Perfect Attendance award.

If a student misses a class because of a doctor or dentist appointment, he/she may still be counted as present if the student returns that day with a note from the doctor or dentist.

Admits: No student will be permitted to attend class after an absence without first coming by the office for an admit to class. **Parents must send a note** containing the following information: (1) reason for absence; (2) date of absence; (3) parent signature. Any absence without a written note will be considered unexcused and the student will receive a zero (0) for each class missed.

Planned Absences: Vacation days other than school holidays are unexcused by law. Parents who anticipate planned absences for students need to send a written note **in advance** to the principal explaining the reason to seek approval for the absence. **Prior approval from Mr. Fields must be obtained to excuse a planned absence.**

Please note : Homework will not be given ahead of time for approved or unapproved planned absences.

Take Your Daughter to Work Day is not observed by LISD and will be considered unexcused should your child participate in this event.

Signing In and Out: All students must remain on campus at all times unless they have been excused through the main office. In order to leave campus during the day, the student must have a note signed by a parent or guardian stating the destination and time of departure. The note must be presented to the attendance clerk in the office, and the student must enter his/her name in to the sign out computer. If there is no note from the parent and someone other than the parent is signing the student out, the attendance clerk will need to verify with the parent that the student needs to be off campus before the student will be released. Students arriving after the school day has started must report to the office to sign in before reporting to class.

Make-Up Work: Student make-up work may be requested through the office. To request homework, call the front office by 10:00 AM on the second consecutive day of absence.

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

Truancy: All truanies or incidents of skipping class are unexcused absences, but not all unexcused absences are truanies. A student is unexcused and truant when absent without parental knowledge and/or consent.

Withdrawal: The procedure for withdrawal or transferring is as follows:

- Parent or guardian authorization for withdrawal or transfer is presented to the attendance clerk in the main office at least two days prior to the student's last day.
- Obtain the appropriate form from the attendance clerk in the main office before first period and follow the written directions on the form.

Change of Address

In order to change your address the parent must provide a copy of a gas, water or electric bill to the attendance clerk so that the official record can be changed in case of an emergency at home or school.

Activity Period

The Activity Period will be primarily for students to do their homework. During the second semester this time will be use for TAKS tutorials, and Academic UIL practice.

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

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

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

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

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

Contact Person: Barb Pfander, Diagnostician

Phone: 469-713-5966

Lewisville Independent School District Privacy Notice to Parents

Please Read the Following Important Announcement

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

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

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

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

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.

DIABETIC MANAGEMENT
IN THE SCHOOL SETTING
HB 984

HB 984 was passed to require schools in Texas to provide consistency for the care of students with diabetes. LISD GUIDELINES FOR DIABETIC CARE AT SCHOOL will consist of 3 levels of services and training to be provided in each school with a diabetic enrolled.

Level I will be campus-wide and consist of emailing a power point presentation “Guide to Diabetic Management in the School” to the campus staff.

Level II will be conducted for school personnel that have contact with specific diabetic students. This will include Level I materials and review of the student’s Individual Health Plan (IHP).

Level III requires the principal to designate one to three school employees, who are not health care professionals, to serve as Unlicensed Diabetes Care Assistants (UDCA), who will be trained to care for students with diabetes. The UDCA will be trained annually to provide care for the diabetic student, during school hours, if the school nurse is not available.

Bacterial Meningitis

What is bacterial meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and the least serious. Bacterial meningitis is a very serious bacterial infection with the potential for long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

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

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

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

What is the risk of getting bacterial meningitis?

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

How serious is bacterial meningitis?

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

How does bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

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

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention www.cdc.gov and the Department of State Health Services www.dshs.state.tx.us.

HEALTH SERVICES (Short Version for Secondary Student Handbooks)

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

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

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

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

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

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

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