



*Lago Vista*  
Independent School District

**Student Handbook  
2018-2019**

# Lago Vista Independent School District

# Student Handbook, 2018-2019

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## **DISTRICT MISSION STATEMENT**

Lago Vista ISD will equip students for the rigors of the 21<sup>st</sup> century by preparing them for a global-based digital economy. Lago Vista ISD will be recognized as a leader in educational innovation through technology, facilities, curriculum, volunteerism, and instruction.



# LAGO VISTA ISD MISSION, VISION, AND COMMITMENTS

## District Mission

Lago Vista ISD will equip students for the rigors of the 21st century by preparing them for a global-based digital economy. Lago Vista ISD will be recognized as a leader in educational innovation through technology, facilities, curriculum, volunteerism, and instruction.

## District Vision

Lago Vista Independent School District will continue to establish a tradition of excellence by providing engaging curriculum and instruction that encourages collaboration, communication, and critical thinking, by leading educational innovation in technology and facilities, and by fostering community partnerships that create a community of learners dedicated to promoting high expectations and achievement for all students.

## District Commitments

- We will maximize student achievement by providing educational programs that engage all students, by developing an extensive curriculum that emphasizes collaboration, critical thinking, and creativity, and by using high quality instructional strategies.
- We will provide a safe, nurturing educational environment that reflects a commitment to leadership, digital citizenship, service, integrity, character, and high expectations for all students.
- We will prepare graduates for success in post-secondary pathways by developing programs and activities that promote college readiness and that support pursuits in career and technology fields.
- We will attract, develop, and maintain high quality professionals by offering competitive pay and benefits, and by working collaboratively to determine, meet, and facilitate their specific professional needs.
- We will welcome, inform, and nurture partnerships with our families and community partners to ensure active involvement in promoting high expectations, strong values, and the academic achievement and success of all students.
- We will develop an efficient, transparent, and collaborative approach to planning & decision-making that communicates the priorities, processes, initiatives, and challenges of the District to all stakeholders.

# LAGO VISTA ISD

## STUDENT HOLIDAYS & IMPORTANT DATES

### 2018-2019

<b>August 8–10</b>	Staff Professional Development (No Students) – <i>Schedule is Campus Specific</i>
<b>August 13-14</b>	Staff Work Day (No Students) – <i>Schedule is Campus Specific</i>
<b>August 15</b>	First Day of School
<b>September 3</b>	Labor Day – Staff/Student Holiday
<b>October 8</b>	Columbus Day & Staff Professional Development – Student Holiday
<b>October 26</b>	Early Release – Parent/Teacher Conferences
<b>November 19–23</b>	Thanksgiving Break – Staff/Student Holiday
<b>December 20– January 4</b>	Winter Break – Staff/Student Holiday
<b>January 7</b>	Staff Work Day - Student Holiday
<b>January 21</b>	MLK Day/Exchange Day (No Students)
<b>January 25</b>	Early Release – Parent/Teacher Conferences
<b>February 18</b>	President’s Day/Exchange Day (No Students)
<b>March 18-22</b>	Spring Break – Staff/Student Holiday
<b>April 19</b>	Good Friday – Staff/Student Holiday
<b>May 23</b>	Last Day of School
<b>May 24</b>	Staff Work Day Graduation
<b>May 27</b>	Memorial Day – Staff Holiday

# LAGO VISTA ISD EARLY RELEASE TIMES & DATES

<b>Lago Vista Elementary</b>	Students dismiss at 11:30am on Early Release dates.
<b>Lago Vista Intermediate</b>	Students dismiss at 11:35am on Early Release dates.
<b>Lago Vista Middle School</b>	Students dismiss at 12:30pm on Early Release dates.
<b>Lago Vista High School</b>	Students dismiss at 12:20pm on Early Release dates.
<b>October 26</b>	All campuses – Parent/Teacher Conferences (As needed)
<b>January 25</b>	All campuses – Parent/Teacher Conferences (As needed)

## 2018-2019 GRADING PERIOD DATES

<b>August 15</b>	Start of 1 <sup>st</sup> Nine Weeks [Start of 1 <sup>st</sup> Semester]
<b>October 19</b>	End of 1 <sup>st</sup> Nine Weeks <i>1<sup>st</sup> Nine Weeks = 46 Instructional Days</i>
<b>October 22</b>	Start of 2 <sup>nd</sup> Nine Weeks
<b>January 11</b>	End of 2 <sup>nd</sup> Nine Weeks [End of 1 <sup>st</sup> Semester] <i>2<sup>nd</sup> Nine Weeks = 42 Instructional Days</i>
<b>January 14</b>	Start of 3 <sup>rd</sup> Nine Weeks [Start of 2 <sup>nd</sup> Semester]
<b>March 15</b>	End of 3 <sup>rd</sup> Nine Weeks <i>3<sup>rd</sup> Nine Weeks = 43 Instructional Days</i>
<b>March 25</b>	Start of 4 <sup>th</sup> Nine Weeks
<b>May 23</b>	End of 4 <sup>th</sup> Nine Weeks [End of 2 <sup>nd</sup> Semester] <i>4<sup>th</sup> Nine Weeks = 43 Instructional Days</i>

## Request for Paper Copy of Electronically Distributed Student Handbook

My child and I have been offered the option of electronic access at [www.lagovistaisd.org](http://www.lagovistaisd.org) to the Lago Vista Independent School District Student Handbook for 2018–2019.

I have chosen to:

- Receive a paper copy of the Student Handbook.
- Decline responsibility for accessing the Student Handbook by visiting the web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook, I should direct those questions to the campus principal.

Printed name of student: \_\_\_\_\_

Campus: \_\_\_\_\_

Printed name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

*Please submit this form to the campus front office.*

## **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**

State law requires the District to give you the following information:

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Lago Vista ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of your child's first day of instruction for this school year.

This means that the District must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. In addition, you have the right to tell the District that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The District is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** for more information.]

## Parent's Response Regarding Release of Student Information for School-Sponsored Purposes

For the following school-sponsored purposes: all District publications and announcements, Lago Vista ISD has designated the following information as directory information [See FL(LOCAL)]:

- Student's name
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Note: Please complete the following only if you do not give permission for Lago Vista ISD to disclose the directory information above from your child's education records without your prior written consent. It is not necessary to complete this form if you indicated your denial of permission on Registration Form R1 – Student Directory Information upon enrollment for the 2018-2019 school year.**

I, parent of \_\_\_\_\_ (student's name), do not give the District permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

*Please note that if this form is not returned within the first ten (10) days of school and denial of permission was not indicated on registration paperwork for the 2018-2019 school year, the District will assume that permission has been granted for the release of this information.*



## Parent's Response Regarding Release of Student Information

For all other purposes, Lago Vista ISD has designated the following information as directory information [See FL(LOCAL)]:

- Student's name
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

**Note: Please complete the following only if you do not give permission for Lago Vista ISD to disclose the directory information above from your child's education records without your prior written consent. It is not necessary to complete this form if you indicated your denial of permission on Registration Form R1 – Student Directory Information upon enrollment for the 2018-2019 school year.**

I, parent of \_\_\_\_\_ (student's name), do not give the District permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

*Please note that if this form is not returned within the first ten (10) days of school and denial of permission was not indicated on registration paperwork for the 2018-2019 school year, the District will assume that permission has been granted for the release of this information.*

## **Parent’s Objection to the Release of Student Information to Military Recruiters & Institutions of Higher Education**

Federal law requires that the District release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the District, unless the parent or eligible student directs the District not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** for more information.]

**Note: Please complete the following only if you do not give permission for Lago Vista ISD to disclose the directory information above from your child’s education records without your prior written consent. It is not necessary to complete this form if you indicated your denial of permission on Registration Form R1 – Student Directory Information upon enrollment for the 2018-2019 school year.**

I, parent of \_\_\_\_\_ (student’s name), request that the District **not** release my child’s name, address, and telephone number to a military recruiter or institution of higher education without my prior written consent.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

*Please note that if this form is not returned within the first ten (10) days of school and denial of permission was not indicated on registration paperwork for the 2018-2019 school year, the District will assume that permission has been granted for the release of this information.*

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# PREFACE

Dear Students and Parents,

**Welcome to the 2018–2019 school year!** Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. The Lago Vista ISD Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

**Section I—PARENTAL RIGHTS**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student. Both students and parents should become familiar with the Lago Vista ISD Student Code of Conduct, which is a document adopted by the Board and intended to promote school safety and an atmosphere for learning. That document may be found on the District’s website at <http://www.lagovistaisd.net> and is available in hard copy upon request.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the provisions of board policy and the Student Code of Conduct are to be followed.

Please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The District reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances. Although the Student Handbook may refer to rights established through law or District policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the District.

If you or your child has questions about any of the material in this handbook, please contact your campus principal.

Also, please complete and return to your child's campus the following forms if you wish to change your response from the 2017-2018 enrollment forms:

1. Request for Paper Copy of Electronically Distributed Student Handbook, if you choose to receive a paper copy of this handbook;
2. Parent's Response Regarding Release of Student Information for School-Sponsored Purposes, if you choose to restrict the release of information and did not indicate your denial of permission on the enrollment paperwork for your student;
3. Parent's Response Regarding Release of Student Information, if you choose to restrict the release of information and did not indicate your denial of permission on the enrollment paperwork for your student;
4. Parent's Objection to the Release of Student Information to Military Recruiters & Institutions of Higher Education, if you choose to restrict the release of information to these entities and did not indicate your denial of permission on the enrollment paperwork for your student; and
5. Consent/Opt-Out Form.

[See **Objecting to the Release of Directory Information and Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on for more information.]

**NOTE:** References to policy codes are included so that parents can refer to board policy. The District's official policy manual is available for review in the District administration office and an unofficial electronic copy is available at <http://www.lagovistaisd.net>.

### **Accessibility**

If you have difficulty accessing the information in this document because of disability, please call (512) 267-8300.

# SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Lago Vista ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

## PARENTAL RIGHTS

### **Consent to Conduct a Psychological Evaluation**

A District employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

### **Consent to Display a Student's Original Works and Personal Information**

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. However, the District will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the District's website, a website affiliated or sponsored by the District, such as a campus or classroom website, and in District publications, which may include printed materials, videos, or other methods of mass communication.

### **Consent to Receive Parenting & Paternity Awareness Instruction if Student is Under Age 14**

A student under the age of 14 must have parental permission to receive instruction in the District's parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the District's health education classes.

### **Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law**

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The District will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

[See **Video Cameras** for more information, including a parent's right to request video and audio equipment be placed in certain special education settings.]

## **Prohibiting the Use of Corporal Punishment - UPDATE**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District’s policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, District personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

**NOTE:** If the District is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student’s caregiver or caseworker.

## **Limiting Electronic Communications with Students by District Employees**

Teachers and other approved employees are permitted by the District to communicate with students through the use of electronic media within the scope of the individual’s professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may distribute posts to student groups in his/her class through electronic media to communicate about items such as homework or upcoming tests.

However, instant or text messages sent to an individual student are only allowed if a District employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

The employee is required to include his or her immediate supervisor or the student’s parent as recipients on all text messages.

If you prefer that your child not receive any one-to-one electronic communications from a District employee or if you have questions related to the use of electronic media by District employees, please contact the campus principal.

## **Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the District to disclose appropriately designated “directory information” from a child’s education records without written consent.

“Directory information” is information that is not considered harmful or an invasion of privacy if released. Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of

student birthdays for generating school-wide or classroom recognition; a student's name and photograph posted on a District-approved and -managed social media platform; and the names and grade levels of students submitted by the District to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, the parent or an eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

**[See the Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information.]**

As allowed by state law, the District has identified two directory information lists - one for school-sponsored purposes and the second of all other requests. First District publications and announcements, the District has designated the following as directory information: student name; photograph; date and place of birth; degrees, honors, and awards received; dates of attendance; major field of study; grade level; most recent school previously attended; participation in officially recognized activities and sports; and weight and height, if members of an athletic team.

For all other purposes, the District has identified the following as directory information: student name; date of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent school previously attended; participation in officially recognized activities and sports; and weight and height, if a member of an athletic team. If you do not object to the use of your child's information for these purposes, the school must release this information when the school receives a request from an outside entity or individual.

**[Also review the information on Authorized Inspection and Use of Student Records.]**

### **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)**

The District is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent. A form included in this handbook if you do not want the District to provide this information to military recruiters or institutions of higher education.

## **PARTICIPATION IN THIRD-PARTY SURVEYS**

### **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.

- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

[For further information, see policy EF(LEGAL).]

### **“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information.

**NOTE:** This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

## **REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION**

### **Removing a Student from Human Sexuality Instruction**

As a part of the District’s curriculum, students receive instruction related to human sexuality.

The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.



State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the District's curriculum regarding human sexuality instruction:

*Draw the Line/Respect the Line (DTL/RTL) is a three-part program for students in grades 6, 7, and 8 designed to encourage youth to delay having sexual intercourse to reduce the incidence of sexually transmitted diseases (STDs), including HIV/AIDS, and pregnancy. This abstinence-focused program also emphasizes developing young people's interpersonal and intrapersonal skills so that they can set sexual limits.*

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the District's SHAC. Please see the campus principal for additional information.

### **Reciting a Portion of the Declaration of Independence in Grades 3-12**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### **Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

[See **Pledges of Allegiance and a Minute of Silence** and policy EC(LEGAL).]

### **Religious or Moral Beliefs**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

### **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The schools will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

[Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.]

## **RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES**

### **Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the student's teacher.

### **Participation in Federally Required, State-Mandated, and District Assessments**

You may request information regarding any state or District policy related to your child's participation in assessments required by federal law, state law, or the District.

### **Notices of Certain Student Misconduct to Noncustodial Parent**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

[See policy FO(LEGAL) and the Lago Vista ISD Student Code of Conduct.]

### **Accessing Student Records**

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

### **Authorized Inspection and Use of Student Records**

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's education records. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section, as well as at **Objecting to the Release of Directory Information**, are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the District must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

Inspection and release of student records is primarily restricted to an eligible student or a student's parents -whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When District school officials have what federal law refers to as a “legitimate educational interest” in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including District health or District medical staff), a person or company with whom the District has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties.

“Legitimate educational interest” in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office,

and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.

- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the District discloses information it has designated as directory information [see **Objecting to the Release of Directory Information** for opportunities to prohibit this disclosure].

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The campus principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. A parent or eligible student may inspect records during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the superintendent's office is 8039 Bar K Ranch Road, Lago Vista, TX 78645.

The addresses of the principals' offices are:

**Lago Vista Elementary School** - 20311 Dawn Drive, Lago Vista, TX 78645

**Lago Vista Intermediate School** - 20801 FM 1431, Lago Vista, TX 78645

**Lago Vista Middle School** - 8039 Bar-K Ranch Road, Lago Vista, TX 78645

**Lago Vista High School** - 5185 Lohman Ford Road, Lago Vista, TX 78645

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the District denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the District's grading policy.

[See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** and **Complaints and Concerns** for an overview of the process.]

The District's policy regarding student records found at Policy FL is available from the principal's or superintendent's office or on the District's website at <http://www.lagovistaisd.net>.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

### **Teacher and Staff Professional Qualifications**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## **STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES**

### **Children of Military Families**

Children of military families will be provided flexibility regarding certain District requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the District. The District will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://tea.texas.gov/mil/>.

## **PARENTAL ROLE IN CERTAIN CLASSROOM AND SCHOOL ASSIGNMENTS**

### **Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children.

The campus principal will recommend the appropriate classroom placement for all students, including multiple birth siblings. Taking the wishes of multiple-sibling parents into account, the school will determine a placement that respects the close nature of the multiple birth bonds while at the same time encouraging individual abilities. This section does not affect a right or obligation under Subchapter A, Chapter 29, or under the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.) regarding the individual placement decisions of the school district admission, review, and dismissal committee or the right of a school district or teacher to remove a student from a classroom under Chapter 37.

[See the Lago Vista ISD District of Innovation Plan.]

### **Safety Transfers/Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the District to be a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the superintendent or campus principal for information.
- Consult with District administrators if your child has been determined by the District to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. [See **Bullying**, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]
- Request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed

on deferred adjudication for that assault. If the victim does not wish to transfer, the District will transfer the assailant in accordance with policy FDE.

### **Service/Assistance Animal Use by Students**

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal at least ten District business days before bringing the service/assistance animal on campus.

### **Students in the Conservatorship of the State (Foster Care)**

A student who is currently in the conservatorship (custody) of the state and who enrolls in the District after the beginning of the school year will be allowed credit-by-examination opportunities outside the District's established testing windows, and the District will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

A student who is currently in the conservatorship (custody) of the state and who is moved outside of the District's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the District's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school.

In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

[See also **Credit by Examination For Advancement/Acceleration, Course Credit, and Students in Foster Care** for more information.]

### **Students Who Are Homeless**

Children who are homeless will be provided flexibility regarding certain District provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.



Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The District will expedite local timelines, when possible, for prompt dispute resolution.

[See also **Credit by Examination for Advancement/Acceleration, Course Credit, and Homeless Students** for more information.]

### **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services - UPDATE**

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a child is experiencing learning difficulties, the parent may contact the individuals listed below to learn about the school’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 or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals - UPDATE**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a District administrative employee of the District, the District must respond no later than 15 school days after receiving the request. At that time, the District must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with the reasons for the decision. The District must also obtain the parent’s consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the District declines the request for an initial evaluation and evaluation report, the District must obtain the parent’s written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the District receives a parent’s consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies.

Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the District must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the District in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

### **Contact Person for Special Education Referrals - UPDATE**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Krystal Colhoff at (512) 267-8300.

### **Section 504 Referrals - UPDATE**

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### **Contact Person for Section 504 Referrals - UPDATE**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Krystal Colhoff at (512) 267-8300.

[See also **Students with Physical or Mental Impairments Protected under Section 504.**]

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- <http://framework.esc18.net/display/Webforms/LandingPage.aspx>
- <http://www.partnerstx.org/>
- <http://www.spedtex.org/>
- <http://www.texasprojectfirst.org/>

### **Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education - UPDATE**

The District will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

### **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the District is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home.

[See policy FDB(LOCAL).]

### **Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### **Students With Physical or Mental Impairments Protected under Section 504 - UPDATE**

A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

[See policy FB.]

[See also **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** for more information.]

## SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact the campus principal.

### ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed in the sections that follow.

#### Compulsory Attendance

##### *Age 19 and Older*

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

[See policy FEA.]

##### *Between Ages 6 and 19*

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

### ***Pre-kindergarten and Kindergarten***

Students enrolled in pre-kindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

### **Exemptions to Compulsory Attendance**

#### ***All Grade Levels***

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

#### ***Secondary Grade Levels – UPDATE***

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the District of these activities.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the District's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- A student serving as an election clerk, if the student makes up any work missed.

The District will also excuse an absence of a student in grades 6–12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

## **Failure to Comply with Compulsory Attendance**

### ***All Grade Levels***

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### ***Age 19 and Older***

After a student age 19 or older incurs a third unexcused absence, the District will send the student a letter, as required by law, explaining that the District may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking the student’s enrollment, the District may implement a behavior improvement plan.

### ***Students with Disabilities***

If a student with a disability is experiencing attendance issues, the student’s ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student’s individualized education program or Section 504 plan, as appropriate.

### ***Between Ages 6 and 19***

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor the student’s attendance and to require the student to come to school. The notice will also inform the parent that the District will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the District will also be initiated.

The truancy prevention facilitator for the District is Darren Webb. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the District, in most circumstances, will refer the student to truancy court.

[See policy FEA(LEGAL).]

## **Attendance for Credit or Final Grade (Kindergarten Through Grade 12)**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class.

If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences.

[See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the Board of Trustees by following policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

### **Official Attendance-Taking Time (All Grade Levels)**

The District must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00am (9:50am at elementary and intermediate).

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

### **Documentation after an Absence (All Grade Levels)**

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the District reserves the right to require a written note. The campus will document in its attendance records for the student whether the absence is considered by the District to be excused or unexcused.

**NOTE:** Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence, even if the parent provides a note explaining the absence.

### **Doctor's Note after an Absence for Illness (All Grade Levels)**

Within 3 days of returning to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

[See policy FEC(LOCAL).]

### **Driver License Attendance Verification (Secondary Grade Levels Only)**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS.

A verification of enrollment (VOE) and attendance form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.



## **ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)**

Lago Vista ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the District, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the District compiled by TEA based on academic factors and ratings;
- The District's financial management report, which will include the financial accountability rating assigned to the District by TEA;
- The performance ratings of the District's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Information about all of these can be found on the District's website at <http://www.lagovistaisd.net>. Hard copies of any reports are available upon request to the District's administration office.

TEA also maintains additional accountability and accreditation information at TEA Performance Reporting Division and the TEA homepage.

## **Armed Services Vocational Aptitude Battery Test (Secondary Grade Levels Only)** – **UPDATE**

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. Please contact Lago Vista High School for information about this opportunity.

## **AWARDS AND HONORS (All Grade Levels)**

Awards and honors are given for accomplishments, such as honor roll and perfect attendance. The individual campuses are responsible for the coordination of these recognitions. Questions related to awards and honors should be directed to the campus principal.

## **BULLYING (All Grade Levels) – UPDATE**

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The District is required to adopt policies and procedures regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The District will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by visiting [www.lagovistaisd.net](http://www.lagovistaisd.net) and following the instructions to submit a StayALERT report.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. The parent of a student who has been determined by the District to be a victim of bullying may request that the student be transferred to another classroom within the District.

[See **Safety Transfers/Assignments**.]

A copy of the District's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the District's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing**, policy FFI, and the District Improvement Plan, a copy of which can be viewed in the campus office.]

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS (Secondary Grade Levels Only) – UPDATE**

The District offers career and technical education programs in the following areas: Architecture & Construction; Arts, Audio/Video Technology, & Communications; Business Management & Administration; Finance; Health Science; Information Technology; Manufacturing; and Science, Technology, Engineering, and Mathematics (STEM). Admission to these programs is based on guidance and regulations from the Texas Education Agency and requirements and/or recommendations listed in statute.

Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of the District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

[See **Nondiscrimination Statement** for the name and contact information of the Title IX coordinator and ADA/Section 504 coordinator, who will address certain allegations of discrimination.]

## **CELEBRATIONS (All Grade Levels)**

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[See **Food Allergies** and appendix for campus supplements.]

## **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN (All Grade Levels)**

The District has established a plan for addressing child sexual abuse and other maltreatment of children, which is addressed in the District Improvement Plan located at <http://www.lagovistaisd.net>. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and

neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

[To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).]

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs.

[See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels).]

The following websites might help you become more aware of child abuse and neglect:

- <https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>
- <http://kidshealth.org/en/parents/child-abuse.html>
- <http://www.taasa.org/member/materials2.php>
- <https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-1>
- <https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-childabuse-2>

Reports of abuse or neglect may be made to the CPS division of the TDFPS (1-800-252-5400 or on the web at <http://www.txabusehotline.org>).

### **CLASS RANK / HIGHEST RANKING STUDENT (Secondary Grade Levels Only)**

Class rank shall be determined by averaging all semester grades earned in grades 9-12, with the exceptions noted in policy EIC(LOCAL). Courses taken in middle school for state graduation credit shall also be used for class rank calculation. The valedictorian shall be the eligible student with the highest ranking, as determined by the District's class rank procedure described in EIC(LOCAL).

[See the **Lago Vista ISD Grading Guidelines** and the **Lago Vista ISD High School Course Guide** for information on class rank. For further information, see policy EIC.]

### **CLASS SCHEDULES (Secondary Grade Levels Only)**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

[See **Schedule Changes** for information related to student requests to revise their course schedule.]

## **COLLEGE AND UNIVERSITY ADMISSIONS AND FINANCIAL AID (Secondary Grade Levels Only) – UPDATE**

For two school years following his or her graduation, a District student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses, or Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University during the summer or fall 2019 term, the University will admit the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Upon enrolling in their first course that is eligible for high school credit, the District will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest Ranking Student** for information specifically related to how the District calculates a student's rank in class and **Graduation** for information associated with the foundation graduation program. See also the **Lago Vista ISD Grading Guidelines**.]

[See **Students in the Conservatorship of the State (Foster Care)** for information on assistance in transitioning to higher education for students in foster care.]

## **COLLEGE CREDIT COURSES (Secondary Grade Levels Only)**

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit or Advanced Placement (AP);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network (TxVSN);

- Enrollment in articulated courses taught in conjunction and in partnership with Austin Community College and/or the University of Texas at Austin;
- Enrollment in courses taught at other colleges and universities; and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **COMMUNICATIONS – AUTOMATED**

### **Emergency**

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See **Safety** for information regarding contact with parents during an emergency situation.]

### **Nonemergency**

The District will request that you provide contact information, such as your phone number and e-mail address, in order for the school to communicate items specific to your child, your child's school, or the District. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in your phone number. The District or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communications that are closely related to our mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the District contacts you, please contact your child's principal.

[See **Safety** for information regarding contact with parents during an emergency situation.]

## **COMPLAINTS AND CONCERNS (All Grade Levels)**

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of this policy and complaint forms may be obtained in the principal's or superintendent's office or on the District's website at <http://www.lagovistaisd.net>.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a District complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

## **CONDUCT (All Grade Levels)**

### **Applicability of School Rules**

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—on and off campus, as well as in District vehicles—and consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

### **Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct.

The campus behavior coordinator at each campus is listed below:

- Justin Walker, Lago Vista High School
- Jayme Spexarth, Lago Vista Middle School
- Stacie Davis, Lago Vista Intermediate School
- Eric Holt, Lago Vista Elementary School

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a District building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to District property.



- Use of force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disruption of classes or other school activities 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; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the District.

## **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

## **COUNSELING**

### **Academic Counseling**

#### ***Elementary and Middle/Junior High School Grade Levels***

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

#### ***High School Grade Levels***

High School students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities, as well as information on the importance of postsecondary education.

The school counselor can also provide information about entrance examinations and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

### **Personal Counseling (All Grade Levels)**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should make this request through the front office or by speaking to the counselor directly. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[See **Substance Abuse Prevention and Intervention, Suicide Awareness and Mental Health Support, and Child Sexual Abuse and Other Maltreatment of Children and Dating Violence.**]

### **COURSE CREDIT (Secondary Grade Levels Only)**

A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

### **CREDIT BY EXAM—If a Student Has Taken the Course/Subject (All Grade Levels)**

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an examination approved by the District's Board of Trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

[For further information, see the school counselor and policy EHDB(LOCAL).]

### **CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION**

#### **If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement, or to accelerate to the next grade level. The District's Board of Trustees approves the examinations offered by the District, and state law requires the use of certain examinations, such as College

Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable.

The dates on which examinations are scheduled during the 2018-2019 school year will be published in the Lago Vista ISD Grading Guidelines and on the District's website. The only exceptions to the published dates will be for any examinations administered by another entity besides the District or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system.

When another entity administers an examination, a student and the District must comply with the testing schedule of the other entity. During each testing window provided by the District, a student may attempt a specific examination only once.

If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date.

[For further information, see policy EHDC.]

### **Kindergarten Acceleration**

In accordance with State Board rules, the Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:

1. Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.
2. Recommendation of the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria deemed appropriate by the principal and Superintendent.

### **Students in Grades 1-5**

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a District administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

### **Students in Grades 6-12**

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination, a scaled score of 50 or higher on an examination administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an examination to earn high school course credit no more than twice.

If a student fails to achieve the designated score on the applicable examination before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (All Grade Levels) – UPDATE**

The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and District employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the District's policy is available on the District's website.

[See policy FFH.]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-

calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

Retaliation against a person, who makes a good faith report of discrimination, or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a District investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, and destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other District employee. The student's parent may make the report. [See policy FFH(LOCAL) and (EXHIBIT) for the appropriate District officials to whom to make a report.

Upon receiving a report of prohibited conduct as defined by policy FFH, the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by

that policy. If not, the District will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The District will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District. In the event alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

### **Investigation of Report**

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct.

If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the District investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

## **DISCRIMINATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

## **DISTANCE LEARNING**

### **All Grade Levels**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The distance learning opportunities that the District makes available to District students are through articulated courses with Austin Community College and the Texas Virtual School Network (TxVSN). Options that are not prearranged through the District will be considered on a case-by-case basis based on the individual student's request.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TxVSN), as described below, in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the District may not recognize and apply the course or subject toward graduation requirements or subject mastery.

### **Texas Virtual School Network (TxVSN) (Secondary Grade Levels)**

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules.

[See **Extracurricular Activities, Clubs, and Organizations.**]

In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless the campus principal makes an exception, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the campus counselor.

## **DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS (All Grade Levels)**

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. The school yearbook is available to students.

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

### **Non-school Materials**

#### ***From Students***

Students must obtain prior approval from the campus principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school.

To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days. The principal has designated the campus office as the location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See FNG(LOCAL) for student complaint procedures.]

### ***From Others***

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA.

To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the campus principal for prior review. The campus principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy.

[See policies at DGBA, FNG, or GF.]

The campus principal has designated the front office as the location for approved non-school materials to be placed for voluntary viewing or collection. Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the Lago Vista ISD Standards of Attire in the appendix of this handbook.

If the principal or designee determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

[See **Lago Vista ISD Standards of Attire** in Appendix III.]



## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels)**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the District permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law.

[See policy FNCE.]

In limited circumstances and in accordance with law, authorized personnel may search a student's personal telecommunications device.

[See **Searches** and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The District is not responsible for damaged, lost, or stolen telecommunications devices.

### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, authorized personnel may search a student's personal electronic device.

[See **Searches** and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The District is not responsible for any damaged, lost, or stolen electronic device.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user

agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Acceptable Use of District Technology Resources – UPDATE**

District-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the District’s network systems and use of District equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these District resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is District-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the District’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## **END-OF-COURSE (EOC) ASSESSMENTS**

[See **Graduation and Standardized Testing.**]

## **ENGLISH LANGUAGE LEARNERS (All Grade Levels)**

A student who is an English language learner is entitled to receive specialized services from the District. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both District personnel and at least one parent representative. The student’s parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student’s level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has

been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at Standardized Testing, may be administered to an English language learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (All Grade Levels)**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the District arranges transportation for these events, students are required to use the transportation provided by the District to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor.

[See **Transportation**.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uiltexas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See <http://www.uiltexas.org> for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the District. The equipment used in football is no exception. As a parent, you are entitled to review the District's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

In addition, the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- Each school year, a student is allowed up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

### **Offices and Elections**

See individual campus program guidelines for specific information about clubs, organizations and performing groups that will hold elections for student officers.

### **FEES (All Grade Levels) – UPDATE**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.

- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when the District provides uniforms.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for lost or damaged textbooks, including technological equipment.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles.**]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal.

[For further information, see policy FP.]

## **FUNDRAISING (All Grade Levels)**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes in accordance with administrative regulations.

[For further information, see policies at FJ and GE.]

## **GANG-FREE ZONES (All Grade Levels)**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the District, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any District-owned or leased property or campus playground.

## **GENDER-BASED HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

## **GRADE LEVEL CLASSIFICATION (Grades 9–12 Only)**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Classification</u>
7	Grade 10 (Sophomore)
14	Grade 11 (Junior)
21	Grade 12 (Senior)

## **GRADING GUIDELINES (All Grade Levels)**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents. These guidelines have been reviewed by the Deputy Superintendent and have been approved by the campus principal.

These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

[See **Report Cards/Progress Reports and Conferences** or the **Lago Vista ISD Grading Guidelines.**]

## **GRADUATION (Secondary Grade Levels Only)**

### **Requirements for a Diploma Beginning with the 2014–15 School Year**

Beginning with students who entered grade 9 in the 2014–2015 school year, as well as any currently enrolled high school student who decides to graduate under the foundation graduation program, a student must meet the following requirements to receive a high school diploma from the District:

- Complete the required number of credits established by the state and any additional credits required by the District;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the District, in the specific communication skills required by the State Board of Education.

## **Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option.

[See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the District will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[Also see **Standardized Testing** for more information.]

## **Foundation Graduation Program**

Every student in a Texas public school who entered grade 9 in the 2014–2015 school year and thereafter will graduate under the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s diploma. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy; in a dual credit course, on an AP or IB examination; on certain national college preparatory and readiness or college entrance examinations, or for earning a state recognized

or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

### **Credits Required**

The foundation graduation program requires completion of the following credits:

<b>Course Area</b>	<b>Foundation Graduation Program</b> <i>Number of credits</i>	<b>Foundation Graduation Program with an Endorsement</b> <i>Number of credits</i>
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies, including Economics	3	3
Physical Education**	1	1
Language other than English***	2	2
Fine Arts	1	1
Local courses	.5 credit in Health/LNW .5 credit in Speech	.5 credit in Health/LNW .5 credit in Speech
Electives	5 - State-Mandated 5 - Locally Required	7 - State-Mandated 1 - Locally Required
<b>TOTAL</b>	<b>28 credits</b>	<b>28 credits</b>

Additional considerations apply in some course areas, including:

- **Mathematics.** In order to obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student’s transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.



- **Language Other than English.** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a District committee authorized by law to make these decisions for the student.

### **Available Endorsements**

A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

- Science, Technology, Engineering, and Mathematics
- Business and Industry
- Public Services
- Arts and Humanities
- Multidisciplinary Studies

### **Personal Graduation Plans – UPDATE**

A personal graduation plan will be developed for each high school student. The District encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

Please also review **TEA's Graduation Toolkit**, available here:  
<http://tea.texas.gov/communications/brochures.aspx>.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation. A parent meeting is required.

### **Available Course Options for all Graduation Programs**

Information regarding specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in courses for the upcoming school year. NOTE: The District may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Please be aware that not all courses are offered at every secondary campus in the District. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technical education (CTE), the District will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

## **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

## **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the end-of-course (EOC) assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

## **Preparation for Graduation**

Students are encouraged to meet on a regular basis with their counselor in preparing a graduation plan and checking on progress toward fulfilling the academic requirements for graduation. The ultimate responsibility for ensuring that all requirements are met rests with the student and his/her parents.

## **Graduation Activities**

Candidates for graduation shall not participate in commencement exercises or be awarded a high school diploma until the principal certifies the student has:

1. Met the requirements for the graduation (this includes successful mastery of the state assessments). (Note: Candidates whose work is incomplete will be given their diplomas only when it is determined that work has been satisfactorily completed. Seniors who expect to graduate after taking summer school do not participate in the graduation/commencement ceremony).
2. Met all attendance requirements.
3. Completed all disciplinary consequences.
4. Paid all financial obligations.
5. Participated in at least one Lago Vista High School graduation practice.

To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including but not limited to removal to DAEP, a three-day suspension, or expulsion during his or her last two semesters.

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments will not be allowed to participate in graduation activities. The final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

### **Graduation Speakers**

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies. A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See FNA(LOCAL) and the **Student Code of Conduct**. For student speakers at other school events, see **Student Speakers**.]

### **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

[See **Fees**.]

### **Scholarships and Grants**

Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the T.E.X.A.S. Grant Program and the Teach for Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the school counselor for information about other scholarships and grants available to students.

## **HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.]

### **HAZING (All Grade Levels) – UPDATE**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Examples include:

- Any type of physical brutality;

- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.

The District will not tolerate hazing. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

### **Student Illness (All Grade Levels)**

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A student who is vomiting will be sent home and must stay home until he/she is no longer vomiting without nausea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The District is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions. Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

### **Bacterial Meningitis (All Grade Levels)**

State law requires the District to provide information about bacterial meningitis:

- **What is meningitis?** Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- **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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- **How serious is bacterial meningitis?** If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- **How is bacterial meningitis spread?** Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing). 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?** Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.\* The vaccines are safe and effective (85–90 percent). They 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 lasts 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 Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, particularly the CDC's information on bacterial meningitis, and the Department of State Health Services, <http://www.dshs.state.tx.us>.

**NOTE:** DSHS requires at least one meningococcal vaccination on or after the student's 11<sup>th</sup> birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of

higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See Immunizations for more information.]

### **Food Allergies (All Grade Levels)**

The District requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The District has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The District's food allergy management plan can be accessed by contacting the District nurse at (512) 267-8300 and following prompts for the intermediate school phone directory. The school nurse can be reached via email at [regina\\_carmichael@lagovista.txed.net](mailto:regina_carmichael@lagovista.txed.net).

[See policy FFAF and **Celebrations**.]

### **Head Lice (All Grade Levels)**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. More information on head lice can be obtained from the TDSHS website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

[See Appendix VI and policy FFA for more information.]

## **Physical Activity Requirements**

### ***Elementary School***

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the District will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the District's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

### ***Junior High/Middle School***

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the District will ensure that students in middle or junior high school will engage in at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

For additional information on the District's requirements and programs junior high and middle school student physical activity requirements, please see the principal.

### **School Health Advisory Council (SHAC) (All Grade Levels)**

During the preceding school year, the District's School Health Advisory Council held 4 meetings. Additional information regarding the District's SHAC is available from the District nurse.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

[See policies BDF and EHAA. See **Human Sexuality Instruction** and for additional information.]

### **Student Wellness Policy/Wellness Plan (All Grade Levels)**

Lago Vista ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Darren Webb with questions about the content or implementation of the District's wellness policy and plan.

### **Other Health-Related Matters**

#### ***Physical Fitness Assessment (Grades 3-12)***

Annually, the District will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded.

At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

#### ***Vending Machines (All Grade Levels)***

The District has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the Director of Food Services.

[See policies at CO and FFA.]

#### ***Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)***

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The District and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities.

[See the **Student Code of Conduct** and policies at FNCD and GKA.]

### ***Asbestos Management Plan (All Grade Levels)***

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the District's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the District's plan in more detail, please contact the Superintendent's office.

### ***Pest Management Plan (All Grade Levels)***

The District is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the District strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance, Mark Beall, who serves as the District's IPM coordinator, at (512) 267-8300.

### **HOMELESS STUDENTS (All Grade Levels)**

You are encouraged to inform the District if you or your child is experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the District's Liaison for Homeless Children and Youths, Dr. Suzy Lofton-Bullis at (512) 267-8300.

[See **Students Who Are Homeless.**]

### **HOMEWORK (All Grade Levels)**

The frequency and length of homework assignments will vary depending on the grade level of the student. It is the student's responsibility to complete assignments on time. Students shall assume responsibility for making up work when absent from class.

Parents shall be responsible for ensuring that their children do the homework assigned each day. Regular monitoring of the homework provides a good overview of how and what the teacher is doing in various subjects. Concerns about homework should first be addressed with the teacher and then with the campus counselor or principal.

[See **Lago Vista ISD Grading Guidelines.**]



## ILLNESS

[See **Student Illness** under **Health-Related Matters**.]

### IMMUNIZATIONS (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, the District can honor only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov/>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; rubeola (measles), mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); meningococcal; and Hib and Pneumococcal vaccines for Pre-K. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB(LEGAL) and the TDSHS website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

### LAW ENFORCEMENT AGENCIES (All Grade Levels) – UPDATE

#### Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.

- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The District is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

- All appropriate District personnel in regards to a student who is required to register as a sex offender.

[For further information, see policy FL(LEGAL).]

## **LEAVING CAMPUS (All Grade Levels)**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The District has put the following procedures in place in order to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other District personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

## **During Lunch**

Lago Vista Elementary School and Lago Vista Middle School are closed campuses. No students are allowed to leave during lunch without a parent.

Lago Vista High School is a closed campus. No students are allowed to leave the school campus during lunch without written parental permission and principal approval.

If the student's parent will authorize the student to leave campus unaccompanied for a specified purpose during lunch, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. Documentation regarding the reason for the absence will be required.

## **At Any Other Time During the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal and parent(s). Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

## **LOST AND FOUND (All Grade Levels)**

A "lost and found" collection box is located in a designated location on each campus. If your child has lost an item, please encourage him or her to check the lost and found box. The District discourages students from bringing to school personal items of high monetary value, as the District is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

## **MAKEUP WORK – UPDATE**

### **Makeup Work Because of Absence (All Grade Levels)**

In the case of an absence, the teacher may assign the student makeup work based on the instructional objectives for the subject or course. Makeup work shall also be assigned with consideration for the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner. A student will be given three calendar days for each day of absence to make up missed assignments. In cases of prolonged absence, other arrangements may be made with principal approval. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment. The student will not be permitted to re-do daily assignments or homework for which he/she receives a zero.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.

Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.”

[See **Attendance for Credit or Final Grade** and the **Lago Vista ISD Grading Guidelines**.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

## **DAEP Makeup Work**

### ***Elementary and Middle/Junior High School Grade Levels***

An elementary or middle/junior high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal.

### ***Grades 9-12***

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The District may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the District.

[See policy FOCA(LLEGAL).]

## **In-school Suspension (ISS) Makeup Work (All Grade Levels)**

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the District.

[See policy FO(LLEGAL).]

## **MEDICINE AT SCHOOL – UPDATE**

Medication that must be administered to a student during school hours must be provided by the student’s parent. All medication, whether prescription or nonprescription, must be kept in the nurse’s office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other District personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the District is made aware of any safety and medical issues.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

[See policy FFAF(LEGAL).]

### **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on

perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

[For further information, see policy FFAC.]

## **NONDISCRIMINATION STATEMENT (All Grade Levels)**

In its efforts to promote nondiscrimination and as required by law, Lago Vista ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following District representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Darren Webb, Lago Vista ISD Superintendent, 8039 Bar K Ranch Road, Lago Vista, TX 78645 (512) 267-8300.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Darren Webb, Lago Vista ISD Superintendent, 8039 Bar K Ranch Road, Lago Vista, TX 78645 (512) 267-8300.
- All other concerns regarding discrimination: Darren Webb, Lago Vista ISD Superintendent, 8039 Bar K Ranch Road, Lago Vista, TX 78645 (512) 267-8300.

[See policies FB, FFH, and GKD.]

## **PARENT AND FAMILY ENGAGEMENT (All Grade Levels)**

### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.

- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling.**]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences.**]
- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers.**]
- Participating in campus parent organizations. Parent organizations include booster organizations and Parent Teacher Organizations.
- Serving as a parent representative on the District-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact Dr. Suzy Lofton-Bullis at [suzy\\_lofton@lagovista.txed.net](mailto:suzy_lofton@lagovista.txed.net).]
- Serving on the School Health Advisory Council (SHAC), assisting the District in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council.**]
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the District and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about District operations. [See policies at BE and BED for more information.]

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS – UPDATE**

### **Athletics Participation (Secondary Grade Levels Only)**

A student who wishes to participate in, or continue participation in, the District’s athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program. This examination is required to be submitted annually to the District.

### **Spinal Screening Program**

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an



early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

In compliance with Health and Safety Code, Chapter 37, all children shall undergo screening for abnormal spinal curvature in accordance with the following schedule:

- Girls will be screened two times, once at age 10 and again at age 12.
- Boys will be screened one time at age 13 or 14.

### **Hearing and Vision Screenings**

As soon as possible after admission and within a period set by rule, a student who is required to be screened shall undergo approved screening for vision and hearing disorders and any other special senses and communication disorders specified by the Texas Department of State Health Services (TDSHS).

Children enrolled in prekindergarten and kindergarten must be screened each year within 120 days of enrollment. Children enrolled in the first, third, fifth, and seventh grades must receive vision and hearing screening in each of those grade years (can be done at any time during each of those years).

Students four years of age and older, who are enrolled in a district for the first time, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If the student is enrolled within 60 days of the date school closes for the summer, the student must be tested within 120 days of the beginning of the following school year. Students enrolled who turn four years of age after September 1 of that year are exempt from screening until the following September.

For information on hearing/vision screening by an outside professional or exemption from screening based on religious beliefs, see policy FFAA(LEGAL) or contact the superintendent.

### **Other Examinations and Screenings (All Grade Levels)**

Students are required to undergo a risk assessment for type 2 diabetes at the same time the District screens students for hearing and vision issues, or for abnormal spinal curvatures.

The District may provide additional screening as District and community resources permit. Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

[See policy FFAA.]

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE (All Grade Levels)**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

[See **Reciting the Pledges to the U.S. and Texas Flags.**]

State law requires that one-minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

[See policy EC for more information.]

## **PRAYER (All Grade Levels)**

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

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the District.

### **Kindergarten-Grade 1**

In kindergarten–grade 1, promotion to the next grade level shall be based on demonstrated proficiency in the language arts and mathematics essential knowledge and skills, as outlined on grade-level, skills-referenced reports cards. In addition, the District shall require satisfactory performance in all other subject areas.

### **Grades 2-8**

In grades 2–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

### **Grades 9-12**

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See policy EI.]

[See EIE(LOCAL) and the **Lago Vista ISD Grading Guidelines.**]

## **STAAR Assessments**

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.
- If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. The student will instead take the corresponding EOC assessment.
- If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See **Standardized Testing**.]

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee.

In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level.

Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

[See policy EIE.]

Certain students—some with disabilities and classified as English language learners- may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated examinations will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A Personal Graduation Plan (PGP) will be prepared for any student at the middle school or junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9.

The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student.

[For additional information, see the school counselor or principal and policy EIF(LEGAL).]

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[For information related to the development of personal graduation plans for high school students, see **Personal Graduation Plans** and the **LVISD Grading Guidelines**.]

### ***High School Grade Levels***

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. A student in grades 9–12 will be advanced a grade level based on the number of course credits earned.

[See **Grade Level Classification**.]

Students will also have multiple opportunities to retake EOC assessments.

[See **Graduation** and **Standardized Testing** for more information about EOC assessments.]

## **RELEASE OF STUDENTS FROM SCHOOL**

[See **Leaving Campus**.]

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued at least once every 9 weeks.

At the end of the first three weeks of a grading period, progress report grades will be posted. Students who have grade averages of less than 70 are considered failing. A reminder message will be sent on the day progress report grades are posted reminding them to check their student's grades through the online TxConnect Parent Portal.

If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent is requested to schedule a conference with the teacher of that class or subject.

[See **Working Together** for information on how to schedule a conference.]

Teachers follow grading guidelines that have been reviewed by the Deputy Superintendent and approved by the campus principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course.

State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy.

[See policy EIA(LOCAL) and the **Lago Vista ISD Grading Guidelines.**]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 5 days. The District may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the parent will be accepted by the District, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

## **SAFETY (All Grade Levels)**

Student safety on campus, at school-related events, and on District vehicles is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others 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 to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

## **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child. In addition, low cost medical insurance is available to parents. If you are interested in obtaining low cost medical insurance for your child, please contact the school nurse, Regina Carmichael, at (512) 267-8300 ext. 4507.

## **Insurance for Career and Technical Education (CTE) Programs**

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the District's CTE programs, the District will notify the affected students and parents.

## **Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the District has changed.

If the campus must close or restrict access to the building because of an emergency, the District will alert the community. Announcements of school closings on bad weather days will be made to all area media (TV and radio) and posted on the District website, social media sites, and communicated through ParentLink.

Days missed due to closing will be made up at a later point in the year according to the District calendar. In addition, parents are asked to fill out an information sheet on how a student should go home in case of an emergency dismissal during the school day. Please notify the school of any changes in how you want your child to go home or any change in emergency contact information as soon as possible.

Lago Vista ISD uses the ParentLink communication system to assist in alerting parents, families, and employees of school closures. ParentLink communicates via telephone, SMS text message, email and push-notifications from the ParentLink app.

It is important that phone numbers and email addresses are kept up-to-date in the school's database so that messages can accurately reach parents. If there is a change to your contact information, please notify the campus front office as soon as possible.

Road closures can be determined by calling Travis County Road Closure Hotline at (512) 854-4500.

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

[See **Standardized Testing**.]

## **SCHEDULE CHANGES (Middle/Junior High and High School Grade Levels) – UPDATE**

Students may not make course changes without parental approval. Changes will be made only if: (1) the student is a senior and does not have a course required for graduation; (2) the student does not have the prerequisites for a course; (3) course credit was previously received; (4) a data entry error was made by the school; or (5) the student has been dismissed from a program that requires approval for placement. Any requests to change a schedule for reasons other than those listed will be considered only in the event of a compelling educational circumstance. Changes will not be made after the deadline prescribed by the course guide, except with principal approval.

## **SCHOOL FACILITIES**

### **Use by Students Before and After School (All Grade Levels)**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The following areas are open to students before school:

- Lago Vista Elementary School - Gymnasium beginning at 7:15am.
- Lago Vista Intermediate School – Cafeteria beginning at 7:15am.
- Lago Vista Middle School - Cafeteria beginning at 7:35am.
- Lago Vista High School – Cafeteria beginning at 7:30am.
- All campuses for tutorials arranged by individual teachers.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

### **Conduct Before and After School (All Grade Levels)**

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

**Use of Hallways During Class Time (All Grade Levels)**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

**Cafeteria Services (All Grade Levels) – UPDATE**

The District participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. Students are expected to practice good manners and common courtesy at all times.

Free and reduced-price meals are available based on financial need or household situation. Information about a student’s participation is confidential; however, disclosure of a student’s eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the District’s child nutrition programs. A student’s name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children’s health insurance program (CHIP) unless the student’s parent notifies the District that a student’s information should not be disclosed. A parent’s decision will not affect the student’s eligibility for free and reduced price meals or free milk. See the campus front office to apply for free or reduced price meal services.

All students are expected to deposit money into their meal accounts before the start of school. Daily, weekly, and monthly meal tickets are available.

Parents are strongly encouraged to continually monitor their child’s meal account balance. When a student’s meal account is depleted, the District will notify the parent. The student will be allowed to continue purchasing meals for up to up to \$10, and the District will present the parent with a schedule for any outstanding account balance.

If the District is unable to work out an agreement with the student’s parent on replenishment of the student’s meal account that exceeds \$10, the student will not be able to purchase á la carte items, but will be served a reimbursable meal only. The District will make every effort to avoid bringing attention to such a student.

**Prices**

	<u>Elementary</u>	<u>MS/HS</u>	<u>Adult</u>
Breakfast	\$1.60	\$1.75	\$2.25
Lunch	\$2.65	\$2.90	\$3.30



### **Library (All Grade Levels)**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Lago Vista Elementary School - Monday through Friday 7:45 AM-3:00 PM
- Lago Vista Intermediate/Middle Schools - Monday through Friday 7:45 AM-4:00 PM

### **Meetings of Non-curriculum-Related Groups (Secondary Grade Levels Only)**

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL). A list of these groups is available in the principal's office.

### **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

#### **Students' Desks and Lockers (All Grade Levels)**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

#### **Telecommunications and Other Electronic Devices**

Use of District-owned equipment and its network systems is not private and will be monitored by the District.

[See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) and **Electronic Devices and Technology Resources** for more information.]

### **Vehicles on Campus (Secondary Grade Levels Only)**

A student has full responsibility for the security and content of his or her vehicle parked on District property and must make certain that it is locked and that the keys are not given to others.

[See the **Student Code of Conduct**.]

Vehicles parked on District property are under the jurisdiction of the District. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If the student's parent also refuses a search, the District will turn the matter over to law enforcement. The District may, in certain circumstances, contact law enforcement even if permission to search is granted.

### **Trained Dogs (All Grade Levels)**

The District will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

### **Metal Detectors (All Grade Levels)**

[For further information, see policy FNF(LOCAL).]

### **Drug-Testing (Secondary Grade Levels Only)**

[For further information, see policy FNF(LEGAL). Also see **Steroids** and **Random Drug Testing for Students Participating in Extracurricular Activities** in the Appendix section of this handbook.]

## **SEXUAL HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

## **SPECIAL PROGRAMS (All Grade Levels)**

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations.

A student or parent with questions about these programs should contact Dr. Suzy Lofton-Bullis. A student or parent with questions about Special Education or Section 504 should contact Krystal Colhoff.

### **Accelerated Reading Intervention**

Accelerated Reading Intervention is an early intervention program for first grade students to accelerate their progress in reading and writing. All first grade students are assessed on literacy skills at the beginning of the school year. Students are selected on the basis of this assessment. Students are in the program for approximately 12-20 weeks.

### **Dyslexia**

Lago Vista ISD provides services for children identified as dyslexic who show an educational need for intervention strategies. We provide a continuum of services that meet the requirements of the Texas Dyslexia Handbook. Children who experience difficulty with language processing in the regular classroom may be referred for screening for dyslexia. Parent permission is necessary before any tests can be administered.

### **English as a Second Language**

Lago Vista ISD provides services for children whose primary language is not English. At the time of enrollment, parents will be asked to provide the District with information on the child's and parents' primary language(s). Children for whom the primary language is not English will be assessed and provided with ESL services as needed. Parent permission is required before any child can be served in the ESL program.

### **Gifted and Talented**

The Gifted and Talented program provides services outlined by the Texas State Plan. Students currently enrolled in the District are referred and screened in the spring semester for possible program placement the following fall. Students new to Lago Vista Elementary may be referred and tested during the school year. Students who transfer to Lago Vista ISD who are

identified as G/T will continue to receive services. However, students identified using methods that are not comparable to those used in LVISD may be re-screened. Lago Vista ISD does not use achievement tests to identify Gifted and Talented students. Kindergarten students are tested at the middle of the year and begin services, if they qualify, during the spring semester.

## **Section 504**

Section 504 services are designed to provide a system of identifying eligible students with disabilities as defined under Section 504 of the Rehabilitation Act. Once identified, these students are ensured access to a Free and Appropriate Public Education (FAPE) by providing accommodations that allow equal access to the curriculum in the general education setting. The statute is intended to prevent intentional or unintentional discrimination against persons with disabilities, persons who are believed to have disabilities, or family members of persons with disabilities.

Section 504 of the Rehabilitation Act was passed in 1973 and focuses on non-discrimination. A Section 504 committee will function within the guidelines of this broad based civil rights legislation that protects the rights of persons with disabilities in all programs that receive federal funds.

Section 504 defines a handicap as any person with a physical or mental impairment that substantially limits one or more of life's major activities. These include: caring for oneself, walking, seeing, speaking, breathing, learning, performing manual tasks, hearing, and working.

Procedures are followed by a knowledgeable committee in making decisions regarding this federal law. To be eligible for Section 504, the committee must identify that a student has a physical or mental impairment that substantially limits one or more major life activity. Parent permission is necessary to begin an evaluation for services under Section 504.

## **Special Education**

Lago Vista ISD provides a full continuum of services for students who qualify for special education services. We provide self-contained special education classrooms, pullout resource programs, and inclusion within the regular classroom, or a combination of these options. In addition, the District provides speech/language therapy, occupational therapy, physical therapy, dyslexia services, as well as services for the visually or hearing impaired. Children who experience difficulty in the regular classroom may be referred for special education testing. Parent permission is necessary before any tests can be administered.

## **Title I**

Title I is a federally funded program to accelerate students' skills in reading and math and to meet the needs of the District's at-risk students. Students qualify for services on the basis of multiple objective measures. Students with the greatest needs are served.

Title I content-based services are available for students in grades K-8. This program is supplemental to the classroom instruction in those content areas. Services for at-risk, homeless, and students in foster care are available to qualifying students in all grade levels.

## **STANDARDIZED TESTING**

### **Secondary Grade Levels**

#### ***SAT/ACT (Scholastic Aptitude Test and American College Test)***

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year.

The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT and more information can be obtained on these assessments from the school counselor.

**NOTE:** Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

#### ***TSI (Texas Success Initiative) Assessment***

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the District as well.

Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

### **STAAR (State of Texas Assessments of Academic Readiness)**

#### ***Grades 3–8***

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

[See **Promotion and Retention** for additional information.]

STAAR Alternate 2 is available for students receiving special education services who meet certain state-established criteria, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

### **High School Courses - End-of-Course (EOC) Assessments**

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for students receiving special education services who meet certain criteria established by the state, as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PNP).

[See **Graduation** for additional information.]

## **STEROIDS**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

## **STUDENTS IN FOSTER CARE (All Grade Levels)**

In an effort to provide educational stability, the District will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the District.

Please contact Dr. Suzy Lofton-Bullis, who has been designated as the District's foster care liaison, at (512) 267-8300 with any questions.

[See **Students in the Conservatorship of the State** for more information.]

## **STUDENT SPEAKERS (All Grade Levels)**

The District provides students the opportunity to introduce the following school events: student elections, student recognition programs, and the high school graduation ceremony. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See policy FNA(LOCAL) regarding other speaking opportunities and **Graduation** for information related to student speakers at graduation ceremonies.]

## **SUBSTANCE ABUSE PREVENTION AND INTERVENTION (All Grade Levels)**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

[See also **Random Drug Testing for Students Participating in Extracurricular Activities** in the Appendix section of this handbook.]

## **SUICIDE AWARENESS (All Grade Levels) – UPDATE**

The District is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texassuicideprevention.org> or contact the school counselor for more information related to suicide prevention services available in your area.

You may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

## **SUMMER SCHOOL (All Grade Levels)**

Summer school is provided on a limited basis for those students who demonstrate a need for additional help in core academic areas, particularly reading and mathematics. Only those students recommended by the campus principal are eligible to attend summer school. Tuition may be charged for summer school unless students are attending because they did not meet the promotion standard on the state assessment.

Summer school is offered to other students only if the number of students needing extra help justifies the cost of providing the summer program.

## **TARDIES (All Grade Levels)**

A student who enters class after the tardy bell is considered tardy. Repeated instances of tardiness will result in disciplinary action, in accordance with the Student Code of Conduct and the campus discipline matrix.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS (All Grade Levels)**

Textbooks and other District-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **TRANSFERS (All Grade Levels)**

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments**, **Bullying**, and **Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** for other transfer options.]

## **TRANSPORTATION (All Grade Levels)**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the District's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact District Transportation at (512) 267-8300.



Transportation is not provided to students in DAEP, unless specifically required by his/her educational program.

Students are expected to assist District staff in ensuring that buses and other District vehicles remain in good condition and that transportation is provided safely. When riding in District vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any District vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a District vehicle, including a school bus, may be suspended or revoked.

### **VANDALISM (All Grade Levels)**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **VIDEO CAMERAS (All Grade Levels)**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the District to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the District places a video camera in a classroom or other setting in which your child receives special education services, the District will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.

[See EHBAF(LOCAL).]

## **VISITORS TO THE SCHOOL (All Grade Levels)**

### **General Visitors**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable District policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Unauthorized Persons – UPDATE**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

[See also Student Code of Conduct.]

## **Visitors Participating in Special Programs for Students – UPDATE**

### ***Business, Civic, and Youth Groups***

The District may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

### ***College & Career Activities***

On days designated for college and career activities, the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## **VOLUNTEERS (All Grade Levels)**

We appreciate so much the efforts of parent and grandparent volunteers who are willing to serve our District and students. If you are interested in volunteering, please contact Holly Jackson for more information and to complete an application.

## **VOTER REGISTRATION (Secondary Grade Levels Only)**

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

## **WITHDRAWING FROM SCHOOL (All Grade Levels) – UPDATE**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

## GLOSSARY – UPDATE

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. Students in grade 10 usually take this.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**EOC (end-of-course) assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and United States History.

**ESSA** is the Every Student Succeeds Act passed by the federal government in December 2015.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for

state or District-wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**PGP** stands for Personal Graduation Plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction, along with providing assistance with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the District-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or District vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TSI assessment** is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school Districts. Qualified instructors teach courses, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

## APPENDIX I: Freedom From Bullying Policy – UPDATE

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <http://www.lagovistaisd.net>. Below is the text of Lago Vista ISD's policy FFI(LOCAL) as of the date that this Handbook was finalized for this school year.

### STUDENT WELFARE: FREEDOM FROM BULLYING FFI(LOCAL)

Adopted on 10/09/2017

*Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.*

**Bullying Prohibited:** The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Examples:** *Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.*

**Retaliation:** The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

**Examples:** *Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.*

**False Claim:** A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

**Timely Reporting:** Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

#### **Reporting Procedures:**

**Student Report:** To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

**Employee Report:** Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

**Report Format:** A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

**Notice of Report:** When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

**Prohibited Conduct:** The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and

harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

**Investigation or Report:** The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

**Concluding the Investigation:** Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee..

**Notice to Parents:** If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

**District Action:** If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

**Discipline:** A student who is a victim of bullying and who used reasonable selfdefense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

**Corrective Action:** Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

**Transfers:** The principal or designee shall refer to FDB for transfer provisions.

**Counseling:** The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.f

**Improper Conduct:** If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

**Confidentiality:** To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal:** A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

**Records Retention:** Retention of records shall be in accordance with CPC(LOCAL).

**Access to Policy and Procedures:** This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.



## APPENDIX II: District Level Staff and Trustees – UPDATE

<b>Superintendent</b>	Darren Webb	darren_webb@lagovista.txed.net
<b>Deputy Superintendent</b>	Dr. Suzy Lofton-Bullis	suzy_lofton@lagovista.txed.net
<b>Director of Facilities</b>	Kevin Lovell	kevin_lovell@lagovista.txed.net
<b>Director of Finance</b>	Jason Stoner	jason_stoner@lagovista.txed.net
<b>Director of Food Service</b>	Stacey Widdecombe	stacy_widdecombe@lagovista.txed.net
<b>Director of Maintenance</b>	Mark Beall	mark_beall@lagovista.txed.net
<b>Director of Special Education/504</b>	Krystal Colhoff	krystal_colhoff@lagovista.txed.net
<b>Director of Technology</b>	Rusty Maynard	rusty_maynard@lagovista.txed.net
<b>Assistant to the Superintendent/Webmaster</b>	Holly Jackson	holly_jackson@lagovista.txed.net
<b>Payroll/PEIMS/HR</b>	Joy Smith	joy_smith@lagovista.txed.net
<b>Secretary - Special Education</b>	Heidi Hull	heidi_hull@lagovista.txed.net
<b>LVHS Principal</b>	Heather Stoner	heather_stoner@lagovista.txed.net
<b>LVMS Principal</b>	Davin Vogler	davin_vogler@lagovista.txed.net
<b>LVIS Principal</b>	Stacie Davis	stacie_davis@lagovista.txed.net
<b>LVES Principal/ District Testing</b>	Michelle Jackson	michelle_jackson@lagovista.txed.net
 <b><u>Board of Trustees</u></b>		
Scott Berentsen	President	
Sharon Abbott	Vice-President	
Laura Vincent	Secretary	
Michael Bridges	Trustee	
Stacy Eleuterius	Trustee	
Jerrell Roque	Trustee	
David Scott	Trustee	

## APPENDIX III: Lago Vista ISD Standards of Attire

[See Policy FNCA(LOCAL).]

The Lago Vista ISD Dress Code is established to create a successful learning environment, model good citizenship, instill discipline, prevent disruption, minimize safety hazards, and teach respect for authority. It is impractical to list every possibility of dress and grooming. As such, administrators have final authority concerning this dress code. Campus dress codes must meet and may exceed these standards, as determined by the campus administration.

Students may wear uniforms associated with approved campus extracurricular activities, as directed/approved by the principal or sponsor.

### Guiding Principles

Student dress is largely a matter of personal judgment and taste. Clothing should conform to reasonable standards of modesty, cleanliness, good taste, and safety. Student dress will be considered acceptable if it does not violate the following principles:

1. Articles of clothing must not cause a distraction nor be a health or safety hazard.
2. Student appearance must not interfere with the instructional program.
3. Modesty will prevail.
4. Hair style must be:
  - a. Clean and well groomed and out of the eyes.
  - b. Any desired length that does not interfere with safety.

### General

1. Clothing should be of the appropriate size.
  - a. Clothing must not be baggy or saggy, worn low on the body, nor drag on the ground.
  - b. Clothing must not be overly form fitting or tight. Form fitting garments, such as Spandex, are ONLY permitted when worn under an article of clothing that is dress code compliant.
2. Pictures, emblems or writings on student attire, jewelry, and/or tattoos must be appropriate for the school environment. No messages and/or graphics that are vulgar, offensive, obscene, libelous, or that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
  - a. No messages and/or graphics that include depictions of or references to profanity, prohibited substances (e.g., alcohol, drugs, tobacco, etc.), obscenity, sexual connotations, gangs, inappropriate language, inappropriate pictures, inappropriate gestures, death, and/or depictions of violent images.
3. See-through/sheer material is ONLY permitted when worn over an article of clothing that is dress code compliant.
4. Students will be expected to be in compliance with the dress code while standing or sitting.
5. Proper undergarments should be worn, but undergarments must not be visible. Garters and garter belts are considered undergarments.
6. No pajamas, sleepwear, or house slippers of any kind, except for designated days such as theme or character days approved by the campus administration.
7. Mustaches, beards, and sideburns must be well groomed. Grooming is at the discretion of the principal.

### **Bottoms (Dresses, Skirts, Shorts, and Pants)**

8. All bottoms must fit around the waist and be properly fastened.
9. Dresses, skirts, shorts, and other non-uniform clothing must be of sufficient length to allow for performing normal school functions without immodest exposure. Any garment, regardless of what it is called, must cover all skin above the middle of the thigh.
10. Spandex shorts, tights, and leggings are allowed ONLY with an outer garment that meets the middle of the thigh requirement.
11. No rips or holes that are excessive or placed above the middle of the thigh.

### **Shirts and Blouses**

12. Shirts must be buttoned properly.
13. Sleeveless shirts and modest tank tops that provide appropriate coverage are permitted.
  - a. No tank tops or dresses with “spaghetti straps” (thin shoulder straps over otherwise bare shoulders).
  - b. Sleeveless tops must fit appropriately under the arm. No “muscle shirts”.
14. No strapless, spaghetti-strap, backless, halter, one-shoulder, or off-the-shoulder tops.
15. No clothing that reveals bare midriffs and/or bare backs. Midriffs must be fully covered at all times (even when arms are raised).
16. No low cut necklines (which reveal cleavage or the chest area).

### **Accessories**

17. No hats, caps, and/or hoods may be worn inside during the academic school day, except for designated days such as theme or character days approved by the campus administration.
18. No bandannas, rags, gloves, kerchiefs, or gang-related decorative articles.
19. No hanging wallet chains, chain belts, handcuffs, sharp/heavy rings, or other metal spiked or metal-studded accessories.
20. No visible body piercings, with the exception of earrings.
21. No sunglasses may be worn in school buildings without specific recommendation from a doctor.
22. No shoes that mark the floor or “wheelies”.
23. No trench coats.

*Lago Vista ISD administration and faculty will use discretion in reporting and dealing with any clothing that may disrupt, interfere with, disturb or distract from school activities. The professional staff will interpret questions concerning this dress code. A grievance committee will hear grievances. School administration will seek DEIC input when recommending revisions to the dress code. Students wishing to recommend changes are to make their recommendation through the Student Council or CEIC.*

## APPENDIX IV: Responsible Use Guidelines for Technology

Lago Vista Independent School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards, which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

**Mandatory Review.** To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Responsible Use Guidelines for Technology (hereinafter referred to as the Responsible Use Guidelines) as part of their review of the Discipline Management Plan and Student Code of Conduct handbook. Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

**Definition of District Technology System.** The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- ✓ Telephones, cellular telephones, and voicemail technologies;
- ✓ Email accounts;
- ✓ Servers;
- ✓ Computer hardware and peripherals;
- ✓ Software including operating system software and application software;
- ✓ Digitized information including stored text, data files, email, images, and video/audio files;
- ✓ Internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- ✓ District-provided Internet access;
- ✓ District-filtered public Wi-Fi; and
- ✓ New technologies, as they become available.

### Availability of Access

**Acceptable Use.** Computer/Network/Internet access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical, and appropriate computer/network/Internet use.

**Privilege.** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to Computer/Network/Internet.** Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. District Wi-Fi (available for students who use District-issued mobile devices) has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate

for students, or harmful to minors, as defined by the federal CIPA. Filtered Internet access is provided to students as defined by CIPA.

**Student Access.** Computer/Network/Internet access is provided to all students for educational purposes. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and public Wi-Fi with campus permission.

**Students 13 or younger.** For students under the age of 13, the Children’s Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal and Director of Technology indicating their child should be denied access to these tools. Examples of these tools, are the Google Apps Suite, wikis, blogs, Edmodo, etc.

**Use of District-Issued Mobile and Personal Telecommunication Devices.** The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District’s goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the District will open a filtered, wireless network through which students in specific age groups will be able to connect District-issued telecommunication devices. Students using District-issued mobile devices or personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the Lago Vista ISD network.

High School – Students are allowed to use District-issued mobile devices that can access the Internet for educational purposes as determined by the classroom teacher. Students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner.

Middle School – Students are allowed to use District-issued mobile devices for academic classroom use as determined by the classroom teacher and campus principal. The campus will develop procedures for use and management. Students will not be allowed to use any devices during passing periods or in the cafeteria setting.

Intermediate – Students in grades 4-5 are allowed to use District-issued mobile devices for academic classroom use as determined by the classroom teacher and campus principal. The campus will develop procedures for use and management.

Elementary – Students in grades K-3 are allowed to use District-issued mobile devices for academic classroom use as determined by the classroom teacher and campus principal. The campus will develop procedures for use and management.

**Security.** A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District’s system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school’s electronic environment will be subject to suspension of access and/or revocation of privileges on the District’s system and will be subject to disciplinary action in accordance with the Board-approved Discipline Management Plan and Student Code of Conduct.

**Content/Third-Party Supplied Information.** Students and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

**Subject to Monitoring.** All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive, or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete, or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. District-issued mobile devices and personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

## **Student Computer/Network/Internet Responsibilities**

District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Discipline Management Plan and Student Code of Conduct.

**Use of Social Networking/Digital Tools.** Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

**Use of System Resources.** Students are asked to purge email or outdated files on a regular basis, as well as limit personal use of hardware space on District-issued mobile devices.

**Password Confidentiality.** Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

**Reporting Security Problem.** If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

Students using mobile and telecommunication devices at school must adhere to the following guidelines:

- ✓ Internet access is filtered by the District on personal telecommunication devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.
- ✓ District-issued mobile devices and personal telecommunications devices are the sole responsibility of the student. The campus or District assumes no responsibility for District-issued mobile devices or personal telecommunication devices if they are lost, loaned,

damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.

- ✓ These devices have educational and monetary value. Students are prohibited from trading or selling personal electronic equipment to other students on District property, including school buses.
- ✓ Each student is responsible for his/her own personal device: set-up, maintenance, charging, and security. Staff members will not store student owned devices at any time, nor will any District staff diagnose, repair, or work on a student's personal telecommunication device.
- ✓ Unless provided by the District, telecommunication devices will not be used as a factor in grading or assessing student work.
- ✓ Students who do not have access to personal telecommunication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- ✓ Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher or as stated for specific age groups.
- ✓ Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- ✓ An appropriately trained administrator may examine a student's personal device and search its contents, in accordance with disciplinary guidelines.

## **Inappropriate Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

**Violations of Law.** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- ✓ Threatening, harassing, defamatory or obscene material;
- ✓ Copyrighted material;
- ✓ Plagiarized material;
- ✓ Material protected by trade secret; or
- ✓ Blog posts, Web posts, or discussion forum/replies posted to the Internet that violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Technology.** Modifying or changing technology settings and/or internal or external configurations without appropriate permission is prohibited.

**Transmitting Confidential Information.** Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or of others, is prohibited.

**Commercial Use.** Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

**Marketing by Non-LVISD Organizations.** Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

**Vandalism/Mischief.** Any malicious attempt to harm or destroy District equipment, materials or data, or the malicious attempt to harm or destroy 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. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See the Lago Vista ISD Student Code of Conduct.]

**Intellectual Property.** Students must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

**Copyright Violations.** Downloading or using copyrighted information without following approved District procedures is prohibited.

**Plagiarism.** Fraudulently altering or copying documents or files authored by another individual is prohibited.

**Impersonation.** Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.

**Illegally Accessing or Hacking Violations.** Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

**File/Data Violations.** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

**System Interference/Alteration.** Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

## **Email and Communication Tools**

Email and other digital tools such as, but not limited to blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs. Students with District-issued email accounts should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Email attachments are limited to 2MB or smaller. Internet access to personal email accounts is not allowed. Students should keep the following points in mind:

**Perceived Representation.** Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that



the student's comments represent the District or school, whether or not that was the student's intention.

**Privacy.** Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

**Inappropriate Language.** Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

**Political Lobbying.** Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

**Forgery.** Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

**Junk Mail/Chain Letters.** Generally students should refrain from forwarding emails that do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

## **Student Email Accounts/Electronic Communication Tools (Grades 8-12)**

Communication and research skills are important for 21<sup>st</sup> Century students. Students in grades 8-12 will be provided with a Google Classroom Suite account that includes a school email account for school-related communication and/or research purposes only. Students will also be provided with access to homework and lessons through the District-approved Learning Management Systems, Google Classroom and/or Canvas. By having access to these tools, students are provided with an opportunity to learn and practice various 21<sup>st</sup> Century skills needed to prepare them for success in the future.

Access to a District student email account is included in the Google Suite account for students in grades 8 – 12. This account is set up with the student's user ID.

In grades 9-12, electronic communication tools are also available to students for collaboration purposes through the access provided in Canvas.

When using the electronic communication features of any District-provided tool, students must abide by the guidelines established in the Email and Communication Tools subsection of this document.

School email is monitored and filtered for appropriate use. Student email accounts will only be available for use by students in grades 8-12 while they are currently enrolled in the District. Parents of students in grades 8-12 wishing to deny access to District email must do so in writing to the campus principal and to the Director of Technology.

### **Google Classroom Suite Account Access (Grades 7-12)**

As appropriate, Google Classroom Suite accounts may also be granted to students for educational activities in grades K-7. This access provides the tools necessary to enrich their productivity, creativity and technology skills. Student email addresses are generated but do not provide access to the email program for students in grades K-7. Instead, student email addresses in grades K-7 are used only to provide access to teacher-managed online course content in the District-approved Learning Management System, Google Classroom Suite, or through a District-approved provider. This access is only to be used for academic purposes assigned by the teacher.

Although digital tools provided to students in grades 7-12 are not for the purpose of communication and the District takes every precaution to disable these features, temporary access to collaboration tools may be granted to fulfill academic purposes assigned by the teacher. When using the electronic communication features of any District-provided tool, students must abide by the guidelines established in the Email and Communication Tools subsection of this document.

### **Consequences of Agreement Violation**

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

**Denial, Revocation, or Suspension of Access Privileges.** With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

### **Warning**

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. The District network has filtering 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. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

### **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 merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or 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 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 electronic communications system.

## **APPENDIX V: Visitor Identification System**

The Raptor Technologies, Inc. visitor software (V-Soft) program is installed at all campus sites. It is designed to monitor all visitors to the campus and to identify anyone who does not have the right to be on the campus. There are three primary aspects of this program:

1. To maintain a registry of all visitors to the campus;
2. To identify any Registered Sexual Offender (RSO) attempting to gain access; and
3. To identify any person who might attempt access but who is restricted due to any number of reasons, such as parental custodial matters or court-ordered restrictions, as identified by the campus Principal and input into the V-Soft system by the campus office staff (this process is identified within the V-Soft system as a “private alert”).

Any and all visitors during the school day must be entered into the V-Soft system.

Visitors to a campus must provide a valid state- or government-issued photo identification card before being granted access into the school (exceptions are noted within this guide). Examples of acceptable identification include the following: driver license, state ID card, concealed handgun license, military ID, government ID, Mexico driver license (Matricula Consular; see the following website: <http://www.tea.state.tx.us/ged/Misc/MexicoMatriculaCard.pdf>), and any number of current alien registration receipt cards (e.g., Alien Registration Card, Form I-551 (revisions from August 1989 or January 1992); Permanent Resident’s Card, Form I-551; Employment Authorization Card, Form I-688A; Temporary Resident Card, Form I-688, etc.

Please refer to the following website for examples of acceptable identification:  
<http://apmp.berkeley.edu/APMP/refdocs/travidentdocs.ins.pdf>.)

If a visitor should attempt to use a photo identification other than one described herein, the campus office staff should contact the campus administrator for authorization.

## **APPENDIX VI: District Guidelines for the Treatment of Pediculosis (Head Lice)**

The following guidelines will be followed when a student is found to have live head lice or untreated nits:

1. Parents will be notified if student is identified with active head lice (visible evidence of the bugs) or untreated nits.
2. Students with active head lice and/or untreated nits will not be allowed to ride the bus home. Parents will need to make arrangements for their student to be picked up from school.
3. A student who has been found to have head lice shall be excluded from school until he or she has undergone the appropriate treatment.
4. A student sent home with active lice and/or untreated nits must be checked by the nurse prior to going back to the classroom. Students who still have active lice and/or untreated nits will be sent home again. Students who are sent home because of untreated nits and/or active lice will be rechecked daily for one week after their return to class.
5. If the student's hair has been recently treated and the nits are more than one-quarter inch from the scalp, the student will be allowed to stay. The nurse will contact the parent to offer advice and suggestions regarding the treatment and follow up. Students will be checked within the next few days to examine for active bugs or untreated nits.
6. Letters are sent home with each student in a classroom at the elementary school when someone in that class is found to have head lice. This is not possible at the middle school or high school because of the number of classes that each student attends each day.
7. Parents are encouraged to contact the school nurse at their child's campus with questions and concerns about head lice. School personnel cannot share information about other children with parents/guardians. They may discuss your student's needs but may not discuss issues that concern other students.

The nurse checks classrooms where a problem is known to exist on a regular basis until the problem has been resolved.

## **APPENDIX VII: Random Drug Testing for Students Participating in Extracurricular Activities**

Lago Vista ISD has a vital interest in maintaining a positive learning environment that is safe and healthy for all students. To fulfill that purpose, the District designed a random drug-testing program as a positive, proactive approach to promote a drug free student body.

By adopting the program, the District desires to: (1) provide for the health and safety of all students, (2) undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, (3) deter students from using drugs, (4) prevent injury or harm to students that may arise as a result of drug use, and (5) to provide resources for support and assistance to any student who may be using illegal drugs.

### **Applicability**

Since drug use can increase the risk of injury to student participating in school-sponsored extracurricular activities and since these students are often role models to other students, the District shall require all students in grades 7-12 who participate in school-sponsored extracurricular activities to undergo random drug testing. School sponsored extracurricular activities include but are not limited to:

Football	Tennis	Academic UIL
Volleyball	Track	One Act Play
Basketball	Golf	FFA
Cross Country	Powerlifting	Student Council
Baseball	Cheerleading	National Honor Society
Softball	Band	Class Officers

### **Voluntary Participation**

Any student in grades 7-12 to whom the program may not apply, as specified above, shall be permitted to participate voluntarily in the student drug-testing program. This policy will be implemented with respect to voluntary participants in the same manner as with those students who choose to participate in school-sponsored extracurricular activities.

### **Student Code of Conduct**

The random drug-testing program is not intended to abridge or interfere with the application of the Student Code of Conduct or the Discipline Matrix. However, the consequences set forth in the Student Code of Conduct and/or the Discipline Matrix for the possession, use, selling, delivering, giving or being under the influence of illegal drugs or alcohol shall not be invoked only on the basis of a positive test result under this program.

### **Student and Parent Permission**

Written parental consent to random drug testing must be completed before a student is allowed to participate in a practice or competition of a school-sponsored extracurricular activity. No student may participate in a practice or competition until the consent form is executed and on file with the designated school official. If the student is of legal age (age 18 or older), he or she must sign the permission form. Consent forms are valid for the current school year only.

Because participation in extracurricular activities is a privilege and not a right, refusal to consent to random drug testing will result in the denial of participation in the identified extracurricular activities.

### **Testing Procedures and Protocol**

The District shall provide the testing entity with a list of all identified extracurricular activity participants and voluntary participants. Students will be chosen for the testing by random selection conducted by the testing laboratory. The random selection process is intended to eliminate subjective factors from playing a role in the selection of the students to be tested.

### **Frequency**

A percentage of students in grades 7-12 participating in school sponsored extracurricular activities and students who are voluntarily participating shall be tested. The testing entity will select the dates for conducting the periodic random drug test. The selection of dates will not follow any recognizable pattern.

### **Testing Standards**

Testing shall be conducted through accepted scientific means using approved practices and procedures established by the testing entity selected by the District. The testing parameters shall be set at industry standards as defined by the National Institute for Drug Abuse. The testing entity will have met all standards for certification as established by the Substance Abuse and Mental Health Services Administration (SAMHSA) and qualified laboratory personnel, in accordance with accepted practices and procedures, shall conduct all testing.

Testing shall be accomplished by urinalyses using accepted immunological screening procedures, and chain of custody documentation shall be maintained throughout the collection and testing process. Specimen samples shall be collected under conditions that are not more intrusive to students than the conditions experienced in a public restroom. The Superintendent, with cooperation of the testing laboratory, shall develop and review regulations for the collection and testing of specimens.

The vendor with whom the District contracts for drug testing shall provide the services of a Medical Review Officer (MRO) who is certified by the Medical Review Officer Certification Council or by the American Association of Medical Review Officers as having proven by examination to have the appropriate medical training to properly interpret and evaluate the results of any drug testing authorized by the District. The MRO shall agree to abide by the procedures established by the District for the evaluation and timely reporting of verified positive results.

### **Parent Contact Regarding Positive Test Results**

In the case of a positive test result, the MRO or an authorized representative shall attempt to contact the parent or other person having lawful control of the student within one (1) school day of receiving the results. Should the MRO be unsuccessful in initial attempts to contact the parent within the time specified, the District shall provide assistance in locating the parent or other person having lawful control of the student. In such cases, both parties should only assume that the contact is for the purpose of responding to routine follow-up questions associated with a positive test result and inquiries related to any medication(s) ingested by the student.

### **Verification of Positive Test Results**

Verification of a positive result shall be confirmed by a second test of the original specimen by the District's contracted MRO.

### **District Notification of Verified Positive Test Results**

After contacting the parent or other person having lawful control of the student and upon verification of a second positive test result, the MRO or representative shall report the verified positive test result to the Superintendent or designee within one (1) school day.

### **Confidentiality**

Student privacy will be protected in accordance with all applicable laws. Records of test results will be kept confidential and provided only to the student, his or her the parent or other person having lawful control of the student, the Superintendent or designee, personnel responsible for administering the extracurricular activity, other school officials with a legitimate interest in the information, or as otherwise required by law or overriding health or safety concerns. Test results are kept separate from other school records and will be maintained under lock and key in the District administration office.

School personnel are only allowed to view the information if they have a legitimate interest in the results. Results shall not be shared with law enforcement except as required by law. Testing results may be released to treatment facilities only upon written request of the parent or other person having lawful control of the student or the student, if he/she is of legal age.

All test results shall be destroyed when the student graduates or when the student's eligibility to participate in extracurricular activities expires. The test results will not be transferred to another district.

The contracted laboratory and MRO shall be prohibited from releasing any statistical information relating to the nature or rate of any positive tests that result from the testing program to any person, organization, news publication, or the media without the expressed written consent of the District. The contracted laboratory and/or MRO shall, however, provide the Superintendent a report, at least quarterly, which shall include the number of tests performed during the specified period, the rate of positive and negative results, and a list of substances identified from any positive results.

### **Substances Eligible for Testing**

For purpose of the program, the term "drugs" shall be defined as any substance defined as prohibited by either federal or Texas law for use by students, including but not limited to the following:

Amphetamines/methamphetamines	Cocaine
Barbiturates	Methaqualone
Cannabinoids/marijuana	Opiates
Steroids	Propoxyphene
Phencyclidine	Alcohol
Benzodiazepines	Inhalants/abusable volatile chemicals

The District shall reserve the right to test for any and all illegal or controlled substances, including adulterants used to mask test results, as determined by and at the discretion of the District.

### **Failure or Refusal to Submit to Drug Testing**

Refusal to submit to a drug test or noncompliance with the testing after signing the consent form shall result in the same consequence as a positive test result and will be reported to the appropriate school representatives by the MRO.

### **Adulterated or Tampered Specimen**

If the testing entity determines that a student adulterated or tampered with a specimen, the student shall receive the same consequence he/she would receive from a positive test result.

### **Consequences – First Positive Test Result**

The District has established the following consequences for the first positive test results:

**Notification:** Within five (5) school days of notification of a verified positive test result, the principal shall schedule a conference with personnel responsible for administering the extracurricular activities in which the student participates and the parent or other person having lawful control of the student.

**Suspension:** The student shall be suspended from all extracurricular activity performances and competition for a period of 30 days from the date of the first positive test result. However, the student may attend all regularly scheduled practices and meetings.

**Counseling:** As a condition to returning to full participation, the student must provide documentation that he or she attended and successfully completed four (4) hours of substance abuse counseling from an approved provider. Proof of counseling must be furnished to the principal within thirty (30) days of the notification of a verified positive test result. Any costs of counseling services shall be the responsibility of the parent or other person having lawful control of the student.

**Additional Testing:** As a prerequisite for returning to full participation, the student must submit to a new drug test and have a negative (clean) test result. The student shall also be required to submit to testing on the next six (6) random testing dates.

**Failure to Comply:** Failure to meet these requirements within the specified time lines shall result in the student being suspended from participation in all identified extracurricular activities until the requirements are satisfied.

### **Consequences – Second Positive Test Result**

The District has established the following consequences for the second positive test results:

**Notification:** Within five (5) school days of notification of a verified positive test result, the principal shall schedule a conference with personnel responsible for administering the extracurricular activities in which the student participates and the parent or other person having lawful control of the student.



**Suspension:** The student shall be suspended from all extracurricular activities, including participation in practice, for the remainder of the semester or eighty-nine (89) days, whichever is longer. Students will be tested randomly during the suspension period and at the end of the suspension before participation in extracurricular activities. Any positive test during this time will be considered a third offense.

**Counseling:** As a condition to returning to full participation, the student must provide documentation that he or she attended and successfully completed twelve (12) hours of substance abuse counseling from an approved provider. Proof of counseling must be furnished to the principal within thirty (30) days of the notification of a verified positive test result. Any costs of counseling services shall be the responsibility of the parent or other person having lawful control of the student.

**Additional Testing:** The student shall be required to submit to testing at each random testing time for the remainder of his/her enrollment in the District.

**Failure to Comply:** Failure to meet these requirements within the specified time periods shall result in the student being suspended from participation in all applicable extracurricular activities until the requirements are satisfied.

### **Consequences – Third Positive Test Result**

The District has established the following consequences for the third positive test results:

**Notification:** Within five (5) school days of notification of a verified positive test result, the principal shall schedule a conference with personnel responsible for administering the extracurricular activities in which the student participates and the parent or other person having lawful control of the student.

**Suspension:** The student shall be suspended from all extracurricular activities for the remainder of his/her enrollment in the District.

**Reinstatement:** A student suspended from all extracurricular activities for the remainder of his/her enrollment in the District may submit a petition of reinstatement after one calendar year from the date of the suspension resulting from the third positive test result. The petition for consideration of reinstatement shall be submitted to the Superintendent or designee. Reinstatement of extracurricular participation privileges shall be contingent upon substantiated rehabilitation and other conditions deemed appropriate.

### **Time Period for Consequence Accumulation**

Consequences for positive test results are cumulative by campus level. However, consequences are cumulative for duration of student's middle school and high school careers, respectively.

Consequences incurred by a student in middle school shall not continue to accumulate as the student initially enters high school; the student's record of positive test results will be vacated and reset upon his/her initial entry into high school. However, consequences resulting from positive test results in high school continue to accumulate throughout the student's enrollment in high school.

*The following examples are for illustrative purposes only.* For example, if a middle school student receives a positive test result in 7<sup>th</sup> or 8<sup>th</sup> grade as a first offense, any subsequent positive test result while the student is enrolled in middle school will be a second offense, third offense, etc. Consequences resulting from positive test results in middle school do not extend to high school. If a student's first offense resulting from a positive test result occurs during the freshman year, the second offense could occur during the sophomore year, etc.

### **Positive Test of Voluntary Participant**

The consequences of a positive test result shall apply to a student who voluntarily participates in the drug-testing program in the same manner that they apply to a student who participates in school-sponsored extracurricular activities.

### **Student Support Services**

The District shall support and assist any student who may be required to participate in substance abuse education or counseling program with identification of and referral to reputable social service agencies, as appropriate. Any cost of such services, however, shall be the responsibility of the student and/or parent or other person having lawful control of the student.

### **Academically Non-Punitive**

A positive test result will not affect the student's grade in any curricular class associated with the extracurricular activities. However, if participation in the extracurricular activities is required for the class or affects the student's grade, the student may be required to satisfy participation requirements in alternative ways. Test results will not be documented in the student's academic record.

### **Requests for Retesting Following a Positive Test Result**

Should a student or parent or person having lawful control of the student elect to appeal a positive test result, a laboratory that is mutually agreed upon by both parties may conduct another test of the original specimen in question. A request for a retest must be made in writing to the Superintendent or designee within forty-eight (48) hours from the time that the parents were first notified of a positive test result by the MRO. In such cases, the student and/or parent or other person having lawful control of the student shall assume responsibility for payment of all fees related to the third test.

Any retest of the original specimen must be conducted in accordance with the procedures outlined in this policy. The results of the retest conducted by an approved second laboratory will be used in lieu of the results generated by the District's testing laboratory. However, the District will not consider retest results from a non-approved laboratory.

## APPENDIX VIII: Elementary Supplement

### Lago Vista Elementary School Mission Statement

Lago Vista Elementary School inspires and supports a safe community of lifelong learners where every individual is valued and respected as part of the team.

### Attendance/Absences

Student absences are counted as excused with a note from parent or doctor. Notes may be written or emailed to the school registrar [veronica\\_fidencio@lagovista.txed.net](mailto:veronica_fidencio@lagovista.txed.net). The attendance bell rings at 9:50am each day. Students that are not at school at this time will be marked absent for the day. A student with 5 consecutive absences in a row must bring a doctor's note to return to school. Additionally, students with excessive absences will be asked to provide documentation of medical reasons for those absences. Absences are reported on regular three-week progress reports and nine-week report cards. If parents wish to question an absence, those questions should be directed to the registrar within one week of the three or nine week reporting period. Any absences not questioned within that time frame will not be changed later.

Punctuality is a vital life skill; it is very important that your student be on time everyday (in a seat ready-to-learn at 7:45am). The tardy bell rings at 7:45am each day. Students arriving after that time will receive a tardy. Three or more instances of tardiness in a nine-week period will result in a consequence, such as an outside-of-school, parent-supervised academic activity or an after-school detention.

### Classroom Interruptions

Parents who wish to talk with a child's teacher must schedule an appointment with that teacher during non-instructional time. Do not enter classrooms to have a discussion with a teacher while that teacher is instructing students. If a parent wishes to visit a classroom to observe instruction, the parent needs to make prior arrangements with the teacher and principal 24 hours or more in advance so the teacher can plan accordingly to ensure that there will be no disruption of classroom instruction [See policy GKC(LOCAL)]. Office personnel will get students from class if a parent needs to speak to that child about an emergency. Deliveries will be made by office personnel at scheduled times.

### Deliveries

At times it is necessary for a parent to deliver a lunch or forgotten backpack or some other item to a child. All deliveries must be made to the school office. Items must be marked with student's name and class. Deliveries are made daily at 10:00am and again at 2:00pm. Parents are not allowed to make deliveries to classrooms, as this is disruptive to instruction. No flowers or large gift items will be delivered until the end of the day.

***Students may not have food delivered to school from commercial establishments.*** Parents may provide individual meals for their own child's consumption during designated meal times only. In the event that a parent delivers a meal for a student to the front office, the student will be allowed to pick it up (or it will be delivered to the student) during his/her designated lunchtime.

### Dress Code for Elementary Students

Please refer to Lago Vista ISD Student Dress Code for information regarding dress code for Lago Vista Elementary School. Please note that distracting haircuts (e.g., Mohawks, etc.) or hair colors will not be allowed. Hair must be of a natural color (e.g., green, blue, pink, etc. are not acceptable), which also includes feathers, braids, and inserts.

### **Early Checkout**

If you need to check your child out of school early, please send a note to school with the child on that day. Please go to the school office to sign your child out. Upon parent's arrival at school, a school staff member will retrieve the student from class. Students will not be sent to the school office prior to parents' arrival. This helps students to remain in class receiving instruction for as long as possible and avoids lost instruction time when a parent is running late.

Persons picking up a child will be asked for picture identification before that child is released. Only the persons indicated on the emergency contact card may take a child from school without the child's parents' written permission. Students who leave early will not be eligible for recognition for perfect attendance, unless a doctor's note is provided excusing the early dismissal from school.

### **Honor Roll**

In 3<sup>rd</sup> grade, Students who earn a 90% or higher in each course are placed on the "All A Honor Roll" at the end of the nine week reporting period. Students who earn 80% in two or fewer classes and 90% or higher in all other classes are placed on the "A/B Honor Roll". In order for a student to earn a Semester All-A or A/B Honor Roll Certificate, the student must have earned the same Honor Roll or higher for both nine weeks of the semester. In order for a student to earn an All-Year A or All-Year A/B Honor Roll certificate, the student must have earned the same Honor Roll distinction or higher for all four quarters of the school year.

### **Field Trips**

Permission to attend field trips is given on the beginning of the year registration paperwork. In the event a parent does not want a student to attend a specific field trip, he/she should inform the school office. Additionally, parents should ensure that emergency contact information is kept current in the event that parents need to be contacted. Students are expected to use the school's transportation to the field trip site, but may leave with a parent or guardian from the event if arrangements have been made with the child's teacher. Students may be prohibited from attending field trips for disciplinary reasons, such as repeated offenses and serious violations of the Student Code of Conduct. Students who are assigned in-school suspension on the day of a field trip will not be permitted to attend.

### **Lost and Found**

A lost and found box is maintained for any items found at school. All clothing and large items will be kept in a box by the gymnasium. Small items will be kept in the school office. Parents may check the lost and found box or ask at the school office for items at any time. All items left unclaimed by the end of the semester will be donated to a charitable foundation or given to the school nurse to use for students who need a change of clothing at school.

### **Parties and Socials**

Parties will not be held at school and no food or drinks may be brought into classrooms during school hours without prior approval from the principal. Winter Break, Valentine's, and End-of-Year parties are the only parties authorized by the school. Children are not allowed to distribute party invitations at school unless every child in the class is invited to the party and distribution does not interrupt instruction. Parents who wish to send cupcakes, cookies, or a light snack for the class to share on a student's birthday should check with the classroom teacher prior to sending food items. It is recommended that such activities be scheduled after the end of the last lunch period so that these celebrations will not replace a nutritious lunch. Parents may not distribute food to students other than their own children in the cafeteria. Birthday celebrations will be scheduled at teacher convenience with minimal classroom interruption. Holiday parties will occur on the day designated

by Lago Vista Elementary School. Students will not be allowed to leave campus for parties unless approved by principal.

### **Perfect Attendance**

Students in grades Kindergarten through 3<sup>rd</sup> Grade will be recognized for perfect attendance each nine weeks and for the school year. In order to be eligible for perfect attendance, a student must be present from 7:45am – 3:03pm each school day in a nine-week period. Students who are tardy or who leave early will not be eligible for recognition for perfect attendance, unless a doctor's note is provided excusing the early dismissal from school. Students who have earned perfect attendance for all four quarters will earn All-Year Perfect Attendance recognition.

### **Student Arrival**

The school opens at 7:10am for students. Do not drop off students prior to this time, as there will be no school personnel there to supervise them.

Students are to be dropped off ONLY at the entrance to the cafeteria/gym off of Travis Drive. LVES staff will be there to ensure safe exit from the cars. Entrance to the cafeteria/gym will be closed and locked at 7:45am each day. After that time, students are tardy and should be walked in by their parent at the Dawn Drive entrance and brought to the school office for a tardy slip. DO NOT park in the circular drive. It is posted as a no parking zone during school hours. A portion of it is also a designated fire lane. Please always walk your student into the building when using the main entrance on Dawn Drive. This entrance is for parents who need to park and conduct business in the school, and for parents walking in students who are late. The volume of traffic creates a safety risk for any students who are dropped off in this area without a parent to walk them in to the building. LVES staff does not protect this entrance.

Students are NOT to be dropped off at the entrance from Civic Drive until after 7:30am. The buses drop students off in this location, and traffic there poses a danger to LVES students. Parents may park at the top of the hill on Civic Drive and walk to the building with their children.

### **Student Dismissal**

Kindergarteners and 1<sup>st</sup> graders are picked up in the back of the school on Civic Drive. 2<sup>nd</sup> and 3<sup>rd</sup> graders are picked up in the back of the school off Travis Drive. If you are picking up more than one student, your oldest child should join your youngest child's group and you may pick them up together. All parents should display a large name card on their car's visor. This card will have your child's first name, last name and grade level on it and helps us load students faster! For safety reasons, parents are not allowed to get out of their vehicles to retrieve their students from the car rider line.

In the front of the school, the buses will be parked in the circular drive to load students. They will NOT move the buses if you are parked in this parking lot. Do NOT park here if you need to leave before the buses do. The buses are parked in the front parking lot each day beginning at 2:30pm.

Parents are not allowed to get their child from the bus or walk out of the school with them until they have come to the school office to check out the child and all students on the bus have been accounted for by a staff member. After this time, a staff member will escort your child off the bus and into the school office. Please have your driver's license ready.

Any child that has not been picked up by 3:15pm will be in the school office. Parents must come to the school office and sign them out. Siblings are not allowed to stay and wait for a child attending after school activities.

## **Teacher Conferences**

Teachers at Lago Vista Elementary School are available to conference with students and parents. If a parent desires a conference with a teacher, he/she should make arrangements for a specific conference date and time. An appointment time can be made by calling or e-mailing the teacher. To call the teacher, you may dial the main school line at (512) 267-8340 – choose option 3 and leave a message with the school office. To email a teacher, enter `firstname_lastname@lagovista.txed.net`. Teachers remain at school until 4:00pm Monday through Friday. Parents may also request a conference during the teacher's daily planning period. Parents are invited to visit the school to confer with teachers and the principal relative to the instruction of their children. Parents are expected to arrange conferences by appointment. All parents/guardians are encouraged to attend a conference with teachers within the beginning nine weeks of school. Teachers will contact families to arrange these conference appointments.

## **Transportation**

Your child will have the option to ride the bus, walk home, or be picked up from school each day. If your child's means of getting home will change, please send a written note, email the secretary or registrar or contact the school at 267-8340 + Option 3 as soon as you are aware of the change. Students who do not have a parent phone call or a written note will not be allowed to change their transportation for the day. The school will accept transportation changes up until 12:00pm each day. After 12:00pm, the campus principal must approve all transportation change requests. Only emergency situations will be approved. Students will never be allowed to leave the building with someone who is not listed on their contact list without express permission from a parent or guardian. Due to space limitations on the buses, a child will not be allowed to take more than one additional child with them on the bus. Exceptions to this may be granted by contacting transportation services.

## **Visitors on Campus**

For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors to a campus must report to the front office to sign in and receive a visitor pass to wear while on campus.

***Visitors During Lunch.*** All lunch visitors must follow established check-in and check-out procedures. Lunch visitors are restricted to parents/step-parents/guardians, non-school-aged siblings and grandparents (accompanied by a parent or with written permission from a parent), and campus mentors. Visits will be limited to the 30-minute lunch period.

## **Volunteers**

Parent and community volunteers are a valuable resource for the elementary school. Volunteers support our curriculum by doing a variety of jobs for teachers and staff. There are many opportunities for volunteers – from tutoring a child to helping with school wide enrichment activities to preparing teacher materials at home. Lago Vista Elementary School reserves the right to accept or refuse volunteer services.

If you are interested in volunteering you may contact your child's teacher at the campus principal or the PTO at [volunteer.lvespto@gmail.com](mailto:volunteer.lvespto@gmail.com). Volunteers who work on a regular basis in the school are provided with an orientation program and training. Individuals who volunteer in our school must undergo a criminal background check. The background check forms can be obtained in the elementary school office.

## APPENDIX IX: Intermediate Supplement

### Attendance/Absences

Student absences are counted as excused with a note from parent or doctor. Notes may be written or emailed to the school registrar at [lisa\\_dohm@lagovista.txed.net](mailto:lisa_dohm@lagovista.txed.net). A student with 5 consecutive absences in a row must bring a doctor's note to return to school. Additionally, students with excessive absences will be asked to provide documentation of medical reasons for those absences. Absences are reported on regular three-week progress reports and nine-week report cards. If parents wish to question an absence, those questions should be directed to the registrar within one week of the three or nine week reporting period. Any absences not questioned within that time frame will not be changed later.

Punctuality is a vital life skill; it is very important that your student be on time everyday (in a seat ready-to-learn at 7:45am). The tardy bell rings at 7:45am each day. Students arriving after that time will receive a tardy. Three or more instances of tardiness in a nine-week period will result in a consequence, such as after-school detention.

### Bullying

Bullying can occur when a student directs written or verbal expressions or physical conduct against another student, the behavior brings harm or places a fear of harm in the student, and is so severe, persistent, or persuasive that it creates an intimidating, threatening, or abusive educational environment. Bullying is not tolerated.

Students who witness an incident of bullying or feel they are victims of bullying action, should report the incident to a staff member, such as a teacher, principal, or counselor. Reports can be made directly to a staff member or via the confidential StayALERT system. The board has established policies for procedures to prohibit bullying and to respond to reports of bullying. [See FFI (LOCAL).]

### Cell Phones

For safety purposes, the District permits students to possess cell phones; however, **cell phones must remain turned off during the instructional day**, unless given permission by campus staff used for educational purposes approved by the principal. Students are allowed to use their cell phone during passing period ONLY in the front office. Prohibited use of cell phones includes photography, use of recording devices, and communication methods, such as email or texting. The use of cell phones in locker rooms or restroom areas at any time while at school is strictly prohibited. Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. **First incident the cell phone will be kept in the office until dismissal, at which point it can be returned. On the second incident, a service fee of \$15 will be charged the owner of the cell phone for its release.** Lago Vista Intermediate School will not assume responsibility for lost or stolen cell phones brought to school.

### Classroom Interruptions

Parents who wish to talk with a child's teacher must schedule an appointment with that teacher during non-instructional time. Do not enter classrooms to have a discussion with a teacher while that teacher is instructing students. If a parent wishes to visit a classroom to observe instruction, the parent needs to make prior arrangements with the teacher and principal 24 hours or more in advance so the teacher can plan accordingly to ensure that there will be no disruption of classroom instruction [See policy GKC(LOCAL)]. Office personnel will get students from class if a parent

needs to speak to that child about an emergency. Deliveries will be made by office personnel at scheduled times.

### **Deliveries**

At times it is necessary for a parent to deliver a lunch or forgotten backpack or some other item to a child. All deliveries must be made to the school office. Items must be marked with student's name and class. Deliveries are made daily at 10:00am and again at 2:00pm. Parents may not make deliveries to classrooms, as this is disruptive to instruction. No flowers or large gift items will be delivered until the end of the day.

***Students may not have food delivered to school from commercial establishments.*** Parents may provide individual meals for their own child's consumption during designated meal times only. In the event that a parent delivers a meal for a student to the front office, the student will be allowed to pick it up (or it will be delivered to the student) during his/her designated lunchtime.

### **Dress Code for Intermediate Students**

Please refer to Lago Vista ISD Student Dress Code for information regarding dress code for Lago Vista Intermediate School. Please note that distracting haircuts (e.g., Mohawks, etc.) or hair colors will not be allowed. Hair must be of a natural color (e.g., green, blue, pink, etc. are not acceptable), which also includes feathers, braids, and inserts.

### **Early Checkout**

If you need to check your child out of school early, please send a note to school with the child on that day. Please go to the school office to sign your child out. Upon parent's arrival at school, a school staff member will retrieve the student from class. Students will not be sent to the school office prior to parents' arrival. This helps students to remain in class receiving instruction for as long as possible and avoids lost instruction time when a parent is running late. Persons picking up a child will be asked for picture identification before that child is released. Only the persons indicated on the emergency contact card may take a child from school without the child's parents' written permission. Students who leave early will not be eligible for recognition for perfect attendance, unless a doctor's note is provided excusing the early dismissal from school.

### **Honor Roll**

In grades 4-5, students who earn a 90% or higher in each course are placed on the "All A Honor Roll" at the end of the nine week reporting period. Students who earn 80% in two or less classes and 90% or higher in all other classes are placed on the "A/B Honor Roll". In order for a student to earn a Semester All-A or A/B Honor Roll Certificate, the student must have earned the same Honor Roll or higher for both nine weeks of the semester. In order for a student to earn an All-Year A or All-Year A/B Honor Roll certificate, the student must have earned the same Honor Roll distinction or higher for all four quarters of the school year.

### **Field Trips**

Permission to attend field trips is given on the beginning of the year registration paperwork [See form R8]. In the event a parent does not want a student to attend a specific field trip, he/she should inform the school office. Additionally, parents should ensure that emergency contact information is kept current in the event that parents need to be contacted. Students are expected to use the school's transportation to the field trip site, but may leave with a parent or guardian from the event if arrangements have been made with the child's teacher. Students may be prohibited from attending field trips for disciplinary reasons, such as repeated offenses and serious violations



of the Student Code of Conduct. Students who are assigned in-school suspension on the day of a field trip will not be allowed to attend.

### **Lost and Found**

A lost and found box is maintained for any items found at school. All clothing and large items will be kept in a box in the workroom. Small items will be kept in the school office. Parents may check the lost and found box or ask at the school office for items at any time. All items left unclaimed by the end of the semester will be donated to a charitable foundation or given to the school nurse to use for students who need a change of clothing at school.

### **Parties and Socials**

Parties will not be held at school and no food or drinks may be brought into classrooms during school hours without prior approval from the principal. Winter Break, Valentine's, and End-of-Year parties are the only parties authorized by the school. Children are not allowed to distribute party invitations at school unless every child in the class is invited to the party and distribution does not interrupt instruction. Parents who wish to send cupcakes, cookies, or a light snack for the class to share on a student's birthday should check with the classroom teacher prior to sending food items. It is recommended that such activities be scheduled after the end of the last lunch period so that these celebrations will not replace a nutritious lunch. Parents may not distribute food to students other than their own children in the cafeteria. Holiday parties will occur on the day designated by Lago Vista Intermediate School. Students will not be allowed to leave campus for parties unless approved by principal.

### **Perfect Attendance**

Students in grades 4-5 will be recognized for perfect attendance each nine weeks and for the school year. In order to be eligible for perfect attendance, a student must be present from 7:45am-3:05pm each school day in a nine-week period. Students who are tardy or who leave early will not be eligible for recognition for perfect attendance, unless a doctor's note is provided excusing the early dismissal from school. Students who have earned perfect attendance for all four quarters will earn All-Year Perfect Attendance recognition.

### **Student Arrival**

The school opens at 7:15am for students. Do not drop off students prior to this time, as there will be no school personnel there to supervise them.

Students are to be dropped off ONLY at the entrance to Viking Hall from Bar-K Ranch Road. LVIS staff members are there to ensure safe exit from the cars. Entrance to the cafeteria/gym will be closed and locked at 7:45am each day.

After that time, students are tardy and should be walked in by their parent at the intermediate school entrance and brought to the school office for a tardy slip. DO NOT park in the circular drive. It is posted as a no parking zone during school hours. A portion of it is also a designated fire lane. Please always walk your student into the building when using the main entrance. This entrance is for parents who need to park and conduct business in the school, and for parents walking in students who are late.

Students are NOT to be dropped off at the entrance from FM 1431. The buses drop students off in this location and traffic there poses a danger to LVIS students.

## **Student Dismissal**

4<sup>th</sup> and 5<sup>th</sup> graders are picked up in the back of the school outside of Viking Hall from Bar-K Ranch Road. For safety reasons, parents are not allowed to get out of their vehicles to retrieve their students from the car rider line.

In the front of the school, the buses will be parked in the circular drive to load students. They will NOT move the buses if you are parked in this parking lot. Do NOT park here if you need to leave before the buses do. The buses are parked in the front parking lot each day beginning at 2:50pm.

Any child that has not been picked up by 3:15pm will be in the school office. Parents must come to the school office and sign them out. Siblings are not allowed to stay and wait for a child attending after-school activities.

## **Teacher Conferences**

Teachers at Lago Vista Intermediate School are available to conference with students and parents. If a parent desires a conference with a teacher, he/she should make arrangements for a specific conference date and time. Appointments can be made by calling or e-mailing the teacher. To call the teacher, you may dial the main school line and leave a message with the school office. To email a teacher, enter `firstname_lastname@lagovista.txed.net`.

Teachers remain at school until 4:00pm Monday through Friday. Parents may also request a conference during the teacher's daily planning period. Parents are invited to visit the school to confer with teachers and the principal relative to the instruction of their children. Parents are expected to arrange conferences by appointment. All parents/guardians are encouraged to attend a conference with teachers within the beginning nine weeks of school. Teachers will contact families to arrange these conference appointments.

## **Transportation**

Your child will have the option to ride the bus, walk home, or be picked up from school each day. If your child's means of getting home will change, please send a written note, email the secretary or registrar or contact the school as soon as you are aware of the change. Students who do not have a parent phone call or a written note will not be allowed to change their transportation for the day. The school will accept transportation changes up until 2:00pm each day. After 2:00pm, the campus principal must approve all transportation change requests. Only emergency situations will be approved. Students will never be allowed to leave the building with someone who is not listed on their contact list without express permission from a parent or guardian. Due to space limitations on the buses, a child will not be allowed to take more than one additional child with them on the bus. Exceptions to this may be granted by contacting transportation services.

## **Visitors on Campus**

For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors to a campus must report to the front office to sign in and receive a visitor pass to wear while on campus.

**Visitors During Lunch.** All lunch visitors must follow established check-in and check-out procedures. Lunch visitors are restricted to parents/step-parents/guardians, non-school-aged siblings and grandparents (accompanied by a parent or with written permission from a parent), and campus mentors. Visits will be limited to the 30-minute lunch period.

**Volunteers**

Parent and community volunteers are a valuable resource for the intermediate school. Volunteers support our curriculum by doing a variety of jobs for teachers and staff. There are many opportunities for volunteers – from tutoring a child to helping with school wide enrichment activities to preparing teacher materials at home. LVIS reserves the right to accept or refuse volunteer services.

If you are interested in volunteering you may contact your child's teacher or the intermediate school office. Volunteers who work on a regular basis in the school are provided with an orientation program and training. Individuals who volunteer in our school must undergo a criminal background check. The background check forms can be obtained in the intermediate school office.

## APPENDIX X: Middle School Supplement

### Lago Vista Middle School Mission Statement

Lago Vista Middle School will provide a positive and supportive environment, which builds self-confidence, develops responsibility, and assists each student in becoming a successful life-long learner.

### Arrival to School

Supervision is not provided for students who arrive to school before 7:30am or remain on campus after 4:15pm unless prior arrangements have been made with the principal/staff member.

### Awards and Recognition

Students will be recognized at the end of each grading period for “A” Honor Roll and “A/B” Honor Roll. Additionally, an assembly may be held at the end of the year to recognize honor rolls and for the entire year. Other awards may be given.

### Bullying

Bullying can occur when a student directs written or verbal expressions or physical conduct against another student, the behavior brings harm or places a fear of harm in the student, and is so severe, persistent, or persuasive that it creates an intimidating, threatening, or abusive educational environment. Bullying is not tolerated.

Students who witness an incident of bullying or feel they are victims of bullying action, should report the incident to a staff member, such as a teacher, principal, or counselor. Reports can be made directly to a staff member or via the confidential StayALERT system. The board has established policies for procedures to prohibit bullying and to respond to reports of bullying. [See FFI (LOCAL).]

### Car Riders

Student safety is our top priority and your observance of these procedures is greatly appreciated. To ensure student management and safety, students will not be released from school during the last fifteen minutes of the school day except in an emergency situation. For their safety and the safety of others, young children are asked to wait in cars with their parents.

**Drop-Off:** Student supervision is not provided for middle school students who arrive to school before 7:30am. **Car riders are dropped off directly in front of Viking Hall.** Parents must use the entrance on Bar-K and follow the loop around. This is to ensure that cars are not forced to line up on 1431. Please pull forward in the line (even if it is past the doors to Viking Hall) and make sure your students are ready to quickly exit your vehicle. This will help keep our drop-off line running efficiently.

**Pick-Up:** To ensure their safety, all students waiting for pickup must remain in the supervised pick-up line at Viking Hall.

- At 4:15pm, any student who is still waiting to be picked up will be escorted to the front office for pick-up. This is to ensure our students’ safety and supervision while they are in our care.

Parents who are parked for pick-up in the baseball field parking lots on Bar-K must be waiting for **immediate** pickup at dismissal. Students may not wait in the area by the crosswalk to be picked up.

- To ensure their safety, students must proceed directly to this area using the doors that exit to the faculty parking lot behind the gymnasium and may not walk through the car pickup lane.
- Students may cross at the crosswalk only when given clearance by the crossing guard.
- **Students may not wait in the area by the crosswalk to be picked up.** They will be escorted to the pickup line. At 4:15pm, any student who is still waiting to be picked up will be escorted to the front office for pick-up. This is to ensure our students' safety and supervision while they are in our care.

### Cell Phones

For safety purposes, the District permits students to possess cell phones; however, **cell phones must remain turned off during the instructional day**, unless given permission by campus staff used for educational purposes approved by the principal. Students are allowed to use their cell phone during passing period ONLY in the front office. Prohibited use of cell phones includes photography, use of recording devices, and communication methods, such as email or texting. The use of cell phones in locker rooms or restroom areas at any time while at school is strictly prohibited. Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. **First incident the cell phone will be kept in the office until dismissal, at which point it can be returned. On the second incident, a service fee of \$15 will be charged the owner of the cell phone for its release.** Lago Vista Middle School will not assume responsibility for lost or stolen cell phones brought to school.

### Computer Resources

Use of computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Electronic communication (email) using District computers is not private and is monitored by District staff.

### Dances

School dances are held throughout the year and follow these guidelines:

- Students must be currently enrolled as a LVMS student.
- Parents must drop off and pick up students in front of Viking Hall.
- Students must be picked up promptly at the end of the dance.
- Standard dress code requirements and the District code of conduct are followed.

Students who are removed from the dance for violations of guidelines are not given a refund.

- Students who leave the dance are not allowed re-entry.
- Chaperones are arranged in advance of the dance.

### Deliveries

Parents are requested not to bring items to be delivered to students during the instructional day. In the event that an item is given to the front office, it will be delivered to the student in the manner that least impacts instruction. Parents may not personally make deliveries to classrooms. No flowers or gift items will be delivered until the end of the instructional day.

Students may not have food delivered to school from commercial establishments. Parents may provide individual meals for their own child's consumption during designated meal times only. In the event that a parent delivers a meal for a student to the front office, the student will be allowed to pick it up (or it will be delivered to the student) during his/her designated lunchtime.

## **Detention**

Failure to comply with school rules and expectations may result in disciplinary consequences, such as after-school detention. Students assigned to after-school detention are required to make arrangements to be picked up on days detention is assigned. Failure to attend detention will result in additional detentions.

## **Electronic Devices, MP3 players, Games and Other Technology Devices**

Students **are not permitted** to use such items as iPods, pagers, radios, CD players, MP3 players, tape recorders, camcorders, cameras, or electronic devices or games at school, unless prior permission has been obtained. Without this permission, teachers will collect the item and turn it in to the principal's office. Any disciplinary action will be in accordance with the *Student Code of Conduct*. **Lago Vista Middle School will not assume responsibility for lost or stolen items brought to school.**

## **Fines and Financial Obligations**

Students who fail to clear obligations are subject to disciplinary action and/or loss of school privileges, such as attending dances and field trips, if they do not clear their names from the fine list.

## **Hall Passes**

Class time should be as free from distraction as possible. Students are not permitted in the halls during class periods or lunch without an authorized pass or unless accompanied by a school employee. Being in the halls or unassigned areas without permission can be viewed as truancy and will be subject to disciplinary consequences.

## **Honor Roll**

Lago Vista Middle School celebrates exemplary academic success and recognizes the following exceptional student achievement:

All A Honor Roll - Students earning "A"s in all their classes. Average of 90% or above in every class.

A/B Honor Roll - Students earning "A"s and "B"s in all classes with no more than 2 "B"s.

## **Insurance**

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Premiums will be paid to and claims will be submitted through the principal's office, but the District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the District or in school-sponsored athletics, students and parents must purchase the student accident insurance or show proof of insurance or sign a form rejecting the insurance offer and waiving any claim against the District for any injury which may result.

## **Lockers**

Lockers are not provided for students, unless requested. It is the student's responsibility to keep his/her locker secured, to maintain the confidentiality of his/her combination, and to store contents appropriately.

## **Parties**

School-sponsored parties must have prior approval from the sponsor/teacher and principal. Special occasions for food in the classroom must comply with federal school lunch guidelines and show a relevant lesson objective. Parents may not bring food or drink to

classrooms except when the food is being used in a specific curriculum-based lesson and has been pre-approved by the principal. Parents who wish to send cupcakes, cookies, or a light snack for the class to share on a student's birthday should check with the principal prior to sending food items. It is recommended that such activities be scheduled after the end of the last lunch period so that these celebrations will not replace a nutritious lunch. Parents may not distribute food to students other than their own children in the cafeteria.

### **Personal Items**

Students are asked to leave their personal items, such as toys, pillows, and blankets at home. Personal items may be taken up and kept in the school office for the remainder of the school year.

### **Pre-Advanced Placement Classes**

Beginning in 6th grade, certain core subjects are offered as regular and Pre-Advanced Placement (Pre-AP) classes. The Pre-AP classes at the middle school offer students the opportunity for a more rigorous and in-depth study of the Texas Essential Knowledge and Skills. Pre-AP classes move at a fast pace; students who have difficulty keeping up with the accelerated pace of instruction may find it necessary to seek outside tutorials or assistance in order to be successful in the class. Pre-AP courses are designed to provide opportunities to develop concepts and skills in preparation for enrollment in the high school Advanced Placement program.

Students enrolled in Pre-AP classes should expect outside assignments and projects, which could require a significant amount of time and energy. Students considering placement in Pre-AP classes should consider the following expectations of skills the Pre Advanced Placement student:

- Independent reader, writer, problem solver, learner
- Marked ability to communicate eloquently in oral, written, and electronic formats
- Marked intrinsic commitment to the completion and submission of tasks
- Recognized ability to work productively and cooperatively with others
- Persistence when working with challenging problems or tasks
- Creative, imaginative, inquisitive, with the ability to analyze, synthesize, and evaluate
- Ability to learn rapidly and excels in the learning process
- Full engagement in the learning process
- Well-organized with good study skills
- Respect for academics, the learning environment, and the school community
- A strong sense of self

*\* Pre-AP math classes are offered in sixth and seventh grades only. Students who meet the rigorous math standards in 7<sup>th</sup> grade Pre-AP Math may enroll in Algebra I as 8<sup>th</sup> graders.*

### **Requests for Assignments**

Parents may request assignments for students who will be absent three or more days. The office staff is unable to collect assignments for students who are absent less than three days. Parents are encouraged to call the school for assignments during extended absences. In the event that a student finds it necessary to be absent on the day of a final exam, he/she can complete the missed exam during the summer. A grade of "0" will be given and averaged into the final grade average until the exam has been completed. A request to complete an exam ahead of the final exam schedule must be submitted in writing to the principal. Requests to take early exams are generally not granted if the absence is due to a non-emergency, such as a vacation.

## **Schedule Changes**

Every effort is made to place students in requested courses, including desired electives. No schedule changes may be made July 15<sup>th</sup> without the principal's approval. Changes in schedules will be made only in special circumstances. Any course changes must have parental approval.

## **Tardy Policy**

Three tardies in the same class is equal to one unexcused absence. Students who are tardy to class will be subject to disciplinary action.

## **Teacher Conferences**

Parents may arrange a conference with a teacher by calling the school secretary. Most conferences will be arranged during the teacher's scheduled conference time. Teachers remain at school until 4:00pm, Monday through Friday. The District also has two early release days scheduled for parent conferences.

## **Telephone**

School telephones are intended for school business. Students may not use of the office telephone during classes; it is reserved for emergencies only. Telephone messages received from parents will be delivered to students; in cases of emergency, students will be contacted immediately. Students are prohibited from using personal cell phones, unless given permission in the front office only. (See "Cell Phones" section for more information.)

## **Textbooks**

Students are responsible for damage beyond normal wear as well as lost or stolen textbooks.

## **Tutorials**

Tutorials are available for all students who need assistance and are especially recommended for those students who are failing or at risk of failing a class. A student who receives a grade of less than 70% in any class or subject during a grading period may be placed in mandatory tutorials (TEC 29.084). Tutorials will be provided to meet the needs of the student population before and after school during posted teacher tutorial times.

## **Withdrawal Procedures**

A student may be withdrawn from school only by a parent. Notify the school at least three days in advance of the anticipated withdrawal date so that records and documents can be prepared. On the student's last day, a withdrawal form is presented to each teacher for current grade averages and book clearances; to the librarian to assure a clear library record; to the nurse for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and the original will be placed in the student's permanent record. All withdrawals start in the principal's office. To receive a semester grade, students must have completed the sixth week of the last nine weeks of each semester.

## **Student Activities**

### **After School Activities**

Students are encouraged to participate in a variety of clubs or organizations. All organization activities are to be approved by the principal before being placed on the school calendar. Each school club or organization must operate according to procedures outlined in an officially adopted constitution or set of bylaws that have been approved by the group sponsor(s) and the school principal. In addition, the constitution or set of bylaws must be adopted by the club/organization



and must be placed on file with the school principal and student council vice president. UIL eligibility rules apply to students who participate in extra-curricular activities. Students must be picked up promptly at the end of the activity and transportation arrangements must be made in advance. Failure to be picked up promptly may result in loss of privileges to attend future after-school events.

### **Athletic Teams**

Seventh and eighth graders are given the opportunity to participate in the following teams: cross-country, football, volleyball, basketball, golf, tennis, and track.

### **Band**

Instrumental music instruction leading to performance opportunities in band is offered. Students will have the opportunity to perform and compete in many musical activities on an individual or group basis. Trips, concerts, performances and competitions are an extension of the classroom. Band members are expected to maintain passing grades, practice regularly, and attend all band events

### **Cheerleaders**

Middle school cheerleading is open to all academically eligible 7<sup>th</sup> and 8<sup>th</sup> grade students. Participation standards will come under the guidelines of the Cheerleader Constitution and the direction of the middle school cheerleader sponsor. Academic eligibility is a pre-requisite.

### **National Junior Honor Society**

The National Junior Honor Society promotes recognition for seventh and eighth grade students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, citizenship, and character. Membership in NJHS is a privilege and a commitment. For 7<sup>th</sup> and 8<sup>th</sup> graders, candidacy begins by meeting our scholarship criterion of 90.0 (cumulative GPA) at the end of the first semester. Each candidate will then submit a candidate information form to the Faculty Council for review and selection. Our Lago Vista Middle School Chapter Bylaws and calendar events are posted on the NJHS bulletin.

### **Student Council**

Student Council is the student governing body of Lago Vista Middle School. The Student Council is organized so that students can participate in a representative form of student government. A maximum of three representatives and two alternates from each grade level will be chosen by popular vote from among the class members to serve on the council. To be a student council representative, a student must have earned in the previous semester a minimum grade of 70 in each subject and satisfactory citizenship in order to enter the election for representative. UIL eligibility rules apply to student council events. The Student Council officers consist of president, vice-president, secretary, and reporter. The method of qualifying for officer elections is stated in the Student Council constitution. To be a candidate for office, a student will follow procedures established by the Student Council, sponsors, and principal. Student Council meetings and other activities are conducted according to the plan established by Student Council officers, sponsors, and the principal.

### **UIL Activities**

In order to remain eligible for UIL membership, our school must adhere to the UIL Constitution and Contest Rules. Students may practice outside of the school day in any single extracurricular activity a maximum of eight hours per school week. The total number of hours any student may practice a combination of all extracurricular activities outside the school day shall be limited to

twenty hours per school week. Performance, including travel time, held after the beginning of the school week but not prior to the end of the school week (excluding holidays), though held outside of the school day shall be counted against practice time. However, the total time counted against practice time for the first performance shall be limited to two hours. The District shall not schedule, nor permit students to participate in any school-related or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten times during the 180 day school year (full-year course). Students representing the school in post-district UIL competition may not exceed five additional school related absences.

### **UIL Physical Examination for Athletic and Cheerleader Participation**

Students desiring to participate in the UIL athletic and/or cheerleading teams will submit annually a statement by a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program.

### **Visitors on Campus**

For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors to a campus must report to the front office to sign in and receive a visitor pass to wear while on campus.

**Visitors During Lunch.** All lunch visitors must follow established check-in and check-out procedures. Lunch visitors are restricted to parents/step-parents/guardians, non-school-aged siblings and grandparents (accompanied by a parent or with written permission from a parent), and campus mentors. Visits will be limited to the 30-minute lunch period.

## **Parent and Community Involvement**

### **Campus Educational Improvement Committee**

The Campus Educational Improvement Committee (CEIC) meets throughout the year to review the previous year's student performance and to develop recommendations for school improvement. Membership on the Campus Educational Improvement Committee includes faculty, staff, parents, community, and business representatives. Potential members are asked to contact the middle school front office with your name and contact information. Voting membership is limited. The public is welcome to all meetings of the Campus Educational Improvement Committee

### **Newsletter**

To help students and parents be better informed on the events and activities at Lago Vista Middle School, a newsletter will be prepared weekly. This newsletter is emailed home each week.

### **Parent Teacher Organization**

All parents of Lago Vista Middle School students are encouraged to be a part of the PTO. The goal of the PTO is to provide support for our students, parents, faculty, and staff. Parent involvement in the PTO includes planning, delivering, supervising, facilitating and raising the resources to provide this support. To be a part of the PTO, contact the middle school front office with your name and contact information.

### **Webpage**

Lago Vista Middle School maintains a campus webpage listing current photographs taken as school events, as well as news items, including the newsletter, letters from the principal, and other school happenings.

## **APPENDIX XI: High School Supplement**

### **Lago Vista High School Mission Statement**

The mission of Lago Vista High School is to use the four years allotted to teach, motivate, and challenge each student to rise to the highest level of academic excellence possible in a premiere learning environment. All graduates will leave our school with the ability to live and work as compassionate citizens and mature, effective adults. We are committed to sending into the world individuals who use problem-solving skills to impact their community in a responsible manner.

### **Academic Removal from Pre-AP/AP Classes**

The following guidelines apply for exit from a High School Pre-AP or AP course:

1. It is expected that students seek assistance when needed to be successful in the course and remain in the course for at least one semester.
2. Students wishing to exit a course must petition the counselor in writing with a parent signature. The petition for exit may or may not be granted by the campus and will be determined during an exit conference. Granting the petition is based on input from the teacher, student performance in the course, availability of space in other courses, student attendance at recommended tutorials, the timing of the request, and any extenuating circumstances. Students experiencing success (able to maintain a C or better for the semester average) should remain in the course for the semester.
3. Students who earn an “F” at the end of a grading period may be removed from the class unless otherwise recommended by the teacher and administrator.
4. Students who earn a 75 or below for the semester may be removed from the class.

### **Admission and Transfers**

The parent/guardian of a student who wants to enroll in the District should contact the counselor at Lago Vista High School. LVISD accepts out-of-district transfer students. Those interested in applying for an out-of-district transfer should contact the administration office for more information.

### **Alternative Means of Earning High School Credit**

Students must make a written request and receive **prior approval** from the principal and counselor before taking any course via any alternative means to obtain high school credit.

### **Arrival**

Students are permitted to enter the school building no earlier than 7:45am each day. All students should report to either the cafeteria or their coach, if they are in athletics.

### **Austin Community College Courses**

Austin Community College offers Early College Start (ECS) Classes for Lago Vista High School students who have completed two full years of high school and qualify by credits as junior level students. Students undertaking college level courses must meet the Texas Success Initiative. Full college enrollment and registration must be completed by the student and parent in order to qualify for either ACC courses taught at LVHS or courses taught at ACC or online with ACC. Enrollment is done online and students must print and complete ACC forms to turn into ACC personnel. Transcripts and co-enrollment forms are available from the high school counselor. Enrollment procedures and more information can be found on the ACC website: [austincc.edu](http://austincc.edu)

Questions concerning choice of ECS courses honored by LVHS may be directed to the high school counselor. Questions concerning tuition and scheduling of classes can be directed to ACC. Failure to follow ACC procedures can result in not being able to register and take the selected classes.

ACC also offers College Connection (CC) aimed at our seniors in order to help them with a smooth transition to post-high school college and technical school settings. CC personnel make four visits to our campus to connect seniors with post-high school opportunities. These visits include starting common application for Texas public universities and community colleges, obtaining a personal identification number for the Free Application for Federal Student Aid (FAFSA) required for student financial aid at most colleges, testing for those seniors not yet meeting the TSI score for college entrance, and college freshman advising for all seniors; regardless of their post-high school plans. The CC ACC advisors are very knowledgeable about issues facing newly- graduated seniors. This is a great support to all our seniors in helping them move into their post-high school plans. CC works with all seniors on these important issues for their success.

### **Bell Schedule**

Lago Vista High School operates on an A-Day/ B-Day schedule. Please see the Lago Vista High School website for the bell schedule.

### **Cell Phones**

Students may not use their cell phones for any reason during class periods or while in the classroom.

### **Cheerleading**

Cheerleading applications are available and tryouts are open to all qualifying students enrolled by the first day of the second semester in Lago Vista ISD. Tryouts will be held each spring to select cheerleaders for the upcoming school year. Information packets that include the necessary information and permission slips will be available prior to cheerleader tryouts. The packet will have to be completed, signed and returned by the designated time or a student will not be allowed to tryout. Throughout the tryout process, students will accumulate points based on specific criteria. Please refer to the cheerleading tryout packet for details.

### **Class Officers**

Students who are elected as class officers are expected to follow the roles and responsibilities set forth by their class sponsor. Class officers may be removed from their role if they do not consistently meet expectations. Please contact your child's sponsor for more information.

### **College Visits**

In order to miss school for a college visit, **the principal must give prior approval**. Juniors and seniors are allowed two college days per year. Students are required to provide a parent/guardian signature on a completed "College Day" permission form available in the office. Students will need to provide verification of the college visit to the attendance clerk upon returning to school.

### **College Courses/Alternative High School Courses**

Students must make a written request and receive **prior approval** from the counselor and principal before taking any course via any alternative means to obtain high school credit.

### **Course Information**

Students should expect an assigned elective to appear on a schedule when classes in a requested elective become overcrowded. Some students may be assigned to a learning lab. All students must take enough classes to total up to a minimum of 4 hours of instruction.

### **Dances/Prom**

Each qualifying LVHS student may purchase a ticket for themselves and one additional ticket for a guest. Students wishing to bring an outside guest to prom must complete and submit the proper paperwork to the junior class sponsor by the given due date. The following are the criteria for an outside guest:

- Only high school students/recent LVHS graduates (graduated within the last 2 years) may attend.
- Outside guests from another high school may not exceed 18 years of age.
- One guest per student and every guest must bring a photo ID.
- All guest information must be provided prior to the dance and be approved by the principal.

### **Deliveries**

Parents are requested not to bring items to be delivered to students during the instructional day. In the event that an item is given to the front office, it will be delivered to the student in the manner that least impacts instruction. Parents may not personally make deliveries to classrooms. No flowers or gift items will be delivered until the end of the instructional day. **Students may not have food delivered to school from commercial establishments.** Parents may provide individual meals for their own child's consumption during designated meal times only. In the event that a parent delivers a meal for a student to the front office, the student will be allowed to pick it up during his/her designated lunchtime.

### **Designated Courses for No-Pass No-Play Exemption**

AP Research	English III AP	OnRamps Algebra II
AP Seminar	English IV AP	Spanish II Pre-AP
Biology Pre-AP	Environmental Science AP	Spanish III Pre-AP
Biology AP	Geometry Pre-AP	Spanish IV AP
Calculus AP	OnRamps Computer Science	Spanish V AP
Chemistry Pre-AP	OnRamps English	US History Dual Credit
Chemistry AP	OnRamps Precalculus	US History AP
Economics AP	OnRamps Statistics	US Government AP
English I Pre-AP	OnRamps Physics	World History Pre-AP
English II Pre-AP	Precalculus Pre-AP	

### **Enrollment**

Students who did not enroll during pre-enrollment may enroll during the summer prior to the first day of school. Please call the front office to set an appointment with the counselor.

### **Honor Roll**

All A Honor Roll - Students must be taking at least four classes and have a weighted grade point average of 4.0 or above in all classes.

A & B Honor Roll - Students must have a weighted grade point average of 3.75 or above, and grades not lower than 3.0 in 2 classes and a 4.0 in all other classes.

**Note:** *Pass/Fail and Dual Credit classes do not count toward Honor Roll.*

### **Incompletes**

A student who receives an incomplete for a nine weeks grade (last day of the nine weeks) or semester grade (last day of semester exams) must make up the incomplete work by the fifth school day of the new grading period no later than 3:40pm. If the student does not make up the incomplete, then the student will be ineligible for UIL and any and all other extracurricular activities. (Note: The student must meet all other UIL requirements to be eligible). All incomplete nine-week

and semester grades will be converted to a 50 on the fifth school day at 4:00pm of the new grading period, or in case of the second semester the incomplete will be converted to a 50 five school days after the last day of the grading period. The only exception is if the absence practice (one school day for each absence) allows for additional days.

### **Local Scholarships**

Scholarship committees from various community organizations, local businesses and individuals annually offer a number of scholarships to Lago Vista students to help defray the expenses of college or professional training. Any senior who is interested in applying for one of these must complete the scholarship application that will be given out in February. Students applying for local scholarships must have been enrolled from the beginning of their senior year.

### **Progress Reports**

Lago Vista High School will post grades so parents have ready access to information about student performance. Students who have grade averages of less than 70 are considered failing. A teacher may send a written progress report or contact the parent at any time if the teacher deems it appropriate. A reminder message will be sent to all parents on the day progress reports are due reminding them to check their student's grades through the online TxConnect Parent Portal. Teachers may enter their individual assignment grades into our Learning Management System, Canvas. Teachers will enter the student average into TxConnect every progress report period. Parents are encouraged to set up a parent account on Canvas to access individual assignments, course information, and assignment grades for these courses.

### **Schedule Changes**

Students may not make course changes without parental approval. Changes will be made only if: (1) the student is a senior and does not have a course required for graduation; (2) the student does not have the prerequisites for a course; (3) course credit was previously received; (4) a data entry error made by the school; (5) student has been dismissed from a program that requires approval for placement; or (6) any requests to change a schedule for reasons other than those listed will be considered only for a compelling educational circumstance.

***No schedule changes will be made after the second week of school.***

### **School-Wide Procedures**

Lago Vista High School teachers, students, and staff representatives have collaborated to create a set of procedures for the common areas of the school. All students are expected to follow these school-wide procedures. A copy of this document is available in hard copy from the front office or can be sent electronically, at request.

### **Truancy**

Truancy is defined as being in an unauthorized location during the school day. Students will receive ISS for truancy infractions. **Truant students will be required to successfully complete all assignments missed during the truancy before being released from ISS.** The assignments missed during the truancy infraction will be evaluated at 80% of their original value if completed successfully on the first day of ISS and 50% of their original value if completed successfully on the second day of ISS and thereafter.

### **Tutorials**

Tutorials will be provided to meet the needs of the student population before and after school during posted teacher tutorial times.

### **Valedictorian and Salutatorian**

The valedictorian and salutatorian shall be the students in the senior class obtaining the highest grade point averages respectively, utilizing the procedures for calculating rank in class. To be eligible, a student must also have been continuously enrolled in Lago Vista High School for the entirety of the three semesters immediately preceding graduation.

### **Valedictorian and Salutatorian Ranking**

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking as determined by the District's class ranking procedure described in policy. In order to be awarded valedictorian and salutatorian honors, students who enter grade 9 prior to the 2014-2015 school year must complete the Recommended Program or the Advanced/Distinguished Achievement Program.

Students who enter grade 9 in the 2014-2015 school year and after must complete the Foundation and at least one endorsement. To be eligible, a student must also have been continuously enrolled in the District high school for the three semesters immediately preceding graduation.

### ***Breaking a Tie***

In cases of a tie in weighted grade point averages (GPA) or weighted numerical grade averages, as appropriate to the student's graduating class, among the top two academically ranked students, the following methods shall be used to determine who shall be recognized as valedictorian:

1. The weighted GPA or weighted numerical grade average shall be computed to a sufficient number of decimal places until the tie is broken;
2. If a tie remains, the District shall compare the scores on college entrance examinations, provided the students have taken the same examinations;
3. If a tie remains, the District shall recognize the student who completed the most dual credit and Advanced Placement (AP) courses; and
4. If a tie remains, the student with the highest numerical grade average of all dual credit and AP courses taken shall be declared the valedictorian.

If a tie develops for salutatorian, all students who tie shall be recognized.

To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including but not limited to removal to DAEP, a three-day suspension, or expulsion during his or her last two semesters.

### **Withdrawals**

All withdrawals must start in the principal's office. When the student's iPad and all books have been checked in and obligations met, the withdrawal will be approved and earned credits transferred.



## Lago Vista Independent School District

*Excellence in ALL We Do!*

8039 Bar-K Ranch Road  
P.O. Box 4929  
Lago Vista, TX 78645

(512) 267-8300  
[www.lagovistaisd.net](http://www.lagovistaisd.net)

*It is the policy of Lago Vista Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in any programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights, or grievance procedures, contact Darren Webb, Superintendent, 8039 Bar-K Ranch Road, Lago Vista, TX 78645, 512-267-8300.*

*Es norma de Lago Vista Distrito Escolar Independiente de no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Titulo IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Para información sobre sus derechos o procedimientos para quejas, comuníquese con Darren Webb, Superintendente, 8039 Bar-K Ranch Road, Lago Vista, TX 78645, 512-267-8300.*