Lovelady Independent School District



2026-2027

Parent/Student Handbook
&
Code of Conduct

LOVELADY ALMA MATER*

Let us raise our voices singing,
As the years roll by.
Songs to praise our Alma Mater,
Dear Ole Lovelady High.
Lovelady, Lovelady, Dear Ole Lovelady
Thanks for our school days,
Ever stand to guide youth forward
Hail to thee always.

***Words written to school song by Nelda Jean Milliken Stewart, former student, graduate, and band director of Lovelady ISD.**

LION FIGHT SONG

Oh, when the L.H.S. team falls in line,
We're gonna win that game another time.
And for the dear ole school we love so well,
And for the football team we'll yell, and yell, and yell.
We're gonna fight, fight, fight for every yard.
We're gonna hit that line and hit it hard.
We're gonna roll those (opponents) on their side:
On their side
LOVELADY HIGH!

SCHOOL COLORS: MAROON & WHITE

SCHOOL MASCOT: LION

Lovelady I.S.D Information

Lovelady ISD covers 323,810 square miles in South Houston County. The district holds full accreditation from the Texas Education Agency and serves approximately 600 students attending the Lovelady Independent School District.

The Lovelady ISD school plant is located on State Highway 19, just north of Lovelady. This district has one elementary/middle school and one junior high/high school.

The taxable value for LISD is $295,323,236 and the tax rate is $1.13 per hundred (2020 – 2021 value).

LISD offers a full range of educational services, which include a Comprehensive Curriculum offering courses in:

Math
English
Foreign Language
Social Studies
Science
Fine Arts (Band, Music)
Health
Computer Technology
Vocational Training

Special Programs for students in:

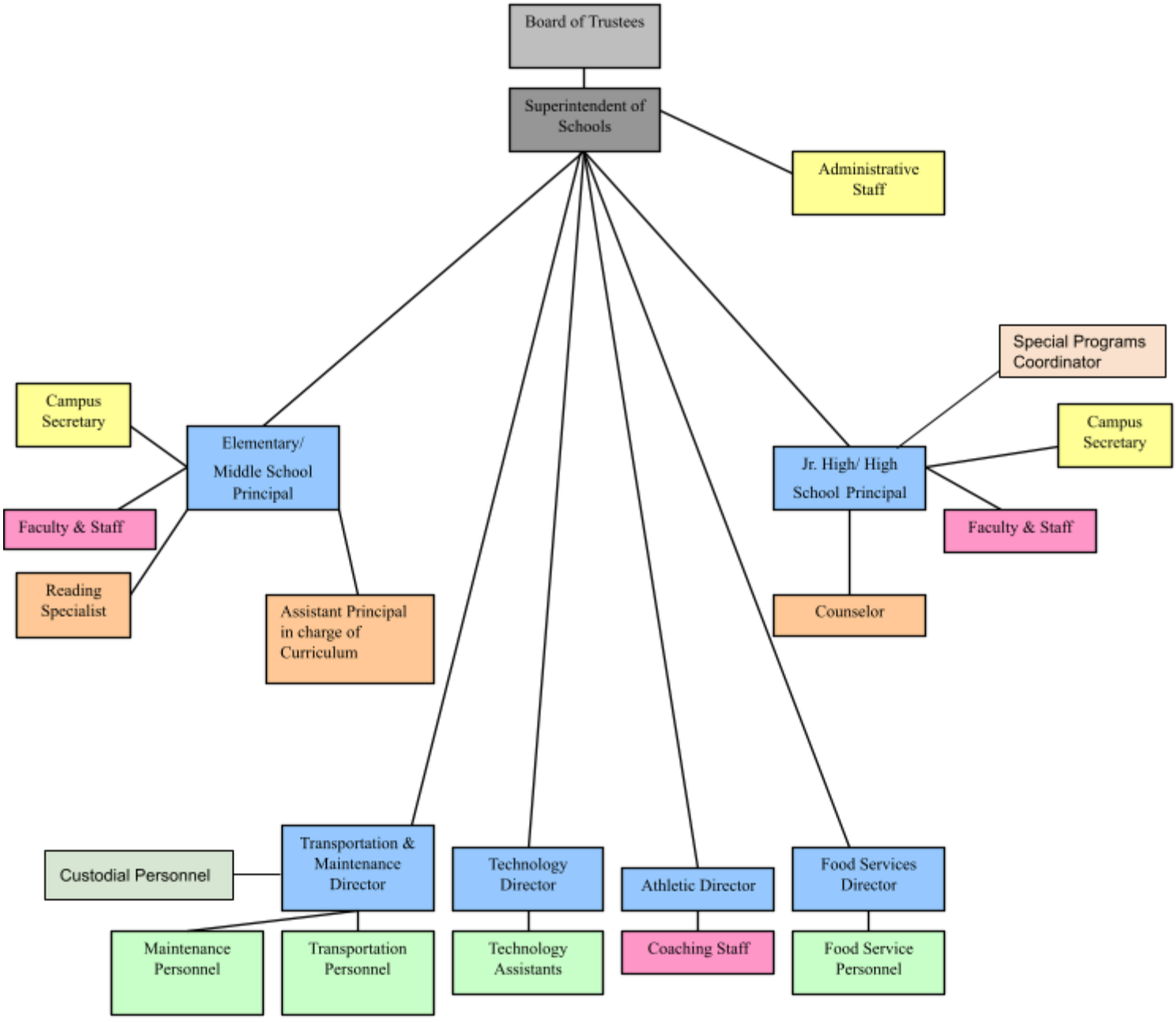
Honors Classes
Dual Credit
Accelerated Education
Gifted and Talented
Special Services
Title I
Homebound Instruction
Extended Year Programs
Credit Recovery, SAT, ACT Preparation

Sports and Physical Education program for students in:

Physical Education
Baseball
Boys' Basketball
Girls' Basketball
Cross Country
Football
Softball
Track
Volleyball
Golf

Lovelady I.S.D. Board of Education

Bruce Monk	President
Joel Shoemaker	Vice President
Beverly Moore	Secretary
Pat Allen	Member
Rusty Baker	Member
Keith Driskell	Member
Will Crawford	Member
Wendy Tullos	Superintendent



Lovelady I.S.D. District Organizational Chart

Lovelady I.S.D. Administrative Staff

Wendy Tullos	Superintendent
Jo Beth Martinez	Junior High/High School Principal
Kelli Robinson	Elementary/Middle School Principal
Jim Bird	Athletic Director
Leslie Gilchrist	District Counselor
Eldy Roca	Assistant Principal
Ashley LaRue	Special Program Coordinator
Cindi Burleson	Administrative Assistant
Kayte Lusk	Administrative Assistant
Charmayne Easterling	Junior High/High School Secretary
Ambria Dagle	Elementary/Middle School Secretary

This handbook was approved by the Lovelady ISD School Board
Revisions approved
Graduation Requirements approved

Welcome to Lovelady I.S.D.

Lovelady Schools are a source of pride to students, parents, and the community. This pride in our school causes teachers and students alike to strive for high standards in educational and extracurricular pursuits. We hope to instill this pride in school and community in all of our students.

It is the goal of the Lovelady schools to provide the best possible in facilities, instruction, guidance, and services. We hope this will enable and encourage each student to develop mentally and physically to such an extent that he/she will always strive for personal excellence and community excellence.

This handbook has been devised as a guide to inform students, parents, and teachers as to the rules, regulations, and school policies. Your attendance at Lovelady I.S.D. requires that you become responsible for adhering to the contents of this handbook. We hope that this handbook will help administrators and teachers provide a proper and enjoyable school atmosphere which will make your career in the Lovelady Schools one to be proud of.

The Lovelady Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Lovelady ISD provides a free and appropriate education consisting of regular or special education and related aids and services in CTE (Career and Technology Education) programs that are designed to meet individual educational needs of disabled persons as adequately as it does the needs of non-disabled persons.

We are an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability or Genetic Information. Additionally, we prohibit Retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

The following person has been designated to handle inquiries regarding non-discrimination policies: **Wendy Tullos, Lovelady Independent School Superintendent.**

El Disrito Esoclar de Lovelady no discriminar por motivos de raza, color, origin nacional, sexo, impedimento, o edad en sus programs o actividadaes. El Disrito proborciona educacion apropiada y gratis que consiste en la educacion de Carreras y Tecnologia, que estan disendos para satisfacer las necesidaded educativas de las personal con impedimitos tan adecuadas como aquellos servicios para personal que no tienen impedimintos. Las siguientes personal han sido designadas para contesar preguntal acerca de las normas de no discriminacion: **Superintendent – Wendy Tullos.**

Preface

This booklet contains a great deal of required and useful information for a large number of students and parents; therefore, it cannot be as personal a communication as we would like, so we address students as “you,” “the student,” or “children.” Persons assuming responsibility for the student will be referred to as “the student’s parents," "parent," or "parents" for ease of reference throughout this handbook.

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General Information

ACCELERATED INSTRUCTION

Accelerated Instruction Requirements: Texas law requires all students who do not achieve approaches or higher on STAAR grades 3 through 8 or EOC assessments be provided accelerated instruction. These requirements, modified by House Bill 4545 from the 87th legislature and recently updated with the passage of House Bill 1416 in the 88th legislature, provide that qualifying students must be:

• Assigned a TIA designated teacher for the subsequent school year in the applicable subject area; OR

• Provided supplemental instruction aligned with the research on high impact tutoring in the TEKS for the applicable grade levels and subject area in the following manner:

o No less than 15 or 30 hours* depending on student performance and is provided in the summer or at least once per week in the school year;

o Limited to two subjects per year, prioritizing math and RLA;

o Provided in a group of no more than four students, unless the parent or guardian of each student in the group authorizes a larger group;

o Designed to assist the student in achieving satisfactory performance in the applicable grade level and subject area and includes effective instructional materials designed for supplemental instruction;

o Provided by a person with training in the applicable instructional materials for the supplemental instruction and provided by one person for the entirety of their accelerated instruction.

ANTI-BULLYING STATEMENT & POLICY

Lovelady ISD and its stakeholders understand the importance of supporting a safe and bully-free learning environment. Everyone should enjoy our school equally, and feel safe and secure regardless of color, race, gender, religion, popularity, ability, or intelligence. Bullying can involve physical contact such as shoving, pushing as well as verbal or emotional distress caused by name-calling, making fun of, etc. By being better educated, the stakeholders of Lovelady ISD agree to:

1. Promote the respect of all students.
2. Immediately report all instances of bullying to a faculty member or campus principal.
3. Support students who have been/are subjected to bullying.
4. Encourage the discussion of anti-bullying education in the classroom.
5. Become aware of the district's policies and practices in regard to bullying. This information can be found in the LISD Student Handbook and Student Code of Conduct.

ATTENDANCE

In Texas, children between the ages of 6 and 19 are required to attend school unless exempted by law. Children enrolled in public preschool or kindergarten classes are also subject to these rules. School districts must investigate and report violations of the state compulsory attendance law.

When students are absent from school, their absence will be recorded as "excused" or "unexcused". Both excused and unexcused absences will determine whether a child has been in attendance for 90% of the school days in which a class is offered. **Students who are not in**

attendance 90% of school days shall be denied credit for the class. If denied credit, students must complete a plan determined by the district in order to regain credit.

Students at Lovelady ISD may regain credit by completing the required plan, which may include the following:

- complete required assignments and any additional assignments as specified by the plan
- satisfy time missed from school through Absence Recovery Days each six weeks or through summer school
- maintain attendance requirements set by the Attendance Committee for the rest of the semester
- complete any other requirements set forth in a plan designed by the attendance committee.

*See page 41 for specific JH/HS credit recovery requirements due to absences.

Students with excessive absences must meet with the Campus Attendance Committee where the decision to grant or deny credit will be made. The Attendance Committee will investigate the student absences to determine if there were extenuating circumstances beyond the control of the parent and student when making this decision. The Attendance Committee will determine the acceptability and authenticity of documented reasons for the student's absences. The committee shall also consider whether the student has completed missed assignments, mastered essential knowledge and skills, and maintained passing grades in the course or subject when making this decision. The Committee will schedule and notify students of the required meeting.

Students with "unexcused" absences may be determined to be truant. Truancy may result in assessment of penalties by a court of law against the parent and the student. Students are considered truant if they are:

- Absent from school without excuse for ten or more days or parts of days in a six month period during the school year
- Absent from school without excuse on three or more days or parts of days in a four-week period.

A complaint may be filed against the student in court for failing to attend school. A complaint may be filed against the parent for failure to enforce compulsory attendance.

A person required to attend school may be excused for temporary absence resulting from any unusual cause acceptable to the Superintendent or the principal of the school in which the student is enrolled. Such causes may include, but are not limited to:

- personal sickness
- family death or emergency
- juvenile court proceeding
- board approved extracurricular activity
- approved college visitation.

When a student's absence for personal illness exceeds 4 successive days, the student shall provide a statement from a physician or health clinic verifying the illness or other condition. This statement must be provided to the school via doctor/hospital fax or email. The Attendance Committee may, if a student has established a questionable pattern of absences, also

require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as "excused" or "unexcused".
After ten absences within the school year, any additional absences will be considered unexcused unless official documentation is provided. For example:

- **Statement from a physician or health clinic verifying the illness or other condition requiring the student's absence**
- **Documented juvenile court proceeding**
- **Other certified excuses as outlined in Board Policy FEA (Legal)**

After ten absences within a school year, a written note from a parent/guardian will not be accepted to declare an absence excused.

All absences not school related are considered "unexcused" until a student brings a note signed by the parent that gives the date of the absence and describes the reason for the absence**. The office will not accept an email for absences; it must be a handwritten note or doctor's slip. A note from the parent does not guarantee that the absence will be "excused".** If a student fails to bring a note within two school days, the unexcused absence(s) will remain in effect. **Absences such as vacations and trips (except those approved in advance by the principal in accordance with Board Policy), shall be considered unexcused.**

Medical and dental appointments will be excused absences if the student has a note faxed or emailed from the doctor verifying the appointment and if the appropriate administrative office has verified it. If a student attends school any part of the day, attends an appointment with a health care professional and returns to school on the same day, or next day, with a doctor's excuse, the student will not be counted absent for the day. (For students able to drive, please provide a **written** note to check students out of school as it is difficult to verify identity by phone.)

Absences for the following reasons will be considered days of attendance if all work is completed satisfactorily:

a. Religious Holy Days
b. Required Court Appearance
c. Activities related to U.S. Citizenship
d. Serving as an election clerk
e. Visiting an institute of higher learning

*Students with Perfect Attendance for the year at the Elementary/Middle School will be given the opportunity to attend a field trip the last week of the school year..

BACTERIAL MENINGITIS

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the most common and the least serious.

Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is not a common disease but does require urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

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

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

How serious is bacterial meningitis?

If 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, meningitis is not as contagious as diseases such as the common cold or the flu, and meningitis bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drink containers, utensils, or cigarettes).

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

How can bacterial meningitis be prevented?

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

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

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

Seek prompt medical attention.

CHILD FIND SERVICES

Child Find is a process designed to identify, locate, and evaluate individuals (birth through 21) with disabilities who may need special education services.

Anyone can start the referral process (parent, doctor, teacher, relative, or friend) by contacting the District Counselor, Campus Principal, or the Houston Trinity County Shared Services at (936)544-9562.

Early identification and intervention may help to prevent failure and frustration. Special attention to teaching and learning strategies may help students overcome barriers to learning. If a child is referred, the parent will be contacted by the school district personnel and a decision will be made to determine if an assessment is needed to evaluate areas of concern. The evaluation will be conducted by appropriately trained personnel. Upon completion of the evaluation, the parents or legal guardians will meet with the evaluation personnel to discuss the results, special education eligibility and service options.

Individuals qualify for special education services when they have one or more of the following disabilities according to federal and state criteria and demonstrate an educational need.

Learning Disability (LD)
Speech Impairment (SI)
Orthopedic Impairment (OI)
Other Health Impairment (OHI)
Intellectual Disability (ID)
Emotional Disturbance (ED)
Autism (AU)
Multiple Disabilities (MD)
Traumatic Brain Injury (TBI)
Visual Impairment (VI)
Auditory Impairment (AI)
Deaf-Blindness (DB)
Non-categorical Early Childhood (NCEC)

Each individual need(s) will be addressed on an individualized basis by a team consisting of school personnel, the parents or legal guardians, and the student as appropriate. The team will review assessment information, discuss eligibility, identify areas of need for specialized instruction, including related services, and develop a plan to meet the educational needs of the student. All services are provided at no cost to the individual, parents, or guardians.

The Lovelady Independent School District and the Houston Trinity County Shared Services provides a wide variety of special education services. Teachers, instructional paraprofessionals, speech pathologists, and related service personnel provide instructional and related services to students who have a disability. Students are eligible for special education services from the age of 3 through 21. Students with hearing and/or vision disabilities may receive services from birth.

To be eligible for special education services, students must meet eligibility requirements as a student with an orthopedic impairment, other health impairment, auditory impairment, visual impairment, diagnosis of deaf/blind, intellectual disability, autism, non-categorical early childhood, or traumatic brain injury and demonstrate an education need for special education services.

At any time a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation within 45 school days unless the student is absent for consecutive days, then the time line is extended for those days. If the consent of the parent is obtained with less than 35 school days before the last day of instruction for the school year, then the FIE is due 45 school days after consent is obtained. If the parent gives consent for the initial FIE with more than 35 school days but less than 45 school days, then the deadline for the FIE is June 30th and a report must be written within 30 days after the completion of the assessment. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the "Notice of Procedural Safeguards-Rights of Parents of Students with

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

Kelli Robinson- Elementary Principal (936) 636-7832
Jo Beth Martinez- Jr. High/High School Principal (936) 636-7636
Dana Lowery dlowery@grovetonisd.net

COMMUNICABLE DISEASES AND CONDITIONS

Parents of students with a communicable or contagious disease or condition are asked to telephone the school principal, secretary, or nurse so that other students who have been exposed to the disease or condition can be alerted. Convalescing students are not allowed to come to school until the disease or condition is no longer contagious. Communicable diseases and conditions include but are not limited to

Chicken Pox	Impetigo
Diphtheria	Influenza
Fever (100.4+)	Measles (Rubella)
Gastroenteritis (Viral)	German Measles (Rubella)
Head Lice	Meningitis (Bacterial)
Hepatitis (Viral, Type A)	Meningitis (Viral)
Mumps	Pink Eye (Conjunctivitis)
Poliomyelitis (Polio)	Ringworm of Scalp
Salmonella	Scabies
Shigellosis	Streptococcal Sore Throat
Scarlet Fever	Tuberculosis (Pulmonary)
Whooping Cough (Pertussis)	AIDS/HIV Infection**

**Students with AIDS/HIV infections shall be excluded from attending school when

1. a medical advisor determines that open sores or skin eruptions, behavior, or lack of toilet training pose a risk to others,
2. or when cases of measles, rubella, or chicken pox are occurring in the school.

COMPENSATORY CLASSES

Students will be placed in compensatory Math and/or English courses if they fail the corresponding STAAR/EOC exam.

COMPUTERS, LAPTOPS & TABLETS

Students at Lovelady ISD use computers and tablets daily at school. Our computer systems have security blocks, which prevents to the best of our ability students from having access to unacceptable material available on the internet. Student accounts are secure and monitored by the district. Students are given passwords to allow access to sites approved by the school district. Students are not allowed to share the use of their passwords and access with others. It is the responsibility of the student to protect this information from use by others. Please advise your child and help him/her to understand the importance of keeping the information secure.

CORPORAL PUNISHMENT

Responsible corporal punishment is permitted in order to preserve an effective educational environment free from disruptions. Corporal punishment is limited to spanking or paddling the student and occurs only in accordance with the following guidelines:

- The student is told why corporal punishment is being given.
- Corporal punishment is administered by the principal, assistant principal, or a teacher.
- The instrument for invoking punishment shall be approved by the principal.
- Corporal punishment shall be done in the presence of one other professional district employee out of view of other students.
- A record shall be maintained of each incidence of corporal punishment containing the name of the student, type of misconduct, any previous disciplinary actions, type of punishment administered, name of person administering the punishment, name of witness, and the date and time of the punishment.
- All Students will be subjected to corporal punishment unless the parent/guardian provides a written statement requesting otherwise. (Please fill out the corporal punishment form and return it to the office)

CTE

Lovelady ISD offers career and technical education programs in agriculture, food and natural resources, business, marketing, and finance, arts, audio/video technology, and communication, and health science. Admission to these programs is based on student interest in subject, grade level appropriateness, and course availability. It is the policy of Lovelady ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational 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. It is the policy of Lovelady ISD 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. Lovelady ISD 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. For information about your rights or grievance procedures, contact the Title IX Coordinator, Wendy Tullos, at 11839 TX State Highway 19 South, Lovelady, TX 75851, wtullos@lovleadyisd.net , 936-636- 7616, and the Section 504 Coordinator, Ashley LaRue, at 11839 TX State Highway 19 South, Lovelady, TX 75851, alarue@lovleadyisd.net , 936-636-7636

District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. Students who violate these rules will be subject to disciplinary action. (Based on Chapter 37 of the Texas School Code.)

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location

6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school event.
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or white attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony as provided by Education Code 37.006 or 37.0081 and
12. When the student is required to register as a sex offender.

Students at school or school related activities are prohibited from:

1. Cheating, plagiarizing, using AI, or copying the work of another student;
2. Throwing objects, outside of supervised school activities, that can cause bodily injury or property damage;
3. Leaving school grounds or events without permission; including, going to their car during the school day.
4. Insubordination, such as disobeying directives from school personnel or those stated in school policies, rules, and regulations;
5. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward other people, including but not limited to, teachers, district employees, and students;
6. Playing with matches or fire or committing arson;
7. Committing robbery or theft;
8. Damaging or vandalizing any property, including but not limited to, property owned by teachers, district employees, and students;
9. Disobeying policies and regulations concerning conduct on school buses;
10. Fighting;
11. Committing extortion, coercion, or blackmail (obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force);
12. Name-calling, making ethnic or racial slurs or derogatory statements addressed to others that may substantially disrupt the school program or incite violence;
13. Engaging in inappropriate physical sexual contact disruptive to other students or the school environment (public display of affection);
14. Assaulting a teacher or other individual;
15. Delivering to another person, selling, giving, using, possessing, or being under the influence of marijuana, any controlled substance, any dangerous drug, abusable glue, aerosol paint, volatile chemical, or alcohol in any form;
16. Carrying a firearm, a knife, a club, or other weapon;
17. Aggressive behavior or group demonstrations that disrupt or interfere with school activities;
18. Behaving in any way that disrupts the school environment or educational process;
19. Hazing;
20. Smoking, using, or possessing any tobacco product; e-cigarette, vape or non tobacco nicotine product;
21. Offensive conduct of a sexual nature, whether verbal or physical, including but not limited to requests for sexual favors or other intimidating sexual conduct directed toward other people;
22. Directing profanity, vulgar language, or obscene gestures toward other people;

23. Engaging in any conduct constituting felony criminal mischief as defined by law.

DETENTION

Detention will be served after school from **3:30 p.m. until 6:00 p.m**. Students are responsible for their own transportation. (Refer to Pg. 61 in the Student Code of Conduct)

DRESS AND GROOMING

Since the manner in which students dress has a strong influence on the overall learning environment, neat, clean, and appropriate dress is required for school. It is essential to the tranquility of the educational processes that any mode of dress that tends to disrupt or distract from the proper learning environment of the school is prohibited. The student and his/her parents may determine the student's personal dress and grooming standards, provided that the student's dress and grooming

- Shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and/or
- Shall not create a health or other hazard to the student's safety or to the safety of others.
- The dress code extends to students attending school sponsored activities.

With these considerations in mind, the following statements relating to dress and grooming constitute the dress code for Lovelady Independent School District:

<u>Boy's Dress Code</u>

- Absolutely no earrings or other piercings: band-aides to cover piercings are not allowed; only clear spacers are allowed.
- Shorts may be worn, but they may be no shorter than 3 inches above the top of the kneecap; Shorts must be hemmed and cannot be rolled up;
- No sunglasses in the building (unless prescribed by a physician);
- All smart/Meta glasses are prohibited, including with a prescription;
- No biker shorts, wind shorts, leotards, tights or any type of skin tight pants; no short-waisted shirts, swimsuits, or pajamas;
- No blakets
- No caps, hats, headbands, or other types of headwear are to be worn anywhere in the building; including hoods;
- No sleeveless shirts;
- Shirts with buttons are to be fastened, unless shirt t-shirt worn underneath
- Clothing with designs, symbols, or lettering that is inappropriate, suggestive, vulgar, or profane and advertisements of alcohol, tobacco, drugs or firearms cannot be worn;
- House shoes or shower shoes are prohibited;
- All male students must keep and maintain a neat and presentable haircut at all times. No excessively long haircuts, ponytails, pigtails, man buns, and no facial hair will be permitted. If a student is unable to shave, due to medical reasons, a doctor's note must be provided; sideburns are to be neatly trimmed and not extend below the bottom of the earlobe. Hair will not be worn long enough to cover the eyebrows, must not be below the collar in the back, and sideburns cannot be below the ears. No designs shall be cut into the hair. Students may have a straight part line, where the natural part line would be, no longer than 4 inches;
- Hair shall not extend from the scalp more than 2 ½ inches and must be of a natural color;

- No bizarre items or styles of clothing that will promote undue distractions in the school environment will be allowed;
- Baggy clothing is prohibited;
- No chains, knives, or knuckles (including pocket knives or any other small knife) may be worn or carried;
- The waistline of shorts and pants are to be worn at the natural waistline;
- Boys may **NOT** wear make-up or fingernail polish;
- Visible tattoos are prohibited;
- Pants or shorts with frays, tears, cuts, and/or holes more than 3 inches above the knee are prohibited, unless holes have a permanent patch attached underneath or on top of the hole.

Girl's Dress Code

- No biker shorts, wind shorts, pajamas, leotards, yoga pants, or any other skin tight pants;
- Leggings/jeggings/pants made of legging material may be worn **ONLY** if covered by a shirt or dress, that must come to at least 3 inches above the kneecap
- No tank tops or other shirts with thin straps.
- No short-waisted shirts. No skin should show front, side, or back of the waist, sitting or standing;
- No sunglasses (unless prescribed by a physician);
- No blankets
- All smart/Meta glasses are prohibited, including with a prescription;
- No hats or other headwear, including hoods;
- Headbands may be worn, but they must not detract from or interfere with the learning environment;
- Blouses or tops will not be extremely low cut in the front or back, nor shall they be open-waisted. Shirts or blouses with buttons are to be fastened, unless a t-shirt worn underneath;
- Sheer tops are permitted with a full coverage tank top underneath;
- No off the shoulder tops;
- Shorts may be worn, but they must be no shorter than 3 inches above the kneecap. Shorts must be hemmed and cannot be rolled up;
- Girl's dresses or skirts must not be excessively short in length (no shorter than 3 inches above the knee), nor should they be excessively tight fitting (this is at the discretion of the principal/Assistant Principal);
- Clothing with designs, symbols, or lettering that is inappropriate, suggestive, vulgar, or profane and advertisements with inappropriate content including but not limited to alcohol, tobacco, drugs, or firearms cannot be worn;
- House shoes or shower shoes are prohibited;
- No hair curlers, clips, or trinkets that are noisy and would promote undue distractions are allowed. Hair must be of a natural color;
- Hair should not be styled in a way that is distracting and/or designed to be conspicuous.
- Baggy clothing is prohibited;
- No chains, knives, or knuckles (including pocket knives or any other small knife) may be worn or carried;
- The waistline of shorts and pants are to be worn at the natural waistline;
- No body piercings other than ears; band aiders to cover piercings are not allowed; only clear spacers are allowed.
- Visible tattoos are prohibited;

- Pants or shorts with frays, tears, cuts, and/or holes more than 3 inches above the knee are prohibited; unless holes have a permanent patch attached underneath or on top of the hole or leggings underneath. Patched holes or holes covered by leggings can not be in the front/back pocket areas or seams.

DRILLS – FIRE, TORNADO, AND OTHER EMERGENCIES

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of the teachers or marshals quickly and in an orderly manner.

EMERGENCY CLOSING INFORMATION

Lovelady ISD uses the **Alert Now** calling system. This is an automated system that will make mass calls/emails to all parents/guardians and staff in the event of an emergency closing. Also, in case of emergency closing of the school, it is advisable to listen to your local (Crockett) radio station: KIVY-92.7 FM.

EMERGENCY MEDICAL TREATMENT

Each year parents shall complete an emergency care form that includes a place for parental consent for school officials to request medical treatment for the student as provided by law. Parents shall also supply other information pertaining to required medical treatment for their students as provided by law. Parents should update this information as often as is necessary.

FOOD ALLERGY MANAGEMENT PLAN

Lovelady ISD has developed and implemented a Food Allergy Management Plan which includes procedures for limiting the risk posed to students with food allergies to include:

- Specialized training for employees responsible for the development, implementation, and monitoring of the district's food allergy management plan.
- Awareness training for employees regarding signs and symptoms of food allergies and emergency response in the event of an anaphylactic reaction.
- General strategies to reduce the risk of exposure to common food allergens.
- Methods for requesting specific food allergy information from the parent of a student with a diagnosed food allergy.
- Annual review of the district's food allergy management plan.

Procedures regarding the care for students with diagnosed food allergies who are at risk for anaphylaxis shall include:

- Development and implementation of food allergy action plans, emergency action plans, individual health care plans, and Section 504 plans, as appropriate.
- Training, as necessary, for employees and others to implement each student's care plan, including strategies to reduce the risk of exposure to the diagnosed allergen.
- Review of the individual care plans and procedures periodically and after an anaphylactic reaction at school or at a school-related activity.

GANG-FREE ZONES (All Grade Levels)

Certain criminal offenses, including offenses involving organized criminal activity such as gang-related crimes, are subject to enhanced criminal penalties if committed in a gang-free zone. Gang-free zones

include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.
Students who engage in conduct that constitutes organized criminal activity or a gang-related offense may be subject to disciplinary action under the Student Code of Conduct in addition to any criminal penalties provided by law.

HOMEBOUND INSTRUCTION (EEH Local)

General Education

A student to be confined for a minimum of four consecutive weeks to a hospital or homebound for medical reasons specifically documented be a physician licensed to practice in the U.S. may be eligible for general education homebound services. The parent's request for services shall be made through the principal in accordance with TEA's Student Attendance Accounting Handbook and administrative procedures.
The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided, and, when the student is able to return to the regular educational setting, the length of the transition period based on current medical information.

Special Education

For the special education student, the ARD committee shall determine the type and amount of instruction to be provided, and, when the student is able to return to the regular educational setting, the length of the transition period based on current medical information.

ILLNESS AT SCHOOL

For the protection of all students, the following guidelines have been established and parents will be required to take their child home for the following reasons:

1. Running a fever of 99 or higher;
2. Suspected of contagious disease;
3. Vomiting or diarrhea;
4. Severe headache, stomachache, or earache;
5. Inability to remain in class due to illness or injury.

Students who feel or become ill during the school day must go through the school nurse to be excused from school. If a student leaves school without first seeing the nurse, it will be considered an unexcused absence.
Any student coming to school with fever or a suspected contagious disease will not be admitted to school that day. Please do not send your child to school when she/he is ill. All students should be fever free for 24 hours before returning to school. **Students that leave or do not attend school due to illness will not be allowed at after school extra curricular activities the day they leave or the day of the absence.**

IMMUNIZATIONS

State law requires that all students be immunized against certain diseases or present a certificate or statement that, for medical or religious reasons, the student should not be immunized.*

The immunizations that are required are DPT/DtaP (Diphtheria-Tetanus-Pertussis), Td (Tetanus-diphtheria booster), Hepatitis B, Polio, MMR (Measles, Mumps, Rubella), Hib (Jaemophilus Influenza, Varicella.

The school nurse can provide information on the required doses of these vaccines. Proof of immunization may be personal records from a licensed physician or public health clinic with a doctor's signature or rubber-stamp validation.

**If a student should not be immunized for medical or religious reasons, the parent must present an official Texas Department of Health affidavit to the school. The school will accept only official forms developed and issued by the Texas Department of Health, Immunization Division. No other forms or reproductions will be allowed.

**Written requests for the official forms must be submitted to

TDH Bureau of Immunization and Pharmacy Support
1100 West 49th Street
Austin, TX 78756

**The written request must include the full name of each child for whom a form is requested, date of birth of each child for whom a form is requested, parent or guardian's complete return mailing address, including zip, and number of forms needed for each child (not to exceed five per child). The official affidavit form must be notarized and submitted to school officials. The form is valid for only 90 days after it is notarized.

INSURANCE

At the beginning of each school year, the District will make available to the 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.

LOCKERS

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers at any time. Students have full responsibility for the security of their locker. Searches of lockers, as well as general searches of school property, may be conducted at any time that there is reasonable cause to do so with or without the presence of students; therefore, if a student wishes to keep a lock on his/her locker, he/she may do so, but he/she must provide the office with combination or a key. There are to be no stickers on lockers.

LUNCHES

Lovelady I.S.D. offers healthy meals through our Child Nutrition Program each school day. The Lovelady I.S.D. Child Nutrition prices for the 2024-2025 school year are as follows:

	Breakfast	**Lunch**
EL/MS student	**$2.15**	**$3.15**
JH/HS Student	**$2.15**	**$3.25**
Staff	**$3.00**	**$5.00**
Adult Guest	**$3.00**	**$5.00**
Child Guest	**$2.15**	**$3.15**

The Lovelady I.S.D. cafeteria serves breakfast and lunch to all students PK-12th grade daily. Breakfast is served from 7:25 a.m. to 7:40 a.m. for elementary and high school students, and 8:22 - 8:37 a.m. Monday - Friday for junior high. Lunch begins at 11:00 and proceeds until 1:00. Students may bring breakfast or lunch to school, or purchase meals from the cafeteria.

Parents or students can find monthly menus, price listings, a la carte lists, applications for free and reduced lunches, and online bill pay at our website: www.loveladyisd.net under the Food Services tab on the left hand side of the page. Online bill pay is a great feature that lets you pay in advance and at any point of the day or night. This feature also enables parents to see where their child's money is being spent and is also available as a print out to be sent home upon request. We encourage you to log on and set up your child's account today. If you have any questions or requests (for instance: no snacks, ice cream only on Mondays, etc.), please don't hesitate to contact our Child Nutrition Manager: Alisha Mosley through our website or at (936) 636-7832 Ext. 4405.

Our Child Nutrition Program implements the Offer vs. Serve program. This allows a student to choose another food option, or refuse one component option at breakfast, and two at lunch, that they might not intend to eat. This program will not affect the price of the meals, but it does help reduce food waste and food cost without jeopardizing the nutritional integrity of the meals. Outside meals will not be provided to students, with the exception of meals delivered directly by the parent.

Lunchroom Charging Policy- The charging of food in the Lovelady ISD lunchroom will only be allowed for up to 5 breakfast meals and 5 lunch meals. After the maximum number of 5 is reached, the student will be required to pay the bill before any more lunches or breakfasts will be charged. If any student is having trouble obtaining the money to pay for their lunch, they can obtain a free or reduced meal application from the front office and fill it out and turn it in for approval.

MEDICATION POLICY

Philosophy:

The Board is concerned with the health, well-being, and safety of the students, especially with the proper dispensing of medication while at the school.

Definitions:

A. Prescription Medication: medication prescribed by a physician, podiatrist, dentist, physician's assistant, or a nurse practitioner and dispensed by a pharmacist.

B. Over-the-Counter Medication: Tylenol, Benadryl, Imodium, Cough Drops, Ora-gel, etc. will not be given unless prescribed by a physician. These medications are purchased by the parent and must be in the original container.

General considerations for all medications:

1. The physician must complete the Prescription Drug and Non-Prescription Drug Authorization Form BEFORE any prescription and/or over-the-counter medication will be given in school. All medication authorizations are effective for the current year only.
2. All prescription medications must be brought to the school in an original prescription bottle as issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request.) .
3. All over-the-counter medications to be given to the student require a standing order by a physician and parental signature.
4. If the medication dosage requires that pills be cut in half, the medication must be brought to school already cut (by the parent or pharmacist).
5. Medications such as Ritalin, Dexedrine, Concerta, Adderall, etc. are controlled substances. If medication is to be dispensed at school, parents are asked to bring only one month's supply. For

students who are medicated at home, parents may bring a one week supply to the school nurse to be used in the event that medication is forgotten.

6. The parents of the student shall assume responsibility for informing the school nurse of any change in the student's medication. Medication dosage changes must be prescribed and documented in writing by the physician. When circumstances warrant, the physician may provide verbal medication orders or changes of dosage to the school nurse only. Verbal orders must be followed by written authorization within three (3) school days.
7. The school nurse or health office personnel can reserve the right to limit the duration of time an over-the-counter medication is used at school.
8. Only the dosage and duration recommended on the packaging of over-the-counter (OTC) medication will be administered unless recommended otherwise by a physician's written order.
9. Any medication given by school personnel, other than oral or inhaler, must be dealt with on a one-to-one basis with the school nurse. The District retains discretion to reject certain administration of medication.
10. Parents or guardians must pick up any unused medications before the end of the school year, or they will be discarded.
11. For the parent and student's protection, an adult will bring the medication to the nurse's office. (Please contact the school nurse or principal if this is not possible). The only exception to this rule is for inhalers, Epi-Pens, and/or blood glucose meters, if authorized by the physician and parent.
12. There will not be an over-the-counter stock of medication for school use. Again the parent is responsible for buying over-the-counter medications and bringing medication in the proper original container.
13. Bronchial inhalers will be kept in the nurse's office unless the student needs to carry the inhaler. If so, a release form for inhaler use needs to be signed by a physician and parent/ legal guardian. School personnel will be informed on an as-needed basis. Self-administration of bronchial inhalers by the student who demonstrates proper use is permitted. Younger students will be assisted.
14. Blood glucometers, testing supplies, and syringes must be brought to the nurse's office and kept in a locked box. Insulin injections are to be done in the nurse's office. Self-administration can be done if the student has been properly instructed by a physician or nurse.
15. Students who come to the nurse's office with a complaint will not be medicated without a proper prescription/non-prescription drug authorization form. The child will be allowed to rest, and if no relief from the complaint occurs, the parents will be notified for pick-up of the child.
16. Any student violating District Drug Abuse Policy is subject to disciplinary action.
17. Day Field Trips: Students with medical conditions that require daily medication necessitate special planning for field trips. Arrangements should be made between the school nurse, the teacher, and the parent for the proper transportation and administration of the medication.

NURSE'S OFFICE & SERVICES

A registered nurse is on duty for students PK-12 at the Elementary/Middle School building. The nurse provides many services, such as health screening, medicine dispensing, first aid, and regular medical care in the event of an accident or illness. Students visit the nurse for many reasons, some of which require parent contact. Please make sure that the nurse has updated phone numbers for contact in case of emergency. Student medical records are confidential. Your information will not be shared with others. Students often take medications or have conditions which have not been brought to the attention

of the school nurse. Please make sure that the school nurse is aware of any conditions or medications which may impact the health or treatment of your child during the school day.

ORGANIZATIONAL MEETINGS ON CAMPUS

Organizations and groups which operate apart from the school may at times schedule meetings in the school building. Any group or **organization must schedule meetings with the school office**, where the meetings will be placed on the facilities reservation calendar on the school website. Keys to the school building will not be loaned to individuals not employed by the school. An employee or administrator must be present in order for the group to use the facilities. The employee(s) or administrator(s) supervising the use of the building will be responsible for monitoring the appropriate use of facilities, including the locking of doors and the turning off of lights. **Children attending meetings should not be allowed to roam the building, or to meddle in lockers, classrooms, or office areas. Parents attending meetings are responsible for the supervision of their children.** Many teachers are part of organizations and groups which are not part of Lovelady ISD. Registration fees, dues, and other funds for these groups will not be collected in the school office, but must be sent directly to the person responsible. At times general announcements for groups not part of Lovelady ISD may be made during the announcement period. Individual team practice cancellations, for example, are a matter between parents and organizational leaders and must be handled privately.

PARENT CONFERENCING

Parent and teacher conferences are an important part of improving your child's educational experience. Teachers have one 45 minute conference period daily. Should you need to meet with your child's teacher please contact the teacher to set up an appointment. The office may assist you with arranging your conference, but direct contact with the teacher is the most efficient way to arrange your visit. When a problem arises, the first contact you should make should be with the teacher. If parents and teachers are unable to resolve the situation, a conference with the principal and the teacher may be requested. Classrooms will not be interrupted for parents to speak to the teacher unless it is during the conference time.

PARENT PORTAL

Parents of Lovelady ISD have access to student grades and attendance through the parent portal. Parents may log in 24 hours a day to see how students are progressing. Only grades which have been entered by the teacher may be viewed. Teachers are to place grades in the grade book weekly. To access the parent portal, parents and guardians must obtain the student login numbers from the school district. The school district will mail home each student's access information. If parents need further assistance, please do not hesitate to contact the school office.

PARENTAL RIGHTS

State law provides that a parent has the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the child without obstruction or interference from a governmental entity of Texas, including a school district.

In addition to referring to the rights of parents, including the right to withhold consent for or exempt the parent's child from certain activities and instruction specified throughout this handbook, parents may access additional information regarding parental rights at the district's website at:loveladyisd.net.

PESTICIDES

The school periodically applies pesticides. Information concerning these applications may be obtained from Cody Robinson IPM Coordinator at 936-636-7616.

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 Cody Robinson, the district's designated asbestos coordinator, at 936-636-7616.

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 U.S. 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 Cody Robinson, the district's IPM coordinator, at 936-636-7616.

PLAGIARISM/USE of AI

Plagiarism consists of using another person's ideas or writing as one's own. It is unlawful and unacceptable. Plagiarism is cheating, and the student who plagiarizes shall be subject to disciplinary action including, but not limited to, receiving a zero on the plagiarized assignment. "Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.Teachers will inform students of the academic consequences of plagiarism or use of AI at the beginning of the assignment or class. Students should be aware that plagiarism or use of AI at the college level including concurrent/dual credit classes taught on the Lovelady ISD campus, may result in expulsion from the class and possibly from the college.

POSTERS/SIGNS/FLYERS

Signs, flyers, and posters that students wish to display must first be approved by the Principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

PROGRESS REPORTS TO PARENTS

1. Parent-Teacher conference – A teacher shall contact the parent of a student if a) the student is not maintaining passing grades or achieving the expected level of performance, b) presents some other problem to the teacher, or c) in any other case the teacher considers necessary. A parent-teacher conference should precede a parent-teacher-principal conference.

2. Six Week Reports – Written reports of student's grades, absences, and tardies shall be issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will be notified if the student's grade average is near or below 70. If a student receives a six-week grade of less than 70 in any class, the parent will be requested to schedule a conference with the teacher of that class.
3. Parent Portal- Parents are encouraged to set up the parent portal and then they will have access to view their student's grades at any time via the school's web site through the parent portal.

PUBLICATIONS

All students' publications and other written material intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered not approved. Any item not approved may be appealed by submitting the item and a "Notice of Complaint at Level Two" form, which may be obtained in the principal's office, to the superintendent. Materials not approved by the superintendent within three (3) days should be considered not approved. The superintendent's decision may be appealed to the Board at its next regular meeting when the student shall have a reasonable period of time to present his/her viewpoint.

SAFETY & SECURITY

Lovelady ISD is committed to the safety and security of our students. In order to better protect our children, visitors (including parents) are required to sign in at the office upon arrival to the school. Visitors may be asked to produce identification and must be issued a visitor's badge in order to move about the building. Teachers and administrators have been instructed to stop any non-employee adult in the building without a badge and to escort him/her to the office for check in. Visitors must return visitor badges to the office and sign out before leaving the building. This allows the office and administrator in charge to keep track of who is in the building at all times. The entrance doors to the building are kept locked with the exception of the main office entrance. This is to help control access to the school building and to your children. Visitors must enter at the main office doors. Students and teachers have been instructed not to open other doors for visitors. Your patience and cooperation are greatly appreciated as we work to protect the students and teachers of our campus.

SCHOOL-BASED LAW ENFORCEMENT

School-Based Law Enforcement Duties

Lovelady ISD may utilize school district peace officers, school resource officers, and/or security personnel to promote and maintain a safe and secure school environment.

School-based law enforcement personnel shall perform law-enforcement duties for the District that include protecting the safety and welfare of persons within their jurisdiction and protecting District property, in accordance with Texas Education Code §37.081.

Duties may include responding to and investigating suspected violations of law; responding to emergencies and threats to the safety of students, staff, and visitors; taking appropriate law-enforcement action when authorized by law; assisting with campus safety and emergency response; protecting District property; and coordinating with school administrators and other law-enforcement agencies when appropriate.

School-based law enforcement personnel shall not be assigned routine student discipline or school administrative tasks, or student contact unrelated to their law-enforcement duties, except as otherwise

permitted by law. Routine student discipline and administrative matters remain the responsibility of District and campus personnel.
The specific duties and responsibilities of school-based law enforcement personnel are determined by the District in accordance with Texas Education Code §37.081 and applicable District policies, procedures, and memoranda of understanding.

SCHOOL BUSES

Students being transported in school-owned vehicles shall comply with the code of student conduct. Any student who fails to comply with the code of established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

All students are expected to show the same respect for the drivers' authority as is required to be shown to teachers. The driver shall maintain discipline on the bus, and students will abide by his/her directions. Students are required to be at their assigned bus stop, at least 10 minutes, before their normal pickup time to account for inclement weather or transportation adjustments.

The following rules shall apply as well as the student code of conduct previously stated:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. When on the bus, passengers shall not stand.
4. Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle.
5. Passengers shall not deface the bus or its equipment.
6. Passengers shall not extend their head, hands, arms, or legs out of the window nor hold any object out of the window or throw objects within or out of the bus.
7. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will not be permitted.
8. Upon leaving the bus, the student shall not cross in front of the bus until directed by the driver.
9. Students are not allowed to consume food or drink on the buses.
10. Students will be let off each day at the student's home or the normal place of pick up, unless the parents have notified the school otherwise.
11. The following procedure shall be followed when a discipline concern arises on the bus: The driver will immediately notify the student and, as soon as possible, the principal's and the transportation director's office.

    - First Bus Report – The student will have a conference with the principal and/or other disciplinary action will be taken, and the student will be placed on the bus contingent upon his/her not receiving another bus report. The parent will be notified of the offense, the conference, or the disciplinary action.
    - Second Bus Report: The Principal will schedule a meeting with the bus driver, parents and transportation director to discuss the situation/issues occurring on the bus. Together they will develop a plan to help the student be more successful on the stop and stop recurring behavior.

- Third Bus Report – The student will be removed from the bus for five (5) days. It will be the parent's responsibility to see that he/she gets to school.
- Fourth Bus Report – The student will be removed for the remainder of the semester, or for a length of time deemed reasonable by the principal. If, after returning to the bus in the second semester, the student receives another bus report, he will be removed from the bus for the remainder of the school year.

In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus immediately or call law enforcement for assistance. The principal and parent shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

SCHOOL RECORDS

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record is moved with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Students who are eighteen (18) years of age or older may have access to his or her own records.

The principal is the 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. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of these records.

Parents of a minor or of a student who is a dependent for tax purposes (if the student is 18 or older) and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials include any employees, agents or trustees of the District, cooperatives, or contractual placement facilities, as well as attorneys and consultants, who are

1. Working with the student;
2. Considering disciplinary or academic actions in the student's case, or a handicapped student's IEP;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

The District automatically forwards a student's records to a school in which a student will enroll, provided the District is informed of the student's enrollment. If not, then the District will forward the student's records once the enrolling school notifies the District of enrollment. Parental consent is not necessary in cases of forwarding records to a new school but is necessary in order to release the records to anyone else.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teacher's personal notes on a student that are shared only with other school personnel, and records on ex-students, do not have to be made available to the parents or student.

Students over eighteen (18) and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor

has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this particular process. Parents or students have the right to file a complaint with the superintendent if they feel that the District is not in compliance with the law regarding student records.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing to the principal within ten school days after the issuance of this handbook. Directory information includes name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight, height, dates of attendance, awards received, and other similar information.

SPECIAL PROGRAMS

The district provides special programs for handicapped, gifted and talented, and English Language Learners. Students or parents with questions about these programs should contact the principal or the counselor. The coordinator of each program can answer questions about eligibility requirements and services offered by the district.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools 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 and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parents may contact the individual(s) 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 making a referral for a special education evaluation or for a Section 504 evaluation to determine if 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:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written 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 or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. 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 a district or charter school 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 30th 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 or charter school must give the parent a copy of the evaluation report at no cost.
Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.
Contact Person for Special Education Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:
Contact Person: Jo Beth Martinez @ High School 936-636-7832 Ext. 3301
Eldy Roca @ Elementary 936-636-7832 Ext. 4402

Section 504 Referrals:
Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools 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:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:
Contact Person: Ashley LaRue @ High School 936-636-7832 Ext. 3303
Eldy Roca @ Elementary 936-636-7832 Ext. 4402
Additional Information:
The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504
Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.
Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión

o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la Notificación de salvaguardas procesales. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas "chárter" deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela "chárter" respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado Guía para padres sobre el proceso de admisión, revisión y retiro.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Persona de contacto: Jo Beth Martinez @ High School 936-636-7832 Ext. 3301

Eldy Roca @ Elementary 936-636-7832 Ext. 4402

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:
La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Persona de contacto: Ashley LaRue @ High School 936-636-7832 Ext. 3303
Eldy Roca @ Elementary 936-636-7832 Ext. 4402

Información adicional:
Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- Marco legal del proceso de educación especial centrado en el niño
- Red de colaboradores y recursos
- Centro de Información de Educación Especial
- Texas Project First

STUDENT OR PARENT COMPLAINTS

Students or parents who have a complaint should first bring the matter up with the teacher. If the outcome of that discussion is not satisfactory, the student and/or parent should contact the principal. The student and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact the principal. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be directed to the Special Education Director. If the outcome of that conference is not satisfactory, the student and/or parent may follow the District's complaint procedure to carry the complaint to the superintendent and ultimately to the Board of Trustees.

SUMMER SCHOOL POLICY

1. Before a student attends a public school in the summer, he/she must obtain permission from the principal or counselor.
2. In order to obtain credit for the course the student must make a 70 or above in the course and a 70 or above on an essay assignment **if applicable** to the subject area being taken.
3. Attendance laws will apply to summer school.

Lovelady ISD students may be <u>required</u> to attend summer school under the following conditions:

1. The student does not meet the academic grading standards for passing grade level subjects as stated in grading policy and has requested to be promoted to the next grade pending approval of the campus principal.
2. The student does not meet TEA passing standards for STAAR or end of course exams.
3. The student has been absent in excess of 10% of the days a class was offered and must regain credit.

The Student Code of Conduct will apply to summer school.

TEXTBOOKS/TECHNOLOGY DEVICES AND EQUIPMENT

State-approved textbooks, technology devices and equipment are provided free of charge for each subject or class. Students are required to use these books, technology devices and equipment carefully. Books, technology devices and equipment must be covered by the student, as directed by the teacher. Students who are issued a damaged book, technology devices, or equipment should report that fact to the teacher. Any student failing to return a book, technology device or equipment issued by the school shall lose the right of free textbooks, technology devices or equipment until the book, technology devices or equipment is returned or paid for by the student or parent(s).

VISITORS

Visitors are required to check in at the office to obtain an ID and to conduct themselves according to the rules for students. Students absent from their own school may not visit this school. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave. Students are not allowed to bring visitors to class or lunch. Parents may eat lunch with their child on their birthday in grades PK-6.

WITHDRAWAL PROCEDURE

A student who is planning to withdraw from school shall make plans to obtain a withdrawal form from the office on the morning of the student's last full day. The student will check his/her books in with each teacher as he/she enters the class, have the teacher record the withdrawal grade, and have the teacher sign the withdrawal form. The principal, counselor, and librarian must sign each withdrawal form as well. The withdrawal form must be returned to the office before the end of the school day. Textbooks and all other debts must be cleared before records may be released to another school.

Lovelady Jr. High/High School Information

ACADEMIC ACHIEVEMENT & RANKING

The highest ranking and second highest ranking graduating seniors shall be named Valedictorian and Salutatorian, respectively. To be eligible for this honor, a student must have been in attendance at the District's high school for ALL of the two years preceding graduation and must have satisfied all of the curriculum requirements as set forth by the TEA. Any student who attends Lovelady High School will fall under our ranking policy.

EXCEPTION:

A student that has attended Lovelady High School their Freshmen and Sophomore years and qualifies for a college level honors program (such as Texas Academy of Math and Science) and returns to LHS (for whatever reason) will be eligible for highest ranking student honors (including Valedictorian and Salutatorian) provided the grades earned for high school credit while in the college honors program are used to calculate the students GPA.

RANK ONLY will be established in the following manner: Student's grades will be weighted and multiplied by the numerical score achieved in the course. Students who choose to retake courses which they do not fail, do so with the understanding that **all** grades will be weighted and applied toward class rank and GPA. Also, students in grade 8 who take courses offered by the district designated for grades 9 – 12 will, upon entering high school, receive grade points for those courses and have them applied toward class rank and GPA. Final class rankings for seniors will be calculated after the third week of the sixth six weeks. These designated courses taken by 8th graders will be reflected on the student's academic achievement record in the high school. The following courses will not be used in determining class rank: all P.E. classes, Fine Arts classes, Athletics, Remedial classes, Special Services classes, Resource classes, Content Mastery classes, and Local Electives. To be considered as an Honor Graduate you must take at least 3 honor level courses, while maintaining a 85 or above average to remain in the course. To be considered in the top ten percent or ranking of class you must have a four year cumulative GPA.

GRADUATION PLANS (*The classes of 2018 and under will be under the new House Bill 5 Graduation Plan. Information regarding this plan can be found on the LISD webpage under the Guidance Counseling tab.)*

COURSE	CREDIT	WEIGHT
Algebra I	1	1.0
Algebra II	1	1.0
All Concurrent College Classes	1	1.10
All English Honors Classes	1	1.10
All Vocational Courses	½ - 3	1.0
U.S. History	1	1.0
Biology	1	1.0
Chemistry	1	1.0
Career Prep	4	1.0
Desktop Publishing	1	1.0
Economics	½	1.0
Environmental Systems	1	1.0
English I	1	1.0
English II	1	1.0
English III	1	1.0
English IV	1	1.0
Fine Arts (Band, Music Appreciation,Art)	1	1.0
Geometry	1	1.0
Government	1	1.0
Health	½	1.0
Independent Study – Computer Applications	1	1.0
IPC	1	1.0
Physics	1	1.10
Pre Calculus	1	1.10
Calculus	1	1.10
Spanish I	1	1.0

Spanish II	1	1.0
Spanish III	1	1.10
Speech	½	1.0
World Geography	1	1.0
World History	1	1.0
Yearbook I, II	1	1.0
Dual Credit Courses	1	1.10

ACCEPTABLE USE POLICY

Each Lovelady ISD student is required to have a signed Acceptable Use Agreement on file in order to use the school district computer system. This agreement is for the protection of both the school district and the student. Parents and students must take the time to read the agreement carefully and to go over the appropriate use of the school computer system and the internet. Students who violate the policy may lose the privilege of using the computer system, which in many cases may impact grades and assignments due. Junior High & High School parents and students should pay particular attention to the permission section which allows or disallows the use of the student work and pictures electronically on the webpage or other internet sources. This agreement is for electronic transmission or posting only. It does not apply to newspapers, yearbooks, bulletin boards, or other non-electronic use. (The Acceptable Use Policy and signature page is located at the back on this handbook)

ASSEMBLIES

Students are required to conduct themselves in assemblies as they do in the classroom. Students who are tardy or who do not abide by the District rules of conduct shall be subject to disciplinary action.

ATTENDANCE REQUIREMENTS TO PARTICIPATE IN UIL EVENT

A student should be at school at the beginning of the second (2nd) period to be eligible to participate in UIL events.

EXCEPTION:

If a student contacts the coach, athletic director, principal, or superintendent prior to the absence and is granted permission based on acceptable reasons with a time set when the student will be at school, the student will be allowed to participate in the event in question.

Absences for other reasons will be considered unexcused, whether or not the student has the parent's permission to be absent.

It is the responsibility of the student to obtain his/her makeup work from all of his/her teachers. If work is assigned **prior** to the date of absence and is due **on** the date of absence, it will be due upon the student's return. The number of days for makeup work assigned during a student's absence will be equal to the number of days the student was absent. All makeup tests are to be given outside of the regular class time; testing times should be set by the teacher. If makeup work is not completed by the scheduled time, the student will receive "0" for the assignment(s) or test(s).

ATTENDANCE – JUNIORS AND SENIORS ONLY

Juniors and seniors are allowed one (1) career investigation and (1) college day each semester. The student must obtain documentation from the college, to verify the visit, and submit it to the front office in order for the absence to be excused. The absence will not count against "Perfect Attendance" or exemptions from finals.

ATTENDANCE/TARDINESS

Students who are not in attendance 90% of school days shall be denied credit for the class. A student must be in class for at least 40% of the class period (20 minutes) in order to be counted present for attendance.

Most tardiness is avoidable. To allow for emergencies, a student will be allowed two (2) times for tardiness (excused or unexcused) per six weeks **(this is not per class**). If the student receives a third tardy, then the student will be assigned to after school detention. Detention will be served from 3:30 p.m. until 6:00 p.m. Parents will be notified in order for transportation arrangements to be made. Students that are not in attendance during the school day will not be allowed to attend or participate in extracurricular activities.

AWARDS AND HONORS

- Superior Honor Roll – given to those students who have maintained a 95 or above average in each subject per six weeks, and no grade has been modified.
- Distinguished Honor Roll – given to those students who have maintained a 90 or above average in each subject per six weeks, and no grade has been modified.
- Regular Honor Roll – given to those students who have maintained an 88 or above average in each subject per six weeks, and no grade has been modified.
- "L" Awards – given at the end of the school year. The person(s) receiving the "L" Awards are voted on by the teachers. The award is based on positive attitude, honesty, work ethics, respectfulness, and cooperation.
- Highest Ranking Per Subject Award – annual award given to a student with the highest GPA in each subject area.
- Perfect Attendance Award – Annual award given to those students who have not been absent or tardy from any class all year.
- Honor Graduates – any student who has met the TEA's Recommended curriculum requirements and maintained a four (4) year cumulative GPA of 90 or above will be recognized as an Honor Graduate. You must take at least 3 honor level courses, while maintaining a 85 or above average to remain in the course. To be considered in the top ten percent or ranking of class you must have a four year cumulative GPA.

ALGEBRA I – EIGHTH GRADE

Students who take Algebra I in the 8th grade will receive high school math credit, and be required to take the Algebra I end-of-course exam. This is one of the five end-of-course exams a student must pass to be eligible for graduation.

ACCELERATED GRADUATION

Students wanting accelerated graduation must submit an application to the principal. A committee will then meet to determine if the student meets the needs for accelerated graduation.

CAMPUS IMPROVEMENT PLAN

Each year Lovelady JH/High School completes a Needs Assessment using all of the data available related to student grading, testing, and school accountability. Based on the information gathered, the Lovelady JH/High School Site-Based Committee will set goals to address the needs of our campus. The Campus Improvement Plan will contain the goals, activities, resources, personnel, and a timeline for accomplishing these tasks. The Campus Improvement Plan is available to parents upon request in the school office.

CLOSED CAMPUS

Students attending Lovelady schools shall not be allowed to leave campus during the school day. The principal shall consider special circumstances on a case-by-case basis after conferring with the parent. These circumstances should be based upon medical or hardship emergencies. Students will not be released to get lunch, if they forget their lunch they may purchase lunch or a la carte items through the cafeteria. Students leaving campus without administrative approval shall be subject to disciplinary action.

CLUBS

Student clubs and performing groups, such as band, choir, cheerleaders, academic and athletic teams may establish rules of conduct—and consequences of behavior—that are more strict than those for students in general—as long as those rules are in good taste. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Each student member of a group imposing stricter standards shall be notified of the standards of behavior and of the specific consequences of violating the standards.

CONCURRENT ENROLLMENT

A student may take college courses and receive college credit and concurrently receive high school credit if the following conditions are met:

1. The student must have a letter from the high school principal or counselor giving that student permission to enroll in the college course BEFORE enrolling.
2. Must pass the TSI placement test.

LISD will reimburse $100 per Angelina College courses to students that must pay full Angelina College tuition, following successful completion of the class. Students must receive a grade of a "C" or better to receive the reimbursement. All reimbursement payments will be made directly to the student enrolled in the course. Angelina College will pay the tuition of students that are on free and reduced lunch. LISD will not reimburse for Angelina College courses that are free to the student.

LISD will pay for students enrolled in OnRamps dual credit courses and they will not receive any reimbursements. If a student withdraws from a dual credit course and wants to be placed in the regular high school class, it must be done within the first 6 weeks of the course or you will have to retake the class in the summer, following semester, or re-enroll in the course during another semester or online. If a student is enrolled in a dual credit course through OnRamps they do not need to withdraw from the class, at the end of the semester they will have the option of taking a high school or college credit based on their final grade.

CONDUCT

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity.

Each student is expected to:

1. Demonstrate courtesy, even when others do not.
2. Behave in a responsible manner.
3. Exercise self-discipline.
4. Attend all classes regularly and on time.
5. Bring appropriate materials and assignments to class.
6. Obey all campus and classroom rules.

7. Respect the rights and privileges of students, teachers, and other district staff and volunteers.
8. Respect the property of others, including district property and facilities.
9. Cooperate with and assist the school staff in maintaining safety, order, and discipline.
10. Paying required fees and fines, unless they are waived
11. Adhere to the requirements of the Student Code of Conduct.

CORRESPONDENCE COURSES

All high school students shall be eligible to take correspondence courses and earn credit toward graduation.

Prior to enrollment in correspondence courses, students shall notify the counselor or high school principal for approval. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment.

The school counselor or the high school principal shall supervise the correspondence program.

Seniors who are enrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least thirty (30) days prior to graduation in order to be eligible for graduation, unless special arrangements are made with the high school principal or the counselor.

COUNSELOR

Counseling – Academic

Students are encouraged to talk with the school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the recommended high school program and the distinguished program. Students who are interested in attending college, a training school, or some other advanced education should work closely with the District's counselor and/or principal so that they may take the high school courses that will best prepare them for further work. Counselors and/or principals can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Counseling - Personal

School counselors and/or principals are also able to help students with a wide range of personal concerns. Counselors and/or principals are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns should contact the counselor and/or principal and set up an appointment.

CREDIT RECOVERY

JH students will be given the opportunity to recover credit that was lost due to absences, by attending summer school. The student must successfully complete the course in order to receive credit. A $50 registration fee is required of all students that wish to regain credit through summer school. In all cases, the student must also earn a passing grade in order to receive credit. If you choose for your student to be denied credit during summer school they will be required to retake each course the following school year.

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. 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 or 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, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors. 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, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

DISRUPTIONS

The District will prosecute any person(s) who disrupt(s) regular school activities. In addition, any student inciting, promoting, or participating in a protest, demonstration, disruption, riot, sit-in, walk-out, blockage of entrances, etc., shall be subject to disciplinary action. Duplicated, written or printed materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the principal. Violators shall be subject to disciplinary action.

POSSESSION AND USE OF PERSONAL COMMUNICATION DEVICES, INCLUDING CELL PHONES AND OTHER ELECTRONIC DEVICES

In accordance with state law, the district prohibits the use of a personal communication device (such as cell phones, tablets, and smartwatches) while on school property during the school day. If students opt to bring a cell phone to campus, the following procedures will be in place for instructional calendar days

- **No Smartwatches or Earbuds Allowed** — Only cell phone
- **Cell Phone Collection:**
  If students choose to bring a cell phone to campus, these procedures will be in place:
  • Students will place their phones in a locked cabinet with assigned slots upon entering the building. Students will receive training on procedures by the campus administration.
  • Phones must be turned off before being placed in storage.
  • Phones will be securely stored and returned at the end of the student's instructional day.
  • Procedures will be in place to return phones if students leave early, including for extracurricular activities

- **Non-Compliance for bringing cell phones, smartwatches, earbuds:**

  • 1st Offense - $25.00 fine and parent/guardian must come to school to retrieve phone
  • 2nd Offense - $50 fine and parent/guardian must come to school to retrieve phone
  • 3rd Offense - $75 fine, 2 days ISS, and parent/guardian must come to school to retrieve phone
  • 4th Offense - the phone will be turned into the Superintendent's Office for the remainder of the year and additional consequences for repeated failure to comply with directives given by school personnel will follow the Student Code of Conduct.

- **Exceptions:**
  • Allowed for documented learning, medical, or safety needs through individualized plans.

The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is in violation of Federal law and is strictly prohibited. Phones will be confiscated if the student is using it without permission. The school is not responsible for damage/stolen devices.

EXTRACURRICULAR ACTIVITIES

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

During the initial six-week period of the school year, students shall have been promoted into the next grade level or shall have accumulated the required number of units toward graduation. (See grade classification section of this handbook or the principal for further information on promotion

Grades: Students who receive a six-week grade below 70 may not participate in extracurricular activities during the following three (3) weeks. The suspension from extracurricular activities goes into effect seven (7) days after the last day of the six-week period during which the grade lower than 70 was earned. Students shall be allowed to participate at the end of the three (3) week period in which the student earns a course average of 70 or more in **all** courses.

Absences: Students are permitted up to ten (10) absences in any one semester course in order to participate in school-related or school-sanctioned activities on or off-campus. All University Interscholastic League activities come under this provision as do any other outside extra-curricular activity approved by the TEA.

Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused. If a student is not in attendance for the day they will not be allowed to participate or attend extracurricular activities on the same day of the absence.

FAILED ASSIGNMENTS AND TESTS

At the request of the parent or student, a Junior High/High School student may have an opportunity to redo/retest to earn a better grade on assessments only. A student shall be permitted three days to be reassessed on the material covered on any failed assessment. This process will be initiated by the student. The process begins when the student is notified by the teacher of the grade for the assessment. They must then ask the teacher for the opportunity to redo the assessment covering the same material. Assessments assigned to be redone due to academic failure by a student may be of an altered version.

A grade of 70 is the maximum that can be earned on the second assignment or test. If a student fails to earn a 70 on the second assignment or test, the higher of the two grades is recorded. Only one opportunity to bring up a failing grade on each assessment will be afforded to the student.

This practice does not apply to semester exams or official benchmarks. The grade earned by the student on the first administration of the semester exam will be the grade recorded.

FEES

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including, but not limited to

1. club fees;
2. the materials for a class project;
3. personal physical education and athletic equipment and apparel;
4. voluntary purchases of pictures, publication, class rings, graduation cap and gown, etc.;
5. student accident insurance and insurance on school-owned instrument;
6. instrument rental and uniform maintenance;
7. fees for damaged book(s) and school owned property;
8. books and supplies required in honors classes and/or concurrent college classes.

SEMESTER FINALS:

All students in grades 9-12 shall have the opportunity to earn exemptions from fall and spring semester exams. Freshman shall be allowed one exemption per semester; sophomores, two exemptions per semester; junior three exemptions per semester; and senior, four exemptions during the fall and seven exemptions during the spring semester.

These exemptions shall be based on attendance, conduct, and grades for each semester. A student shall be exempt from an examination when he or she has a grade of A (90-100) or B (80 – 89) and has no more than three absences from that course in the semester. A student will be counted absent if the student is not in class at the official attendance-taking time. **Exceptions:** Students who are on campus at the time attendance is taken but who are not in their assigned classroom are considered in attendance, provided they were with a campus official (ex. Nurse, counselor, dean of students, or principal).

Even when a student has earned an exemption, he or she may elect to take the exam. If a student chooses to exempt an exam, he/she may still attend school. If the student chooses not to attend school, he/she will be counted as absent. This absence will be reflected on the student's report card.

No student shall be exempt from exams if they fail to clear fees/fines, if they have been placed in ISS, suspended from school, served AEP, owe Credit Recovery, failed to turn in issued athletic clothes/shoes/equipment, or have lost credit for any semester class.

The following guidelines shall determine how various types of absences shall count for purposes of these exemption criteria:

1. Classes missed because of school-sponsored trips, (UIL, FFA, Athletic, Field trip, etc.) shall not be counted against a student.
2. Documented College Visit. Juniors and Seniors can use this day (2 per year).
3. Classes missed for a student 17 years of age or older to pursue enlistment in a branch of the armed services or the Texas National Guard shall not count against a student. Enlistment days are limited to 4 days during the period the student is enrolled in high school.
4. Class absences resulting from a meeting initiated by an administrator or counselor shall not count against the student.
5. Classes missed due to a student being seen by the nurse shall not be counted against a student; unless the visit is not required.

If a student is assigned to in-school suspension, suspended (out of school) or assigned to AEP for any number of days, he or she shall lose eligibility for exemptions during that semester.

Exemptions shall be determined prior to the calculation of final grades and absences. When a student's grade or number of absences exceeds the qualifying threshold, the teacher shall notify the

counselor and the student that his or her exemption has been revoked. When an exemption has been revoked, the student shall not be allowed to acquire a different exemption after the deadline.

When a student is exempt from a semester exam, the semester average shall be calculated by averaging semester 6 weeks grades together.

FUND RAISING

Student clubs, classes, and organizations and parent groups will be permitted to conduct fund-raising drives provided that they make an application for permission to the principal/athletic director at least fifteen (15) days before the event.

GRADE CLASSIFICATION (not for extracurricular activities)

After the ninth (9th) grade, students are classified according to the number of units earned toward graduation.

Units of Credit Earned	Grade Placement
5	10 (Sophomore)
11 – 16	11 (Junior)
17 +	12 (Senior)

GRADUATION REQUIREMENTS

To receive a diploma from Lovelady High School, students must successfully complete the required number of credits and achieve passing scores on certain end-of-course examinations (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law. Please refer to the Lovelady ISD website for more detailed information.

GRADUATION PROCEDURES

At graduation ceremonies, honor students will be designated by wearing honor cords or collars. All graduates will sit and be called to receive their diploma in alphabetical order using the name on their birth certificate.

GRADING PROCEDURES –

1. Number grades will be given for students in grades 7 – 12.
2. The lowest passing grade is a 70.
3. Progress reports will be issued at three (3) weeks of each six (6) weeks period, and report cards will be issued every six (6) weeks.
4. Six weeks averages for students in grades 6 – 12 will be calculated according to the following guidelines:
    A. major tests, six weeks tests, major projects, notebooks, etc. (Typically, these grades are assigned when the student has multiple days to study or work on the assignment and generally shows what the student has learned at the end of the lesson or unit)— 60% of grade;
    B. daily work, pop quizzes, class participation, etc. – 40% of grade.
5. Final examinations in grades (9-12) will count for 15% of the semester grade.
6. Semester grade average will be calculated by using the figures below if the student took the final examination:
    - 1st six weeks + 2nd 6 weeks + 3rd 6 weeks = Total 6 wks grade ÷ 3 X .85 = 6 week grade calculation (%)
    - Final Exam X .15 = Final Grade Calculation (%)

- SW grade Calculation (%) + Final Exam grade Calculation (%) = Semester Grade %)

7. If the student exempted from the final examination, the semester average will be calculated using the figures below:
   - 1st six weeks + 2nd 6 weeks + 3rd 6 weeks = Total 6 wks grade ÷ 3 = 6 week grade calculation %
8. Final grade average for the year will be calculated by using the figures below:
   Semester 1 = 1/2
   Semester 2 = 1/2
   *For semester courses, the semester grade is the final grade.
9. Minimum requirements of number of grades are
   A. at least six (6) daily grades per six weeks;
   B. at least three (3) major tests or projects per six weeks.
10. An incomplete (I) on the report card and grade sheet must be completed within two (2) weeks, unless special permission is granted by the principal for a longer length of time.

HANDICAPPED STUDENTS

Handicapped students may be permitted to graduate under the provisions of their Individual Education Plan (IEP) and with the consent of the Admissions, Review, and Dismissal (ARD) committee and their parents.

HOMEWORK

In anything you do, the more you practice the better you will do. School work is no exception. Because of this, it is necessary for some homework to be assigned. Time may be allowed in class for part of a student's homework. However, it is necessary at times for the teacher to assign work to be completed at home. Homework is assigned to evaluate students' understanding and to give the necessary practice for students to be successful in their studies. Teachers will give pertinent homework when they feel the assignment is relevant and significant to the day's class instruction. Summer work may, at the instructor's discretion, be required of students enrolled in any honors class.

HONOR SOCIETIES

According to the National Constitution and the local By-Laws of the National Beta Club and the National Junior Beta Club, students who have completed one full semester at Lovelady High School or Lovelady Junior High School are eligible based on the following criteria and will be evaluated by the faculty advisory committee prior to induction:

1. scholarship – has maintained a non-weighted, cumulative grade point average of 90 or above in all subjects that are used for GPA calculations, with no semester grade lower than an 85. For NJBC, grades from the second semester of 6th grade are taken into consideration.
2. leadership – has demonstrated leadership abilities in class, school, and the community.
3. service – has contributed to their school and community by willingly participating in service projects.
4. character – demonstrated high integrity, positive behavior, and high ethical conduct among his/her teachers, peers, and in the community.

Any active member who falls below the standards by which they were selected shall be brought before the Faculty Advisory Committee.

HUMAN SEXUALITY EDUCATION

Lovelady High School provides instruction in human sexuality to ninth grade students enrolled in a Health class as required by the Texas Education Agency (TEA).

The Texas Essential Knowledge and Skills (TEKS) state that the following information should be covered in either grade 9 or 10 health education:

(1) In health education, students acquire the health information and skills necessary to become healthy adults and learn about behaviors in which they should and should not participate. To achieve that goal, students will understand the following: students should first seek guidance in the area of health from their parents; personal behaviors can increase or reduce health risks throughout the lifespan; health is influenced by a variety of factors; students can recognize and utilize health information and products; and personal/interpersonal skills are needed to promote individual, family, and community health.

In addition, the following TEKS are to be specifically covered in a health class:

(G) analyze the relationship between the use of refusal skills (such as abstinence) and the avoidance of unsafe situations;

(H) analyze the importance and benefits of abstinence as it relates to emotional health and the prevention of pregnancy and sexually-transmitted diseases;

(I) analyze the effectiveness and ineffectiveness of barrier protection and other contraceptive methods including the prevention of Sexually Transmitted Diseases (STDs), keeping in mind the effectiveness of remaining abstinent until marriage;

(J) analyze the importance of healthy strategies that prevent physical, sexual, and emotional abuse such as date rape;

(K) analyze the importance of abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age; and

(L) discuss abstinence from sexual activity as the only method that is 100% effective in preventing pregnancy, sexually transmitted diseases, and the sexual transmission of HIV or acquired immune deficiency syndrome, and the emotional trauma associated with adolescent sexual activity.

The School Health Advisory Committee (SHAC) recommends programs for human growth and development (human sexuality) at appropriate grade levels to the Lovelady ISD Board of Education for final approval. The SHAC is composed of parents, teachers, students, and community leaders who are responsible for making recommendations about components of the health curriculum and integrated school health programs which reflect the local values of the community.

MAKEUP WORK

It is the responsibility of the student to obtain his/her makeup work from all of his/her teachers. If work is assigned **prior** to the date of absence and is due **on** the date of absence, it will be due upon the student's return. The number of days for makeup work assigned during a student's absence will be equal to the number of days the student was absent. All makeup tests are to be given outside of the regular class time; testing times should be set by the teacher. If makeup work is not completed by the scheduled time, the student will receive a "0" for the assignment(s) or test(s).

LEAVING CAMPUS

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 child early on a

regular basis results in missed opportunities for learning and will count against their attendance. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day. Students will not be released to get lunch, if they forget their lunch they may purchase lunch or a la carte items through the cafeteria.

A student who needs to leave campus:

- must bring a note from his/her parent/legal guardian specifying the release time and the person picking up the student. **No changes can be made over the phone.** We do not allow e-mails (they are not always checked during the day);
- the school will contact parent/legal guardian to verify note; High School only
- should deliver the note to the front office in the morning before 9:30 am;
- is to be signed out by the front office;
- will be marked absent by teachers during his/her absence; if not in class for at least 40% of the class period (20 minutes);
- must provide a parent or doctor's note upon return to school;
- may have attendance code modified by the attendance secretary to reflect the absence.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. Therefore, all students must be signed out by a parent or otherwise authorized adult, unless directed by the parent to release the student unaccompanied.

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.

Students who leave campus will be in violation of these rules and will be subject to disciplinary action in accordance with the Student Code of Conduct.

NCAA DIVISION I REQUIREMENTS

Students who intend to enroll in a National Collegiate Athletic Association (NCAA) Division I college must complete a specified core curriculum in order to be eligible to participate in intercollegiate athletics. For specific requirements, contact the Athletic Director or see your counselor.

Special Events

The rules of good conduct and grooming shall be observed for all school social events. Guests will be expected to observe the same rules as the students attending the event; the person inviting the guest will share the responsibility for the conduct of their guest. Students attending a party or social may be asked to sign out when leaving before the end of the party. Anyone leaving before the official end of the party will not be readmitted.

RETEACHING

Good teaching practice requires teachers to continually assess their students and reteach material if it is not mastered. Teachers will reteach and retest material failed on major exams at their discretion according to TEA regulations and local policies. Six weeks comprehensive tests may be used as retests.

REVIEW OF BOOKS

Students, parents/guardians, and teachers who wish to register a complaint to remove a book from the Lovelady Junior High/High School library must submit the complaint in writing to the campus principal for review. A review committee composed of the principal, librarian, counselor, and instructional personnel, will review the complaint to make a determination as to whether the complaint is valid and should result in the removal of the book from library circulation. The review committee will make their determination. The decision of the committee may be appealed for review to the school superintendent.

SCHEDULING OF COURSES

Pre-registration is held during May for the coming school year. The junior high and high school schedules result from the information obtained from pre-registration.

Withdrawals from a class will be allowed only after an administrative-teacher-student conference that shows that withdrawal will be in the best interest of the student. Once classes begin, a student will have five (5) days to drop a class.

SCHOOL RECORDS – TRANSCRIPTS

The first complete copy of a student's records is available free of charge. Students still enrolled in school who are applying for scholarships and/or college may receive transcripts free of charge. Any additional transcripts will be copied for a charge of $5.00. Parents may be denied copies of a student's records (1) after the student reaches the age of 18 and is no longer a dependent for tax purposes, and/or (2) when the student is attending an institution of post-secondary education, or (3) if the parent fails to follow proper procedures.

If the student qualifies for free or reduced lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy will be provided.

SUMMER SCHOOL

Summer school is required for students in grades 7 – 12 for credit recovery and/or accelerated learning. See campus administrators for more information.

TELEPHONE USE

In order to avoid disruption in the educational process, the Jr High/High School cannot accept deliveries of balloons and/or flowers for students. In addition, students will not be called to the telephone, or front office, except in cases of emergencies. Students will make this fact known to their parents. In an emergency, students may use the designated telephone. Students may not use the telephone during class time, except in an emergency.

TESTING

All students at Lovelady Junior High/High School will be given some form of a standardized test during their school career.

STAAR (State of Texas Assessments of Academic Readiness) tests will be administered at the 7th and 8th grade levels. High school students will take five End of Course tests (Algebra I, Biology, English I, English II, and U.S. History). All students must pass the End of Course tests in order to receive their diploma.

The following tests are taken by college-bound students:

SAT – required by most colleges; have to register to take; not given at Lovelady; see principal or counselor; take during the last part of Junior year or the first part of the Senior year.

ACT – Some colleges require; have to register to take; given at Lovelady; see principal or counselor, take during the last part of Junior year or the first part of the Senior year.

TSI (formerly called the THEA) – Texas Success Initiative, any student who enters college must register to take; not given at Lovelady; Check with the testing office or the advising office at your college or university concerning exemptions before registering for the TSI test.

PSAT – Given to Sophomores and Juniors who are interested in attending college. It is a preliminary test to the SAT given at Lovelady during October.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for any prohibited objects or substances that are found in the cars and will be subject to disciplinary action. Searches of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of the student(s).

Upon entering the campus with a vehicle, the student will:

1. park the vehicle in the designated areas;
2. get out of the vehicle, lock it, and leave it;
3. no loitering in or around any vehicle.
4. Students will not be allowed to go out to their vehicles during the school day unless they are leaving campus.
5. The student will not drive recklessly while on school property.
6. Students will not be allowed to drive or park a motor vehicle on school grounds unless they can provide the Principal with his/her valid Texas (or other state's) driver's license and proof of insurance.
7. Any violation of the above may result in suspension of allowing the vehicle on school property.
8. Any student parking on the school grounds will need to fill out a vehicle registration form and turn it into the front office with all other forms.

Lovelady Elementary/Middle School Information

ACADEMIC ACHIEVEMENT AND RANKING

The highest-ranking and the second-highest ranking student in each grade will be recognized during the end of the year awards ceremony. Only those core subject grades earned during that particular school year will be used for the ranking.

ACCEPTABLE USE POLICY

Lovelady students agree to the rules and regulations concerning the district electronic communication system by virtue of enrollment in Lovelady ISD. A Parent and User Agreement form is located at the back of this Handbook on page 84. Parents may choose to deny permission for the child to use the electronic communication system, to deny permission for a child's work, certain personally identifiable information, or photographs to be published and produced by the district. The form located on page 84 is intended only for those who wish to deny any of these privileges. Without this form, students will be considered eligible for full use of the electronic communication system, including the privileges listed above. Parents and students must take the time to read the agreement carefully and to go over the appropriate use of the school computer system and the internet. Students who violate the policy may lose the privilege of using the computer system, which in many cases may impact grades and assignments due. This agreement is for electronic transmission or posting only. It does not apply to newspapers, yearbooks, bulletin boards, or other non-electronic transmission or posting only.

ARRIVAL AND DEPARTURE SCHEDULE

Classes at Lovelady Elementary/Middle School begin at 7:45 A.M. and dismiss at 3:20 P.M. Students will **not be supervised at school until 7:25 A.M**. when teachers and aides go on duty. The first bell will ring at 7:45 and the tardy bell will ring at 7:50.

PreKindergarten through Sixth Grade students are dismissed at 3:20 P.M. each day. Parents must not routinely pick up their children prior to this time. Students should remain at school until dismissal time unless there are special circumstances warranting early pick-up, such as illness or doctor appointments. When it is necessary to pick up a child early, parents must come to the office and present their driver's license/official ID so that the student may be properly signed out through the Raptor™ system. At that time, office personnel will send for the child so that he/she can meet the parent in the office. At no time are parents going directly to the classroom to pick up a student.

Any transportation changes must be a written note sent to the teacher in the morning. **No changes can be made over the phone.** We do not allow e-mails (they are not always checked during the day).

ARRIVAL AND DEPARTURE PROCEDURES

Students arriving in the mornings by bus will follow the bus route and schedule set by the transportation director. Students are under school supervision once they board the school bus in the mornings and are then subject to the authority and supervision of the bus driver until their arrival at the school building. Buses will drop students at the rear of the building at approximately 7:25 each morning. The drive behind the school is open to bus traffic and teachers only. The back driveway is closed to cars in the morning and afternoon for arrival and dismissal.

Students arriving by car in the mornings will be dropped off and picked up in front of the school building. Parents should watch for students crossing the drive from parked cars and from other vehicles. For the safety of our students, parents should release and load the students on the building side of the vehicle. Parents should be proactive in protecting their children. Parents who see a long line forming should pull forward as far as possible to allow more parents to unload children at the same time. Drivers should follow the directions of school personnel who ask them to pull forward during loading/unloading. Parents who choose to enter the building must park in a parking space rather than leave the car parked in the loading/unloading zone. Leaving the car unattended blocks others from loading/unloading and causes safety issues as parents must pass the vehicle in order to leave the loading/unloading zone.

Parents who park to wait for student dismissal should approach the building to pick up the students so that they don't cross the drive alone.

Doors are opened at 7:25. All students who eat breakfast will report to the cafeteria first. If your child eats breakfast, please drop them off by 7:35 to allow time for them to eat before reporting to the classroom. Your courtesy and cooperation in making arrival and dismissal safe for all of our students is greatly appreciated.

AWARDS

Lovelady Elementary/Middle School students are awarded with honor roll, perfect attendance, and behavior recognitions at the end of each six week period. Additionally, the students are recognized at the end of the year in an Awards Assembly. Students may be recognized for highest ranking student, second highest ranking student, honor roll, perfect attendance, UIL participation, Accelerated Reading Accomplishments, highest ranking in core subject areas, and outstanding achievement and improvement.

BIRTHDAYS & SPECIAL OCCASIONS

Birthday snacks are allowed for Lovelady Elementary School (PK-4) students during their recess time or the end of the day and must be from the recommended snack list due to health risks associated with food allergies. Classroom teachers will arrange class parties for special holidays and parents may be asked to participate in bringing favors and snacks for these occasions. In order to accommodate our students with life threatening food allergies, all snacks must now be prepackaged and clearly labeled with ingredients in order to distribute at the class parties. Parents and visitors may only eat lunch with their child on their birthday.

Birthday invitations for private parties may be distributed at school **only if all** students in the class are included. **The Elementary/Middle School will not accept deliveries of balloons and flowers for students at school.** These gifts from parents, grandparents, and friends must be given to the student privately outside of the school day.

BREAKFAST

School breakfast is served beginning at 7:25 and continuing until 7:45 when the students are dismissed for class. Students who have obtained their breakfast at that time will be allowed to finish breakfast before going to class. Students who arrive late due to late bus arrival will also be allowed to stay past 7:45 to finish breakfast. Please plan your schedule so that your child arrives before 7:35 if he/she is expected to have breakfast in the cafeteria.

CAMPUS IMPROVEMENT PLAN

Each year Lovelady Elementary/Middle School completes a Needs Assessment using all of the data available related to student grading, testing, and school accountability. Based on the information gathered, the Lovelady Elementary/Middle School Site Based Committee will set goals to address the needs of our campus. The Campus Improvement Plan will contain the goals, activities, resources, personnel and a timeline for accomplishing these tasks. The Campus Improvement Plan is available to parents upon request in the school office, or on the district website.

CLASSROOM ASSIGNMENTS

Student classroom assignments are posted during Teacher Inservice Training each year. There is no guarantee of classroom assignment for your child. Parent requests for placement will be considered

only in light of serious extenuating circumstances regarding the child as stated in district policy. A change of placement cannot be considered if the placement will cause an unavoidable change in another student's placement. For legal policy regarding student placement, please see Lovelady ISD Policy Online.

COMMUNICATION

Communication between home and school is most important to the success of your child. It is extremely important that parents maintain current home phone numbers, cell phone numbers, email addresses, and other information to assist the school in reaching parents and guardians in the event it becomes necessary. Please help the school stay current in its records by making sure changes are noted with the teacher, the school secretary, and the school nurse. Your help is always appreciated as we try to serve our parents and students more effectively.

CUSTODY & GUARDIAN ISSUES

Students will be allowed to leave campus only with legal guardians in compliance with all legal/divorce decree documents. All divorce decrees with special circumstances with regard to students leaving campus need to be on file in the office.

DISCIPLINE MANAGEMENT PLAN

Lovelady Elementary/Middle School uses Assertive Discipline from grades PreK-6. Assertive Discipline is a system of rules, consequences, and rewards which enables school personnel to modify the behavior of students at school. The children are informed of the classroom, hallway, and cafeteria rules at the beginning of the year. Rule infractions result in a prescribed set of consequences, while good behavior results in praise and sometimes incentives. Each classroom will set its own list of rules and consequences. Teachers will inform students and parents of the classroom management plan. Rules will be posted for the students. Teachers will have a weekly system of reporting behavior to parents. Your attention to behavior reports and your support in enforcing the school rules will help us to maintain an atmosphere conducive to learning for all students.

DRESS CODE FOR ELEMENTARY STUDENTS

The district dress code outlined in this handbook may be applied to all students in the district. The dress code will be strictly enforced for grades 5 and up. Parents of younger students must be aware of the dress code when dressing students for school. Dress for our youngest students often reflects the choices of the parent rather than the child. What is appropriate in kindergarten may not be preferable for a fourth grade student. Teachers and administrators will address any problems with dress in grades PK-4 by contacting the parent.

DYSLEXIA PROGRAM

The district provides a special program for students with dyslexia. For questions about eligibility requirements and services, please contact Eldy Roca at 936-636-7832 Ext. 4402.

ELECTRONIC DEVICES/CELL PHONES

Lovelady Elementary/Middle School Students are not permitted to possess camcorders,cameras, ipods, electronic devices or games at school, unless prior permission has been granted by the campus principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will assess a charge of $10 for the first offense, $15 for the second offense, and the third offense will result in confiscation of the device for the remainder of the year. Some situations

involving electronic devices will not be returned to students at school, but must be retrieved from the school office by the parent/guardian of the child.

If students opt to bring a cell phone to campus, the following procedures will be in place for instructional calendar days.

- **No Smartwatches or Earbuds Allowed** — Only cell phone
- **Cell Phone Collection for 5th & 6th Grade:**
  If students choose to bring a cell phone to campus, these procedures will be in place:
  • Students will place their phones in a locked cabinet with assigned slots upon entering the building. Students will receive training on procedures by the campus administration.
  • Phones must be turned off before being placed in storage.
  • Phones will be securely stored and returned at the end of the student's instructional day.
  • Procedures will be in place to return phones if students leave early, including for extracurricular activities
- **Pre-K – 4th Grade:**
  • Phones must remain off and stored in assigned lockers during the instructional day.

- **Non-Compliance for bringing cell phones, smartwatches, earbuds:**

  • 1st Offense - $25.00 fine and parent/guardian must come to school to retrieve phone
  • 2nd Offense - $50 fine and parent/guardian must come to school to retrieve phone
  • 3rd Offense - $75 fine, 2 days ISS, and parent/guardian must come to school to retrieve phone
  • 4th Offense - the phone will be turned into the Superintendent's Office for the remainder of the year and additional consequences for repeated failure to comply with directives given by school personnel will follow the Student Code of Conduct.

- **Exceptions:**
  • Allowed for documented learning, medical, or safety needs through individualized plans

The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is in violation of Federal law and is strictly prohibited. Phones will be confiscated if the student is using it without permission. The school is not responsible for damage/stolen devices.

ENGLISH AS A SECOND LANGUAGE PROGRAM

Students must qualify for this program by referral and testing. Any student who lists a language other than English on the Home Language Survey will be considered for referral to the ESL program. For questions concerning ESL services, please contact the office.

FAILED ASSIGNMENTS AND TEST

A student will no longer be permitted to redo failed daily assignments.A request can be made directly to the teacher within three days for a failed test and the classroom teacher will decide the manner in which the student may earn a higher grade if applicable. If the student is required to stay in before school, after school, or recess to complete the test or assignment and fails to attend, the student will keep the failing grade in the grade book.

Students who are working to earn a better grade on a test may earn a maximum grade of 70. If a student fails to earn a 70 on the second assignment or test, the higher of the two grades will be recorded.

FIELD TRIPS

Lovelady Elementary/Middle School students attend 1-2 grade level field trips during the school year. All trips are scheduled through the principal's office. Parents must sign and return permission slips for students to participate. Parent chaperones are invited to go with the children on many of the school trips. The following guidelines apply to all field trips at Lovelady Elementary/Middle School:

a) All parents and other family members/visitors attending must make arrangements with the teacher prior to the day of the trip. On the day of the trip, parents accompanying the group must check in at the school office so that there is a record of who is traveling with the group.
b) Since chaperones are oftentimes in charge of a group of students, no other students/siblings/children outside of the school are allowed to attend.
c) Only a parent or legal guardian of a child may remove a student from the field trip for the return trip home.
d) Parents and legal guardians must sign the child out on the official sign-out sheet/bus roster.
e) Parents and legal guardians must abide by all pre-existing legal custody agreements.

GIFTED & TALENTED PROGRAM

Students must qualify for this program by transfer or nomination and testing. Students who are nominated by teachers, parents, community members, or themselves will undergo a rigorous testing procedure. Results of the testing will go before the Gifted and Talented Committee for review and placement recommendations. Students must have test results which place them appropriately on the district placement matrix in order to qualify. Nomination forms may be obtained online through the district website or in the elementary office at any time. Kindergarten GT screening will take place in January only each year. For questions, please contact the school office.

HOMEWORK POLICY

Homework in Lovelady Elementary/Middle School is an essential part of the school program. Assignments will vary in accordance with the needs of the class and will relate to classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking, and awareness that learning can take place outside of the classroom. The guidelines below indicate how students, parents, teachers, and administrators all have a responsibility for the success of homework.

Homework Policy Guidelines for Students

- Always do your best work.
- Record directions for homework in an assignment notebook or folder.
- Understand assignments clearly **before** leaving class.
- Bring home proper materials to complete assignments.
- Hand in completed assignments on time.
- Budget time properly for long-term assignments.
- Complete any missed work due to absence from class.
- Understand how homework will affect your class grade.
- Talk to your parents and teacher if you are having difficulty with homework.

- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

Homework Policy Guidelines for Parents

- Be familiar with the philosophy and guidelines of the homework policy
- Check your child's assignment notebook/folder and sign it each day.
- Provide a time and space to do homework assignments with limited interruptions
- Actively supervise homework completion, assisting, but not doing the work
- Oversee the completion of long-term assignments to assist in understanding time management
- Contact the teacher with questions or concerns, especially if your child exceeds the allotted time frame
- Homework will not be assigned during school vacation except for the completion of previously assigned long term projects.

Homework Policy Guidelines for Teachers

- Assign homework on a regular basis in keeping with the homework policy.
- Assignments may be on a daily basis or of a long-term type, such as a report.
- Students must clearly understand all homework assignments.
- Require each student to have an assignment notebook or folder and to record assignments. Check daily to see that students have written assignments in the notebook.
- Group projects must not be assigned as homework unless students can work on their individual parts independently.
- Teachers must coordinate assignments, tests, and projects with other teachers to avoid overburdening students.
- Assignments must be discussed, checked, and, when appropriate, corrected and returned to students.
- Specific practices/policies must be submitted to the principal and clearly communicated to students and parents.
- Teachers are responsible for communicating with parents of students who fall behind in completing homework or classroom assignments.
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

Homework Policy Guidelines for Administrators

- Include this homework policy in all teacher, parent, and student handbooks.
- Require teachers to communicate the homework policy to students and parents.
- Make certain that teachers are implementing the homework policy consistently and uniformly.
- Assist teachers, when necessary, in implementing this homework policy.
- Observe use of homework during classroom visits
- Review homework samples and assignments periodically
- Give suggestions to teachers, when necessary, on how assignments could be improved.
- Develop homework incentive programs/practices with teachers and parents to assist and enhance homework completion.

Time Frame of Homework Assignments

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are estimated timelines for each grade level. If your child is having

difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance.

Grade Level:	**Approximate Homework Time:**
Kindergarten	Up to 15 minutes of homework/reading* per night Monday through Thursday
Grade 1	15 minutes of reading* per night plus 15 minutes of homework in the each assigned subject over four nights per week Monday through Thursday
Grade 2	15 minutes of reading* per night plus 15 minutes of homework in each assigned subject over four nights per week Monday through Thursday
Grade 3	15 minutes of reading* per night plus 30 minutes of homework four nights per week
Grade 4	60 minutes of homework four nights per week, Monday through Thursday. Students may be required to spend time on the weekends for any long-term assignments and required reading. (3-4 hours a week)
Grade 5	60-75 minutes of homework four nights per week, Monday through Thursday. Students may be required to spend time on weekends for any long-term assignments and required reading. (4-5 hours a week)
Grade 6	60-75 minutes of homework four nights per week, Monday through Thursday Students may be required to spend time on weekends for any long-term assignments and required reading. (4-5 hours a week)
Students should be encouraged to read for pleasure on weekends and vacations.	*Reading also includes having adults read to children

Consequences for Incomplete work/homework:

- All work will be finished
- Points may be taken off for late work
- Parents will be notified if there is a problem in receiving completed homework.
- Homework may be made-up in a variety of ways, i.e., loss of recess, after school detention, etc.

HONOR ROLL

Students in grades 1-6 will be recognized each six weeks for report card grades which place them on the honor roll. Core subjects will be used to calculate honor roll. The five core subjects are math, science, reading, language arts, and social studies. Honor roll categories for Lovelady Elementary/Middle School will be as follows:

Superior Honor Roll- All core subjects average 95 and above.

Distinguished Honor Roll- All core subjects average 90 and above.
A/B Honor Roll- All core subjects 85 and above.

PERFECT ATTENDANCE

Students in grades PK-6 will be recognized each six weeks for 100% attendance and given a reward/incentive for their attendance at school. Students with perfect attendance for the entire year will be given the opportunity to attend a field trip in May. **Students with 3 or more tardies and/or early pick-ups will not be recognized for perfect attendance.**

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

Lovelady Elementary/Middle School provides instruction in human growth and development to the fifth and sixth grade students. The instruction is incorporated with science or health lessons, and will focus on puberty and the accompanying physiological changes.

The Texas Essential Knowledge and Skills state that the following information should be covered at the fifth and sixth grade levels under health education.

§115.7. Health Education, Grade 5.

(2) In health education, students acquire the health information and skills necessary to become health habits, students in Grade 5 are taught about the human body and the changes that come with puberty. Students are taught how to maintain healthy body systems and prevent disease. Students also learn how technology and the media influence personal health and how to apply problem-solving skills to improve or protect their health.

§115.22. Health Education, Grade 6.

(2) In middle school, students learn about health behaviors that will safeguard their health as well as information related to understanding puberty and the reproductive process. Students are taught about factors in their environment that impact, not only their health and the health of their families, but the health of their communities as well. Middle school students learn to refine their critical-thinking skills to avoid unsafe situations, analyze health information and products, and maintain healthy relationships. Students begin to investigate health in the broader context of community.

Lovelady Elementary/Middle School will address this information through informative videos for both fifth and sixth grades. The approved videos are:

Just Around the Corner for Girls and Boys:

- *Just Around the Corner — for Girls* features "Megan," who talks to girls about the onset of puberty, the physical and emotional changes they may experience, the maturation of the female reproductive system, menstruation, and the importance of good hygiene and healthy habits.

- In *Just Around the Corner — for Boys*, "Todd" helps prepare boys for the changes awaiting them; emotional and physical changes, the maturation of the male reproductive system, some common experiences of puberty, and the value of cleanliness and a healthy life style.

Growing Up! For Boys & Girls:

- *Growing Up! For Boys* fosters the self-esteem that comes with accepting new responsibilities. This program can ease some of their growing pains as the boys in your classroom cope with the physical and psychological changes that are a normal part of growing up. A candid look at the basics of male anatomy and development encourages students to take pride in their uniqueness while realizing that people are all reassuringly alike. The narrator provides useful advice on health, hygiene and good grooming, and points to sources of reliable information during these sometimes confusing times.

- *Growing Up! For Girls* will help provide your students with valuable insights as they set out on the sometimes difficult path to maturity. This upbeat program promotes self-confidence as girls face the challenges of change and growth. Clear, authoritative information about the female reproductive system, the emotional and physical transformations of puberty, and the importance of good health and hygiene is geared toward encouraging a positive

body image and sense of personal worth. The female narrator helps girls take a realistic look at the responsibilities of adulthood and promotes dialogue with trusted adults.

MarshMedia
P.O. Box 8082
Shawnee Mission, KS 66208
Phone (800) 821-3303
Fax: (816) 333-7421
E-mail: info@marshmedia.com
Web site: www.marshmedia.com

The School Health Advisory Committee (SHAC) recommends programs for human growth and development instruction at appropriate grade levels to the Lovelady ISD Board of Education for final approval. The SHAC is composed of parents, teachers, students, and community leaders who are responsible for making recommendations about components of the health curriculum and integrated school health programs which reflect the local values of the community.

The district nurse will schedule the date and time for viewing these videos. Students will view them in separate groups for boys and girls accompanied by a presenter of the same sex. Parents will receive notification prior to the date and will have an opportunity to preview the videos. Parents must complete a permission form to allow the student to participate, thus giving parents the opportunity to have their child/children opt out of the viewing of these presentations at school.

LIBRARY

All students in grades K-6 will visit the library weekly to check out books and for activities related to library use and reading for pleasure. Students are responsible for returning books weekly. They will not be allowed to check out a new book until the old book has been returned. If a book is lost, it is important that the parent contact the school to find out about the replacement cost. Students who fail to return a book after a period of time will have to sit out of the library until the issue has been resolved. All lost books payments must be settled before school withdrawal or before students will be placed in a class for the next school year. Lovelady Elementary/Middle School is working to improve our library selections in order to enrich the reading experiences of our students. We need your help in maintaining our book selections.

NURSE'S OFFICE & SERVICES

A registered nurse is on duty for students PK-12 at the Elementary/Middle School building. The nurse provides many services, such as health screening, medicine dispensing, first aid, and regular medical care in the event of an accident or illness. Students visit the nurse for many reasons, some of which require parent contact. Please make sure that the nurse has updated phone numbers for contact in case of emergency. Student medical records are confidential. Your information will not be shared with others. Students often take medications or have conditions which have not been brought to the attention of the school nurse. Please make sure that the school nurse is aware of any conditions or medications which may impact the health or treatment of your child during the school day.

ORGANIZATIONAL MEETINGS ON CAMPUS

Organizations and groups which operate apart from the school may at times schedule meetings in the school building. Any group or organization must schedule meetings with the school office, where the meetings will be placed on the facilities reservation calendar on the school website. Keys to the school building will not be loaned to individuals not employed by the school. An employee or

administrator must be present in order for the group to use the facilities. The employee(s) or administrator(s) supervising the use of the building will be responsible for monitoring the appropriate use of facilities, including the locking of doors and the turning off of lights. Children attending meetings should not be allowed to roam the building, or to meddle in lockers, classrooms, or office areas. Parents attending meetings are responsible for the supervision of their children. Many teachers are part of organizations and groups which are not part of Lovelady ISD. Registration fees, dues, and other funds for these groups will not be collected in the school office, but must be sent directly to the person responsible. At times general announcements for groups not part of Lovelady ISD may be made during the announcement period. Individual team practice cancellations, for example, are a matter between parents and organizational leaders and must be handled privately.

PARENT CONFERENCING

Parent and teacher conferences are an important part of improving your child's educational experience. Teachers have one 45 minute conference period daily. Should you need to meet with your child's teacher please contact the teacher to set up an appointment. The office may assist you with arranging your conference, but direct contact with the teacher is the most efficient way to arrange your visit. When a problem arises, the first contact you should make should be with the teacher. If parent and teacher are unable to resolve the situation, a conference with the principal and the teacher may be requested. Classrooms will not be interrupted for parents to speak to the teacher unless it is during the conference time.

PARENT PORTAL

Parents of Lovelady ISD have access to student grades and attendance through the parent portal. Parents may log in 24 hours a day to see how students are progressing. Only grades which have been entered by the teacher may be viewed. Teachers are to place grades in the grade book weekly. To access the parent portal, parents and guardians must obtain the student login numbers from the school district. These numbers may be released to parents and guardians only and must be obtained from the school office directly as they give access to student's school records. They may not be mailed or sent by the student or any other person. Please contact the school office if you need your child's login information.

PHONE CALLS

Students are not allowed to use the school office phone during the school day unless there is an emergency. Students who wish to use the phone must present a request from the student's teacher to allow the student to use the phone. Cell phones are not allowed during the school day either. Students **must go through the school office and get permission to contact parents/guardians during the school day**.

PREKINDERGARTEN ATTENDANCE

Preschool students at Lovelady Elementary/Middle School must abide by the regular attendance policy of the school.

a) Students must be in attendance 90% of the days offered for the class.
b) Students will arrive on time each day according to the established school hours.
c) Students who are absent are required to bring a note describing the reasons for absence and include the date of the absence.
d) Students who fail to bring a note within two school days will remain unexcused.
e) Students who are absent for 4 consecutive days, must bring a doctor's excuse.

f) After a student has been absent a total of 10 days, a doctor's excuse is required for any further absence to be considered excused.
g) Prekindergarten students who have 10 or more unexcused days in a six weeks or 15 cumulative days in a semester will be withdrawn from the preschool program.

PROCEDURES FOR GRADING- ELEMENTARY/MIDDLE SCHOOL

1. Kindergarten students will receive handwritten report cards and electronic attendance records each six weeks. Kindergarten student grades will be reported as follows:
    a) S – Satisfactory
    b) I – Improving
    c) N – Needs Improvement
    d) U – Unsatisfactory

2. Our grading scale for grades 1-6 is as follows:
    a) A = 90 -100
    b) B = 80 -89
    c) C = 70 -79
    d) F = Below 70

3. **Grades 1-6** will receive numerical grades for all core subjects: reading/language arts, math, science, and social studies. Grades will be calculated as follows in all subjects:

    a) Daily Grades 40%
    b) Test Grades 60%
    c) Minimum requirements of number of grades are
        i. at least six (6) daily grades per six weeks;
        ii. at least three (3) major tests or projects per six weeks.
    d) An incomplete (I) on the report card and grade sheet must be completed within two (2) weeks, unless special permission is granted by the principal for a longer length of time.

4. Grades will be reported electronically and will be automatically calculated according to these weights. No six weeks and semester exams will be given. Semester and final averages will be calculated electronically through the gradebook system.

5. Deficiency reports will be issued at three weeks of each six week period and report cards will be issued each six weeks.

6. Students will only be promoted on the basis of academic achievement or demonstrated proficiency in the subject matter of the grade level. Students must meet the promotion standards established by the district in order to be promoted. In grades 1-6 students must have an overall average of 70 for all core subject areas (reading/language arts, math, social studies, and science), and a grade of 70 or above in both reading and math in order to be promoted to the next grade level.

7. A notation will be made in the comments section of the report card for students whose assignments have been modified.

8. If a student in grades 3-8 does not perform satisfactorily on the state assessment, the district will provide accelerated instruction for the student. (See page 12 of the handbook.)

REGISTRATION

Age requirements:

A child is eligible to attend Pre-Kindergarten if he/she is four years of age on or before September 1 of the current school year.

A child is eligible to attend Kindergarten if he/she is five years of age on or before September 1 of the current school year.

A child is eligible to attend First Grade if he/she is six years of age on or before September 1 of the current school year.

New students enrolling at Lovelady Elementary/Middle School shall present the following:

- Certified birth certificate
- Student Social Security Card
- Current Driver's License/Official ID of the legal parent/guardian enrolling the child
- Notarized Power of Attorney for any person other than parent/legal guardian enrolling child
- Immunization records

New students will be required to establish residency in the Lovelady School District. The following are required for new student enrollment:

1. Signed Acknowledgement of Residency Policy
2. Signed and Notarized Residency Affidavit
3. Acceptable Proof of Residency:
    a. Copy of tax statement or tax receipt on homestead for the current tax year OR Proof of rent or housing verification from the property owner.
    b. Two of the following with matching 911/Physical Address:
        a) Current utility bill(s)
        b) Voter's Registration
        c) Driver's License

REVIEW OF BOOKS

Students, parents/guardians, and teachers who wish to register a complaint to remove a book from the Lovelady Elementary/Middle School library must submit the complaint in writing to the campus principal for review. A Review Committee composed of the Principal, Librarian, Counselor and instructional personnel, will review the complaint to make a determination as to whether the complaint is valid and should result in the removal of the book from library circulation. The Review Committee will make their determination. The decision of the committee may be appealed for review to the school superintendent.

TESTING

Students at the elementary/middle school will take a variety of tests during the school year. The following tests will be administered to students:

Grade PK

CLI Engage-Beginning of year & end of year

Grades K
Math & ELA assessments each six weeks
MClass-Reading assessment throughout the year

Grades 1-2
Math & ELA assessments each six weeks
MClass-Reading assessment throughout the year
STAR Math & STAR Reading-middle of year & end of year
NWEA MAP (Grade 2) Beginning of year & end of year

Grade 3
STAAR Reading
STAAR Math
STAR Reading assessment each six weeks, STAR Math assessment each six weeks
NWEA MAP Beginning of year & end of year

Grade 4
STAAR Reading
STAAR Math
STAAR Writing
STAR Reading assessment each six weeks, STAR Math assessment each six weeks
NWEA MAP Beginning of year & end of year

Grade 5
STAAR Reading
STAAR Math
STAAR Science
STAR Reading assessment each six weeks, STAR Math assessment each six weeks
NWEA MAP Beginning of year & end of year

Grade 6
STAAR Reading
STAAR Math
STAR Reading assessment each six weeks, STAR Math assessment each six weeks
NWEA MAP Beginning of year & end of year

*All students in grades 3-6 will have a maximum of two benchmark tests related to STAAR.

TUTORIALS

Students will be offered intervention services through the regular classroom teacher and the reading/math interventionists daily during the school day. Additional tutoring may be offered after school at the discretion of the teacher. Students are chosen for intervention based on instructional needs revealed through testing.

STUDENT CODE OF CONDUCT

DISCIPLINE MANAGEMENT PROGRAM

The purpose of this section is to describe the Lovelady ISD Discipline Management Program. Certain student behaviors are appropriate because they facilitate effective teaching and learning; other behaviors are inappropriate because they interfere with effective teaching and learning. It is fully recognized that the overwhelming majority of students behave appropriately.

If students are to behave appropriately, they must be aware of what is expected of them, and they must be aware of the consequences of their actions if they misbehave. The descriptions which follow are intended to make the student and parent aware of the procedure involved.

GENERAL CONDUCT

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

Students are responsible for following all rules and regulations established by the school and the classroom teacher. Students are responsible for conducting themselves in a manner that is neither disruptive nor disrespectful and which does not violate the rights of others. This means that the student should become familiar with and should observe the laws, policies, rules, and regulations which concern student conduct. In general, the student is responsible for behaving in a manner which permits uninterrupted learning to take place.

Students are responsible to the school during the time they are under scheduled supervision of school personnel, including the time they are on the bus. Disciplinary action will be taken for violations of school policies. The District will cooperate with local law enforcement agencies on matters where law violations affecting community members are reported.

Students should be responsible for their own actions directed toward other individuals and property. Students have the responsibility to show respect for fellow students, teachers, administrators, and other school personnel. Students also have the responsibility neither to take nor to damage the property of other students, school personnel, or the District.

RESPONSIBILITY OF THE STUDENT

Lovelady ISD students are responsible for the following:

1. Attend all classes on time, except when ill or otherwise lawfully excused;
2. Prepare for each class with assigned work and appropriate materials;
3. Account for his or her own work;
4. Pursue and attempt to master the TEKS of the curriculum of study prescribed by the District and State;
5. Show respect for all individuals and property;
6. Dress and appear in accordance with the District's standards of propriety, safety, health, and grooming;
7. Seek help from school personnel when having school problems;
8. Assist the school staff in operating a safe school;

9. Cooperate with school staff investigations of disciplinary cases and volunteering information should he or she have knowledge relating to the offense;
10. Refrain from making profane, insulting, threatening, or inflammatory remarks, or engaging in disruptive conduct;
11. Be aware of and follow all the rules and regulations established by the school and the classroom teacher or any other school personnel.

DISCIPLINARY ACTIONS

Disciplinary actions for Lovelady ISD may include one or more of the following:

1. parent contact,
2. teacher – student conference,
3. teacher – parent conference,
4. verbal correction,
5. short term detention,
6. administrator – teacher – student conference,
7. administrator – parent – student conference,
8. corporal punishment,
9. restriction or revocation of district transportation privileges,
10. extracurricular exclusion,
11. confiscation of prohibited items,
12. restitution or restoration, as applicable,
13. removal of privileges,
14. community service
15. In School Suspension (ISS),
16. Out of School Suspension (OSS),
17. Alternative Educational Program (AEP),
18. expulsion,
19. referral to law enforcement personnel,
20. Saturday School Detention (SSD).

General misconduct identified above will result in application of one or more discipline management techniques listed. Discipline will be administered when necessary to protect students, school employees, property and to maintain essential order and discipline. Students will be treated in a fair and equitable manner. Discipline will be based upon careful assessment of the circumstances of each case. Also, the following factors will be used in the consideration: seriousness of the offense, student's age, frequency of misconduct, student's attitude, potential effect of the misconduct of the school environment. State law requires that the violation be reported to the principal or other appropriate administrator who must send notification to the parent or guardian within 24 hours of receiving the report.

The following items will be considered when deciding on a discipline action for any student:

- self-defense;
- intent or lack of intent at the time the student engaged in the conduct;
- a student's disciplinary history;

- a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
- a student's status in the conservatorship of the Department of Family and Protective Services;
- a student's status as a student who is homeless

DISCRETIONARY REMOVAL

General misconduct violations will not necessarily result in the formal removal of the student from class or another placement, but may result in a routine referral, formal removal, or the use of any other discipline management technique.

FORMAL REMOVAL

Formal removal will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or the behavior is so unruly, disruptive, or abusive that the teacher cannot teach.

Any removal of a student by a teacher requires that a Student Code of Conduct violation report be made by the teacher if the student's conduct is a violation of this code. The principal or appropriate administrator must send a copy of the report to the student's parent or guardian within 24 hours of receiving the teacher's report.

A teacher or administrator may also remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary Alternative Education Program (AEP).

If the violation results in formal removal, the principal or designee will schedule a conference within three school days with the student's parent, the teacher, and the student. After the conference, the principal or designee will notify the student of the consequences of the Student Code of Conduct violation.

When a student is removed from the regular classroom and a hearing is pending, the principal may place a student in:

1. In-school suspension
2. A disciplinary Alternative Education Program in which the student must be separated from other students for the entire school program day and in which the student will be provided instruction in the core subjects. Counseling will also be provided to the student.

When a student has been formally removed from a class, the principal may not return the student to the teacher's class without the teacher's consent unless the placement review committee determines that the teacher's class is the best or only alternative available.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG (LOCAL).

STUDENT COMPLAINTS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within seven (7) days of the event or events causing the complaint. If the outcome of this conference is not satisfactory, the student may meet with the superintendent after filling out a Level Two Grievance form that may be obtained in the principal's office. After the superintendent has had time to review the complaint a meeting can be scheduled. If this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board Policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of sex, sexual harassment, or offensive or intimidating conduct of a sexual nature should contact the principal immediately.

A complaint of concern regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to students should be brought to the Principal.

STUDENT ACTS OF MISCONDUCT AND DISCIPLINARY ACTION

This section of the code provides a description of a broad range of behaviors considered to be student misconduct. The behaviors described should be viewed as representative of misconduct which frequently causes disruption of the orderly educational process. The list does not include all types of misconduct.

The student who commits an act of misconduct which is not listed or is guilty of repeated violations of any part of this code or is guilty of a combination of violations of this code will be subject to the discretionary authority of the classroom teacher or administrator.

The acts of misconduct have been grouped into four classes, according to the following descriptions:

1. Acts of misconduct which are minor that would occur outside the classroom.
2. Acts of misconduct which cause a disruption of the orderly educational process in the classroom.
3. Acts of misconduct inside or outside the classroom which, in general, are more serious and suspendable offenses.
4. Acts of misconduct that could be classified as very serious illegal acts require placement in AEP or expulsion.

The disciplinary options that are to be used with each class of misconduct are listed following that class of misconduct. There are a number of options that are suitable for each class of misconduct. The option chosen will depend a great deal on the seriousness of the offense, the age of the student, the frequency of misconduct, the attitude of the student(s), and the degree of cooperation of the student. Also, the acts of misconduct apply to all school related functions whether on or off campus.

Persistent or chronic misbehavior in any case of misconduct will cause the disciplinary action taken to advance to the next level. This progression of the discipline procedure may take place after the second reported incident of misconduct.

The behaviors described do not include **all** possible behaviors but should be viewed as representative of misconduct which can occur in a school setting. All misconduct, whether specifically listed or not, will be subject to the discretionary authority of the classroom teacher or principal.

SCHOOL JURISDICTION

Lovelady ISD has authority and control over its students during the regular school day and while going to and from school on school transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity regardless of time or location, and any school-related misconduct regardless of time or location. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location; when a student engages in cyberbullying, as defined by Education Code 37.0832; and when criminal mischief is committed on or off school property or at a school-related event. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property

boundary line; for certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas, when the student commits a felony, as provided by Education Code 37.006 or 37.0081; and when the student is required to register as a sex offender.

The school's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action. For questions at the junior high/high school you may contact the Campus Behavior Coordinator, Ashley LaRue @ High School 936-636-7832 Ext. 3303. The elementary Campus Behavior Coordinator, Kelli Robinson @ 936-636-7636 ext. 4401.

CLASS ONE MISCONDUCT

Class one acts of misconduct include those student behaviors which disrupt the orderly educational process outside the classroom. These include such behavior as the following:

1. Failure to comply with directives given by school personnel.
2. Presence in the halls without permission, making excessive noise, or running in the halls.
3. Participation in any type of agitating, physical or verbal but which does not result in injury.
4. Public display of sexual affection (kissing, handholding, etc.). Discipline according to circumstances.
5. Minor disruption to the orderly process of education.
6. Exhibiting unacceptable behavior during extracurricular and/or co-curricular activities. Discipline according to circumstances, including denial of rights to participate or be present at future extracurricular activities.
7. Violating the district or campus electronic devices or cell phone guidelines
8. Sale or solicitation of any merchandise on the school premises without the authorization of the administration.
9. Violation of the vehicle code including speeding, reckless driving, and violation of the parking regulations. Check this handbook on cars driven to school.
10. Distribution of unauthorized communicative materials on school grounds.
11. Violating the district or campus dress and grooming guidelines.
12. Refuse to accept discipline or consequences assigned by teacher or administrators.

CONSEQUENCES

1. Conference
2. After-School-Detention
3. Corporal Punishment
4. In-School Suspension
5. Suspension
6. Any Combination
7. Confiscation of prohibited nuisance item
8. Campus service assignment/Community service

CLASS TWO MISCONDUCT

Class two acts of misconduct include those student behaviors which disrupt the orderly educational process in the classroom. These include such behavior as the following:

1. Any repeated violation cited in the previous levels or chronic or repeated instances of misbehavior.
2. Scuffling, horseplay, or the unwanted touching of others.
3. Leaving the classroom without permission or skipping class (can discipline according to circumstances).
4. Failure to comply with teacher directives.
5. Display of any behavior which is disruptive to the orderly process of classroom instruction.
6. Violation of posted classroom rules.
7. Profanity.
8. Forgery, which is falsely making or changing a written paper or document or signing someone else's name.
9. Falsely making a statement orally to any Lovelady ISD staff.Cheating, use of AI, or allowing someone to cheat. (will result in a zero on the assignment).
10. Propping open of any exterior doors.
11. Gambling on school property.
12. Missing assigned after school detention

CONSEQUENCES

1. Conference
2. After-School-Detention
3. Corporal Punishment
4. In-School-Suspension
5. Suspension
6. Any Combination
7. Confiscation of prohibited nuisance item
8. Campus service assignment/Community service
9. Grade penalty for copying and/or cheating

CLASS THREE MISCONDUCT

Class three acts of misconduct include those student behaviors which very seriously disrupts the orderly educational process in the classroom, the school (including scheduled and supervised school functions), or within 300 feet of the school property.

1. Any repeated violation cited in the previous levels or chronic or repeated instances of misbehavior.
2. Fighting, which is defined as a physical conflict between two or more individuals. Student under attack should detach himself/herself from the situation and get an adult to help. A fight occurs when the student strikes back and actively engages in the altercation. (Discipline will be done according to circumstances).

3. Display of disrespect or obscene gesture towards school personnel.
4. Engaging in sexual or gender based harassment or any offensive conduct of a sexual nature, whether verbal, gesture or physical, which may include request for sexual favors or other intimidating sexual conduct directed toward another student (discipline according to circumstances).
5. Persistent or serious acts of defiance or disorderly behavior which may prove detrimental to the school, harmful to the health or safety of himself/herself or others, and which may be inhibiting the rights of others.
6. Using any device that permits recording the voice or image of another in any way that invades the privacy of an individual or others, or is made without the prior consent of an individual or others.
7. Engaging in conduct that constitutes dating violence.
8. Engaging in a criminal offense that is not addressed in Level IV or V.
9. Display of any behavior which is disruptive to the orderly process of education (outside classroom behaviors).
10. .Leave school grounds or school sponsored events without permission.
11. Interference with the educational process and programs through boycotts, sit-ins, trespassing distribution of materials, social media, or any other intentional actions that interfere with the educational process of the school day.
12. Use and/or possession of tobacco (including mock tobacco), tobacco products,any component, part, or accessory for an e-cigarette device, any other nicotine delivery device, or any substance for consumption containing nicotine, open flame lighters, or matches while under the school's jurisdiction.
13. Use and/or possession of non tobacco nicotine products such as, but not limited to, pouches, Puff Bar, herbal snuff, mints, etc.
14. Sells gives, or delivers to another person or possesses uses an e-cigarette/vape
15. Stealing, which is defined as the taking or carrying away personal property of another without the consent of the owner.
16. Use of profane, obscene, indecent, immoral remarks, offensive language and/or gestures or racially or ethnically offensive language and/or gestures directed toward others.
17. Bullying through name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence, and including behaviors, such as pushing, hitting, cornering, cruel joking, rumor, and excluding or isolating others. Included, but not limited to cyberbullying, release or threat to release intimate visual material, harassment, or online harassment.
18. Possessing a device, object, or substance that could cause harm to property or persons, such as, but not limited to, laser pens, knives (pocket knives or any other small knife with a blade 5 ½" of less), fireworks, razors, chains, box cutter, Taser, stun gun, pepper spray, hand instrument designed to cut or stab another by being thrown, and mace.
19. Misuse of district technology, including, but not limited to, the Internet, the district network, or district-owned equipment or software.
15. False alarm or false reporting, including falsely and intentionally initiate, communicate, or circulate a report of a bomb, fire, offense, or an emergency that would cause fear or a first-responder to react or interrupt the occupation of a building.
16. Possessing a club, blackjack, nightstick, or tomahawk on school property.

17. Felony behavior committed off campus and while the student is not in attendance at a school sponsored or school-related activity may result in a disciplinary placement if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

18. Possession of a "look-alike" weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon.

CONSEQUENCES

The following disciplinary action may be used with the above acts of misconduct:
(ISS may also apply in addition to the following consequences…)

1. Administrator/counselor/teacher/student parent conferences
2. Community service assignment
3. Confiscation of items such as, but not limited to, lighters, matches, laser pens, e-cigarettes & components
4. Exclusion from extracurricular activities and/or school-sponsored or school-related events (i.e., homecoming, prom or graduation)
5. In-School-Suspension
6. Suspension. For up to three (3) days per occurrence of misconduct
7. Automatic AEP if use/possession of vape or e-cigarette or 10 days of ISS
8. AEP if the offense takes place during the last six weeks of the school year, the student will be assigned to AEP for the remainder of the school year and complete the assignment the following year.
9. Expulsion.

CLASS FOUR MISCONDUCT

Class four acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process in the classroom, the school (including scheduled and supervised school functions) or which occur within 300 feet of the school property. The following are state mandatory removal to an AEP campus or expulsion:

1. Any repeated or chronic misbehavior as defined in Class Three.
2. Extortion as defined in this handbook.
3. Vandalism, including marking on furniture, walls, lockers, or other school property, will be dealt with severely. In some cases of vandalism the proper law enforcement agencies will be notified for possible prosecution. Students may be subject to criminal penalties if damage exceeds $750.00, and restitution may be required.
4. The possession and/or use of explosive devices including fireworks.
5. Simple assault, which is defined as an offer or attempt to do bodily harm to another student or school personnel without bodily contact. This includes terroristic threats and verbal assaults.
6. Assault and battery, which is defined as an unlawful physical injury to another student.
7. Physical assault of school personnel or retaliating against a school employee either on or off school property and when not combined with another offense.*

8. Illegal entry of any building of Lovelady ISD for any illegal purpose. Contact and refer to proper authorities (i.e. law officer, juvenile officer).
9. Robbery, which is defined as the felonious taking of personal property of another against his or her will, accomplished by means of force or fear either on or off school property.
10. Possession or use of any prescription or nonprescription drug, vitamin, or other chemical in violation of the guidelines for dispensing medication at school.
11. Illegal organizations that are defined as participation in any fraternity, sorority, or secret society.
12. Sells, gives, delivers to another person, or possesses, uses, or is under the influence of a controlled substance or a dangerous drug in an amount not constituting a felony offense at school or any school sponsored activity.
13. Sells gives, delivers to another person, or possesses, uses, or is under the influence of marijuana or THC.
14. Sells gives, or delivers to another person an alcoholic beverage, commits a serious act or offense while under the influence of alcohol or possesses, uses, or is under the influence of alcohol.
15. Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
16. Behaves in a manner that contains the elements of the offense of public lewdness or incident exposure
17. Engages in conduct that contains the element of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
18. Engages in expellable conduct and is six to nine years of age.
19. Commits a federal firearms violation and is younger than six years of age.
20. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property.
21. Engages in conduct punishable as aggravated robbery of a felony listed under Title 5 of the Penal Code when the conduct occurs off school property and not at a school sponsored or school-related event and:
    a. The student receives deferred prosecution,
    b. A court or jury finds that the student has engaged in delinquent conduct or,
    c. The superintendent or designee has a reasonable belief that the student engaged in the conduct.

23. Breach of computer security.

24. Engaging in conduct relating to false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

CONSEQUENCES

The following disciplinary action may be used with the above acts of misconduct:

1. **First offense** – AEP (Minimum 8 weeks up to the remainder of the school year. If the offense takes place during the last six weeks of the school year, the student will be assigned to AEP for the remainder of the school year and complete the assignment the following school year.
2. **Second offense** – Expulsion.

*State law prohibits a student placed in DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities or co curricular activity, including seeking or holding honorary positions and/or membership in school sponsored clubs and organizations.
*Chapter 37 allows for the district to expel a student who assaults an employee or volunteer on campus or is assaulted in retaliation for his/her work with the district, no matter where the assault occurs.

CLASS FIVE MISCONDUCT

A student must be expelled or for any of the following offenses that occur.

1. Using, exhibiting or possessing a firearm, illegal knife, club, or other weapons as defined in Penal Code Section 46.05, 46.01 (1), 46.01 (3), or 46.01 (6).
2. Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense.
3. Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense.
4. Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense.
5. Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or Title 5 offense.
6. Received probation or deferred adjudication or have been arrested for, charged with or convicted of aggravated robbery or Title 5 felony offense.
7. Arson which is defined as the willful or malicious burning of a building, or its contents, and/or the personal property of others.
8. Sex violations which include, but not limited to offenses against chastity, sexual assaults, sexual demonstration, sexual suggestion, sexual exploitation, sexual propositions, sexual exhibitions, public lewdness or sexual abuse.
9. Engaging in conduct containing the elements of the offense of murder under Penal Code 19.02 and 19.03, attempt to commit murder under Penal Code 15.01.
10. Engaging in conduct containing the elements of the offense of indecency with a child.
11. Engaging in conduct containing the elements of the offense of aggravated assault under Penal Code 22.02.
12. Engaging in conduct containing the elements of the offense of kidnapping under Penal Code 20.04.
13. Engaging in conduct containing the elements of the offense involving use, possession of sale of drugs or alcohol, if punishable as a felony.

At School, Within 300 Feet, or at a School Event

A student **may** be placed in DAEP, JJAEP, or expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.

- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct
- Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender
- Unlawful carrying of a firearm on or about the student's person
- Aggravated assault, sexual assault, or aggravated sexual assault
- Arson
- Muder, capital murder or criminal attempt to commit murder or capital murder
- Indecency with a child/Continuous sexual abuse of a young child or disabled individual
- Aggravated kidnapping
- Manslaughter
- Criminally negligent homicide
- Aggravated robbery.

CONSEQUENCES

Expulsion must be used with the above acts of misconduct.

*Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion. No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP.

DISCIPLINARY ACTIONS REPORTED TO TEA

All suspensions, DAEP Placements (discretionary & mandatory), all expulsions (discretionary & mandatory, without educational placement, DAEP, JJAEP). Timeouts, relocation/reassignment, detentions, conferences with Campus Behavior Coordinator or Principal are not reported.

DISCIPLINE PROCEDURES – SPECIAL EDUCATION STUDENTS

Discipline procedures which are different for handicapped students are identified in this section. The Individual Education Plan (IEP) generally governs the disciplinary response to handicapped student's misconduct.

SUSPENSIONS OR REMOVAL TO ALTERNATIVE EDUCATION PROGRAM

If a special education student's IEP contains disciplinary sanctions, including emergency removal, suspension, and removal to alternative education programs, and those sanctions are not currently being challenged in a court or special education administrative appeal, the sanctions implemented in accordance with specifications in the IEP shall be followed without regard to the procedural requirements for emergency removal, suspension, or removal to alternative education programs.

Special Education students may be suspended for a period not to exceed six school days within a semester or removed to an alternative school program for a period not to exceed ten consecutive school days, Before special education students are suspended or removed to alternative education programs for a maximum of ten days, special education support staff qualified to determine whether a link exists between the misconduct and the disability or placement may be contacted for advice on whether a connection exists.

Special education and 504 students shall not be removed to an alternative education program for more than ten days unless the ARD committee first determines whether the alleged behavior in question was related to the disability. If the ARD committee determines there is a connection, they also must determine what action is appropriate. Removal for more than ten consecutive school days requires ARD committee action, subject to the parents' right to appeal.

If a special education student is removed from school premises for any reason for a total of 10 days or more in a school year, the ARD committee shall review the student's IEP, unless the IEP specifies otherwise.

TEACHER REMOVALS

Special education students may not be removed in violation of specific IEP provisions for more than ten (10) days without ARD committee approval.

EMERGENCY REMOVALS

Removal of special education students for emergency reasons shall be used only in emergency situations and shall not exceed five (5) school days. Consecutive five-day removals are prohibited unless the ARD committee determines that a student poses an immediate threat to the safety of himself/herself and/or others.

EXPULSIONS (Special Education Students)

A special education student may be expelled for engaging in conduct that would warrant such action for a non-handicapped student only if the ARD committee determines the misconduct is not related to the handicapping condition or inappropriate placement.

In determining whether a student's disruptive behavior was related to a student's disability the ARD committee shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The ARD committee shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his current placement after ten (10) days while additional assessments are being conducted.

The ARD committee shall determine the instructional and related service to be provided during the time of expulsion. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

If the ARD committee determines that the student's disruptive behavior is related to the students disability or inappropriate placement, the student shall not be expelled. If the disruptive behavior on the part of the student indicates an inappropriate placement, the ARD committee shall review the placement and recommend alternatives. If the ARD committee determines that the behavior was related to the handicapping condition, it shall either rewrite the IEP to address the student's behavioral and education needs or, when appropriate, consider the extension of an emergency removal.

A handicapped student shall not be excluded from his current placement pending appeal to the Board for more than ten (10) days without ARD committee action to determine appropriate services in

the interim. During an appeal to a special education hearing officer, the student shall remain in his current placement, unless the District and parent agree otherwise, or the District obtains a court injunction.

AEP PLACEMENTS OF STUDENTS WITH DISABILITIES

1. The placement of a student with a disability who receives special education services may be made only by a duly constituted ARD committee. "Placement" in this code refers to any change in a student's IEP lasting more than ten (10) consecutive school days. A student with a disability who receives special education purposes if the student does not also meet the criteria for alternative placement under the "Mandatory Student Removal To An Alternative Education Program" section below under REMOVAL FOR CERTAIN CONDUCT or the "Mandatory Student Expulsion" below under EXPULSION FOR SERIOUS OFFENSES.

ALTERNATIVE DISCIPLINE PROGRAMS

The District shall make reasonable efforts to provide for continuing education of a student removed for disciplinary reasons including, providing for the student to be placed in:

1. In-School-Suspension (ISS) – defined as an on campus setting where students who commit disciplinary infractions continue to receive instructions in each course to the extent possible. The minimum stay shall be one school day and the maximum will not exceed the end of the semester. **During the term of placement in ISS, the student cannot participate or attend any of the extracurricular activities.**
2. Out-of-School-Suspension (OSS) – defined as removing a pupil from privileges of the school for a given period of time. Students will be sent home for days indicated by the administration, not to exceed the maximum. The work missed during this can be made up according to local policy with grades based on 100%. **During the term of placement in OSS, the student cannot participate or attend any of the extracurricular activities.**
3. Alternative Education Program (AEP) – defined as removing a student from the home campus and placing the student in a District based alternative school. The removal may not exceed the end of the semester in which the misconduct occurred. However, if the misconduct occurred during the last six weeks of a semester, the removal may extend to the end of the following semester. The student placed in AEP will not be permitted to participate in or attend school sponsored or school related activities, including extracurricular activities. The parents will be notified and provided an opportunity to meet with the campus principal concerning the assignment to AEP. If not satisfied, a grievance may be filed in accordance to Policy FNG (Local).

SUSPENSION

State law allows a student to be suspended for up to three (3) school days per offense with no limit on the number of times a student may be suspended in a semester or in a school year.

A student who is to be suspended will be given an informal hearing by the principal or appropriate administrator advising the student of the conduct with which he or she is charged and giving the student the opportunity to explain his or her version of the incident.

The duration of a student's suspension, which cannot exceed three school days, will be determined by the principal or other appropriate administrator.

Any restrictions on participation in school-sponsored or school-related extracurricular and non-curricular activities will be determined by the principal or other appropriate administrator.

Sec. 37.005. SUSPENSION. (a) The principal or other appropriate administrator may suspend a student who engages in conduct identified in the student code of conduct adopted under Section 37.001 as conduct for which a student may be suspended.

(b) A suspension under this section may not exceed three school days.

(c) A student who is enrolled in a grade level below grade three may not be placed in out-of-school suspension unless while on school property or while attending a school-sponsored or school-related activity on or off of school property, the student engages in:

(1) conduct that contains the elements of an offense related to weapons under Section 46.02 or 46.05, Penal Code;

(2) conduct that contains the elements of a violent offense under Section 22.01, 22.011, 22.02, or 22.021, Penal Code; or

(3) selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:

(A) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;

(B) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or

(C) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.

(d) A school district or open-enrollment charter school may not place a student who is homeless in out-of-school suspension unless the student engages in conduct described by Subsections (c)(1)-(3) while on school property or while attending a school-sponsored or school-related activity on or off of school property. The campus behavior coordinator may coordinate with the school district's homeless education liaison to identify appropriate alternatives to out-of-school suspension for a student who is homeless. In this subsection, "student who is homeless" has the meaning assigned to the term "homeless children and youths" under 42 U.S.C. Section 11434a.

(e) A school district shall provide to a student during the period of the student's suspension under this section, regardless of whether the student is placed in in-school or out-of-school suspension, an alternative means of receiving all course work provided in the classes in the foundation curriculum

under Section 28.002(a)(1) that the student misses as a result of the suspension. The district must provide at least one option for receiving the course work that does not require the use of the Internet.

REMOVAL TO AN ALTERNATIVE EDUCATION PROGRAM

The Board delegates to the administration the authority to remove a student to a disciplinary Alternative Education Program.

The duration of a student's placement in a disciplinary Alternative Education Program will be determined by the designated administrator or by the special education ARD/504 committee.

A teacher may remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary Alternative Education Program. When a teacher requests removal of a student from the classroom for AEP placement; the following steps will be used:

1. Three recommendations for removal from the classroom must be filed in the principal's office.
2. At least two alternatives have been used by the administration to correct the behavior.
3. The Campus Review Committee recommends placement in the AEP.
4. The principal recommends to the superintendent that the student be placed in the AEP.
5. The superintendent recommends placement of the student.

Within three school days of receiving the Student Code of Conduct violation report, the principal or campus behavior coordinator will schedule a hearing with the student's parent, teacher, and the student.

An administrator may remove a student and recommend placement in the disciplinary Alternative Education Program. The principal or campus behavior coordinator will schedule a hearing with the student's parent and the student.

Until a hearing can be held as a result of a formal teacher removal or administrator removal, the principal may place a student in

- Out-school suspension.
- In-school suspension.
- A disciplinary Alternative Education Program in which the student must be separated from the other students for the entire school program day and will be provided instruction in the core subjects. Counseling will also be provided to the student.

At the hearing, the principal or campus behavior coordinator will explain the allegations against the student and give the student an opportunity to explain his or her version of the incident.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG. (LOCAL).

State law does not permit students who are in a disciplinary Alternative Education Program as result of committing a violation (according to state law) requiring placement in an Alternative Education Program to participate in any school-sponsored or school-related extracurricular and non-curricular activities.

Students placed in the disciplinary Alternative Education Program will not be provided transportation unless they are a student with a disability who has transportation designated as a related service.

If placement in a disciplinary Alternative Education Program extends beyond the end of the next grading period, the student and/or the student's parent or guardian will be given notice and the

opportunity to participate in a proceeding before the Board or the Board's designee. Any decision made on a student's appeal by the Board or the Board's designee cannot be appealed.

A student placed in a disciplinary Alternative Education Program will be provided a review of the student's status by the Board's designee at intervals not to exceed 120 days. At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of the teacher who removed that student without the teacher's consent.

For placement in a disciplinary Alternative Education Program to extend beyond the end of the school year, the Board or designee must determine that:

1. the student's presence in the regular classroom or campus presents a danger of physical harm to students or others.
2. the student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

Sec. 37.006. REMOVAL FOR CERTAIN CONDUCT. (a) Subject to the requirements of Section 37.009(a), a student shall be removed from class and placed in a disciplinary alternative education program as provided by Section 37.008 if the student:

(1) engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code; or

(2) commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:

(A) engages in conduct punishable as a felony;

(B) engages in conduct that contains the elements of the offense of assault under Section 22.01(a)(1), Penal Code;

(C) sells, gives, or delivers to another person or possesses or uses or is under the influence of:

(i) a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq., excluding marihuana, as defined by Section 481.002, Health and Safety Code, or tetrahydrocannabinol, as defined by rule adopted under Section 481.003 of that code; or

(ii) a dangerous drug, as defined by Chapter 483, Health and Safety Code;

(C-1) possesses, uses, or is under the influence of, or sells, gives, or delivers to another person marihuana, as defined by Section 481.002, Health and Safety Code, or tetrahydrocannabinol, as defined by rule adopted under Section 481.003 of that code;

(C-2) possesses, uses, sells, gives, or delivers to another person an e-cigarette, as defined by Section 161.081, Health and Safety Code;

(D) sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;

(E) engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under Sections 485.031 through 485.034, Health and Safety Code;

(F) engages in conduct that contains the elements of the offense of public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08, Penal Code; or

(G) engages in conduct that contains the elements of the offense of harassment under Section 42.07(a)(1), (2), (3), or (7), Penal Code, against an employee of the school district.

(b) Except as provided by Section 37.007(d), a student shall be removed from class and placed in a disciplinary alternative education program under Section 37.008 if the student engages in conduct on or off of school property that contains the elements of the offense of retaliation under Section 36.06, Penal Code, against any school employee.

(c) In addition to Subsections (a) and (b), a student shall be removed from class and placed in a disciplinary alternative education program under Section 37.008 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

(1) the student receives deferred prosecution under Section 53.03, Family Code, for conduct defined as:

(A) a felony offense in Title 5, Penal Code; or

(B) the felony offense of aggravated robbery under Section 29.03, Penal Code;

(2) a court or jury finds that the student has engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as:

(A) a felony offense in Title 5, Penal Code; or

(B) the felony offense of aggravated robbery under Section 29.03, Penal Code; or

(3) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in a conduct defined as:

(A) a felony offense in Title 5, Penal Code; or

(B) the felony offense of aggravated robbery under Section 29.03, Penal Code.

(d) In addition to Subsections (a), (b), and (c), a student may be removed from class and placed in a disciplinary alternative education program under Section 37.008 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

(1) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than aggravated robbery under Section 29.03, Penal Code, or those offenses defined in Title 5, Penal Code; and

(2) the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

(e) In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the Penal Code, the superintendent or the superintendent's designee may consider all available information, including the information furnished under Article 15.27, Code of Criminal Procedure, other than information requested under Article 15.27(k-1), Code of Criminal Procedure.

(f) Subject to Section 37.007(e), a student who is younger than 10 years of age shall be removed from class and placed in a disciplinary alternative education program under Section 37.008 if the student engages in conduct described by Section 37.007. An elementary school student may not be placed in a disciplinary alternative education program with any other student who is not an elementary school student.

(g) The terms of a placement under this section must prohibit the student from attending or participating in a school-sponsored or school-related activity.

(h) On receipt of notice under Article 15.27(g), Code of Criminal Procedure, the superintendent or the superintendent's designee shall review the student's placement in the disciplinary alternative education program. The student may not be returned to the regular classroom pending the review. The superintendent or the superintendent's designee shall schedule a review of the student's placement with the student's parent or guardian not later than the third class day after the superintendent or superintendent's designee receives notice from the office or official designated by the court. After

reviewing the notice and receiving information from the student's parent or guardian, the superintendent or the superintendent's designee may continue the student's placement in the disciplinary alternative education program if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

(i) The student or the student's parent or guardian may appeal the superintendent's decision under Subsection (h) to the board of trustees. The student may not be returned to the regular classroom pending the appeal. The board shall, at the next scheduled meeting, review the notice provided under Article 15.27(g), Code of Criminal Procedure, and receive information from the student, the student's parent or guardian, and the superintendent or superintendent's designee and confirm or reverse the decision under Subsection (h). The board shall make a record of the proceedings. If the board confirms the decision of the superintendent or superintendent's designee, the board shall inform the student and the student's parent or guardian of the right to appeal to the commissioner under Subsection (j).

(j) Notwithstanding Section 7.057(e), the decision of the board of trustees under Subsection (i) may be appealed to the commissioner as provided by Sections 7.057(b), (c), (d), and (f). The student may not be returned to the regular classroom pending the appeal.

(k) Subsections (h), (i), and (j) do not apply to placements made in accordance with Subsection (a).

(l) Notwithstanding any other provision of this code, other than Section 37.007(e)(2), a student who is younger than six years of age may not be removed from class and placed in a disciplinary alternative education program.

(m) Removal to a disciplinary alternative education program under Subsection (a) is not required if the student is expelled under Section 37.007 for the same conduct for which removal would be required.

(n) A principal or other appropriate administrator may but is not required to remove a student to a disciplinary alternative education program for off-campus conduct for which removal is required under this section if the principal or other appropriate administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

(o) In addition to any notice required under Article 15.27, Code of Criminal Procedure, a principal or a principal's designee shall inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has

engaged in any violation listed in this section of the student's misconduct. Each educator shall keep the information received under this subsection confidential from any person not entitled to the information under this subsection, except that the educator may share the information with the student's parent or guardian as provided for by state or federal law. The State Board for Educator Certification may revoke or suspend the certification of an educator who intentionally violates this subsection.

(p) On the placement of a student in a disciplinary alternative education program under this section, the school district shall provide information to the student's parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student under Section 29.004.

EXPULSION

Sec. 37.007. EXPULSION FOR SERIOUS OFFENSES. (a) Except as provided by Subsection (k) and subject to the requirements of Section 37.009(a), a student shall be expelled from a school if the student, on school property or while attending a school-sponsored or school-related activity on or off of school property:

(1) engages in conduct that contains the elements of the offense of unlawfully carrying weapons under Section 46.02, Penal Code, or elements of an offense relating to prohibited weapons under Section 46.05, Penal Code;

(2) engages in conduct that contains the elements of the offense of:

(A) aggravated assault under Section 22.02, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;

(B) arson under Section 28.02, Penal Code;

(C) murder under Section 19.02, Penal Code, capital murder under Section 19.03, Penal Code, or criminal attempt, under Section 15.01, Penal Code, to commit murder or capital murder;

(D) indecency with a child under Section 21.11, Penal Code;

(E) aggravated kidnapping under Section 20.04, Penal Code;

(F) aggravated robbery under Section 29.03, Penal Code;

(G) manslaughter under Section 19.04, Penal Code;

(H) criminally negligent homicide under Section 19.05, Penal Code; or

(I) continuous sexual abuse of young child or disabled individual under Section 21.02, Penal Code; or

(3) engages in conduct specified by Section 37.006(a)(2)(C), if the conduct is punishable as a felony.

(b) A student may be expelled if the student:

(1) engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code;

(2) while on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:

(A) sells, gives, or delivers to another person or possesses, uses, or is under the influence of any amount of:

(i) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;

(ii) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or

(iii) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code;

(B) engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under Sections 485.031 through 485.034, Health and Safety Code;

(C) engages in conduct that contains the elements of an offense under Section 22.01(a)(1), Penal Code, against a school district employee or a volunteer as defined by Section 22.053; or

(D) engages in conduct that contains the elements of the offense of deadly conduct under Section 22.05, Penal Code;

(3) subject to Subsection (d), while within 300 feet of school property, as measured from any point on the school's real property boundary line:

(A) engages in conduct specified by Subsection (a); or

(B) possesses a firearm, as defined by 18 U.S.C. Section 921;

(4) engages in conduct that contains the elements of any offense listed in Subsection (a)(2)(A) or (C) or the offense of aggravated robbery under Section 29.03, Penal Code, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property; or

(5) engages in conduct that contains the elements of the offense of breach of computer security under Section 33.02, Penal Code, if:

(A) the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and

(B) the student knowingly:

(i) alters, damages, or deletes school district property or information; or

(ii) commits a breach of any other computer, computer network, or computer system.

(c) A student may be expelled if the student, while placed in a disciplinary alternative education program, engages in documented serious misbehavior while on the program campus despite documented behavioral interventions. For purposes of this subsection, "serious misbehavior" means:

(1) deliberate violent behavior that poses a direct threat to the health or safety of others;

(2) extortion, meaning the gaining of money or other property by force or threat;

(3) conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or

(4) conduct that constitutes the offense of:

(A) public lewdness under Section 21.07, Penal Code;

(B) indecent exposure under Section 21.08, Penal Code;

(C) criminal mischief under Section 28.03, Penal Code;

(D) personal hazing under Section 37.152; or

(E) harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

(d) A student shall be expelled if the student engages in conduct that contains the elements of any offense listed in Subsection (a), and may be expelled if the student engages in conduct that contains the elements of any offense listed in Subsection (b)(2)(C), against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school district, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

(e) In accordance with 20 U.S.C. Section 7151, a local educational agency, including a school district, home-rule school district, or open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school. The student must be expelled from the student's regular campus for a period of at least one year, except that:

(1) the superintendent or other chief administrative officer of the school district or of the other local educational agency, as defined by 20 U.S.C. Section 7801, may modify the length of the expulsion in the case of an individual student;

(2) the district or other local educational agency shall provide educational services to an expelled student in a disciplinary alternative education program as provided by Section 37.008 if the student is younger than 10 years of age on the date of expulsion; and

(3) the district or other local educational agency may provide educational services to an expelled student who is 10 years of age or older in a disciplinary alternative education program as provided in Section 37.008.

(f) A student who engages in conduct that contains the elements of the offense of criminal mischief under Section 28.03, Penal Code, may be expelled at the district's discretion if the conduct is punishable as a felony under that section. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.

(g) In addition to any notice required under Article 15.27, Code of Criminal Procedure, a school district shall inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in any violation listed in this section of the student's misconduct. Each educator shall keep the information received under this subsection confidential from any person not entitled to the information under this

subsection, except that the educator may share the information with the student's parent or guardian as provided for by state or federal law. The State Board for Educator Certification may revoke or suspend the certification of an educator who intentionally violates this subsection.

(h) Subject to Subsection (e), notwithstanding any other provision of this section, a student who is younger than 10 years of age may not be expelled for engaging in conduct described by this section.

(i) A student who engages in conduct described by Subsection (a) may be expelled from school by the district in which the student attends school if the student engages in that conduct:

(1) on school property of another district in this state; or

(2) while attending a school-sponsored or school-related activity of a school in another district in this state.

(k) A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs:

(1) at an approved target range facility that is not located on a school campus; and

(2) while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.

(l) Subsection (k) does not authorize a student to bring a firearm on school property to participate in or prepare for a school-sponsored shooting sports competition or a shooting sports educational activity described by that subsection.

In an emergency, the principal or the principal’s designee may order the immediate removal of a student for the following reasons

1. emergency expulsion when people or property are in imminent harm;
2. emergency removal. A student who exhibits certain conditions or behaviors may be removed from the regular classroom, campus, or disciplinary Alternative Education Program. Such conditions may include
    a. being under the influence of alcohol or drugs;
    b. being highly agitated;
    c. suffering from any other condition that temporarily threatens the student’s welfare, other individuals' welfare, or the efficient operation of the school.

CONSEQUENCES

The Board delegates to the administration the authority to expel students.

The principal or other appropriate administrator will schedule a hearing within a reasonable time with the student's parents, the teacher, and the student. The student's parent or guardian will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

1. In-School-Suspension.
2. Out-of-School-Suspension.
3. Disciplinary Alternative Education Program.

A student facing expulsion will be given appropriate due process as required by the federal constitution. The student is entitled to

1. the right to an adult representative or legal counsel, who is not a District employee, who can provide guidance to the student;
2. an opportunity to testify and to present evidence and witnesses in the student's defense; and
3. an opportunity to question the District's witness.

No later than the second school day after the hearing, the Board's designee will deliver to the juvenile court a copy of the order expelling the student and information required by Section 52.04 of the Family Code.

The duration of a student's expulsion will be determined by the Board or designee on a case-by-case basis. The expulsion may not extend beyond the end of the school year unless the conduct directly leading to the expulsion occurred during the final grading period of the school year, in which case the expulsion may extend beyond the end of the current school year but not beyond the end of the first semester of the next school year.

Expelled students are prohibited from being on school grounds or attending school sponsored or school related activities during the period of expulsion.

No district academic credit will be earned for the period of expulsion unless the student is enrolled in a Juvenile Alternative Education Program.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion in a case-by-case basis. The District may provide educational services to the expelled student in a disciplinary Alternative Education Program.

When an emergency expulsion occurs, the student will be given oral notice of the reason for the action. Within a reasonable amount of time after the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of federal law.

A student who is removed for emergency removal will be released to the student's parent, parent's representative, medical providers, or law enforcement authorities. The removal will be limited to no more than five (5) days.

INTERROGATIONS AND SEARCHES

School officials may search a student or a student's property with reasonable or probable cause or the student's free and voluntary consent. However, consent obtained through threat of contacting the police or authorities is not considered to be freely and voluntarily given. Vehicles on school property are also subject to search.

Areas such as lockers, which are owned and jointly controlled by the District, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by District policy or that would lead school officials to reasonably believe that such article(s) or material(s) would cause a substantial disruption on school property or at a school sponsored function.

Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of the student's person, shall be conducted only if probable cause exists to believe that the student possesses contraband.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

POLICE QUESTIONING OF STUDENTS

For police questioning of a student in school, the following guidelines shall apply:

1. before the principal permits the questioning of a student by law enforcement officers, the officer must state the necessity of questioning the student while in school. The questioning officer's name and title shall be obtained and recorded by District officials;
2. the principal shall make reasonable efforts to contact the student's parents;
3. the questioning will take place only in the principal's presence or in the presence of another designated school official or officials.

ARRESTED STUDENTS

If a district student at school is subjected to arrest or apprehension by a law enforcement officer, the principal shall request to see the summons or warrant and shall deliver the student into the officer's custody. The principal shall immediately notify the parents and the superintendent.

CORPORAL PUNISHMENT

Corporal punishment is permitted in order to preserve an effective educational environment free from disruption. Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and physical, mental, and emotional condition of the student; the type of instrument to be used; the amount of force to be used; and the part of the body to be struck shall be considered before administering any corporal punishment.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the name(s) of witness(es) present, and the date and time of punishment. Disciplinary records shall be made available to parents or the student, whichever is appropriate.

Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines:

1. the student will be told of the reason corporal punishment is being administered;

2. corporal punishment may be administered by the superintendent, principal, or a teacher;
3. the instrument to be used in administering corporal punishment shall be approved by the principal or a designee;
4. when corporal punishment is administered, it shall be done in the presence of one other District professional employee or adult staff member and shall take place in a designated place out of view of other students.

HAZING

Hazing means any intentional, knowing, or reckless act directed against a student by one person alone or acting with others that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes, but is not limited to

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
3. any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in a District school, or that may reasonably be expected to cause a student to leave the organization or the school rather than submit to acts described above.
5. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Students shall have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. No student shall engage in any form of hazing nor shall any student encourage or assist any other person in hazing. Acts of hazing and failure to report known hazing can result in criminal penalties, as well as school discipline.

UNUSUAL CIRCUMSTANCES

Physical restraint: any District employee may, within the scope of the employee's duties, use and apply such physical restraint to a student as that employee reasonably believes is necessary, including the following

1. protecting a person, including the person using physical restraint, from physical injury;
2. obtaining possession of a weapon or other dangerous object;
3. protecting property from serious damage;

4. removing from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measures.

Cooperation with Law Enforcement Agencies: If an officer comes to arrest a student and has a warrant or a summons for that purpose, it is the duty of the school personnel to comply with the orders of the court. Otherwise, law officers wishing to question students on the school premises will be requested to wait until school personnel can notify the parent prior to any interrogation. School personnel shall not require a student to answer an officer's questions.

SEXUAL HARASSMENT

Lovelady ISD believes that every student has the right to attend school and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment. Lovelady ISD considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop the behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct including requests for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher or the principal who is also the Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee. The first conference with the student ordinarily will be held by a person who is of the same gender as the student. The conference will be scheduled and held as soon as possible within five (5) days of the request. The principal will coordinate an appropriate investigation which ordinarily will be completed within ten (10) days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to the person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may request a conference with the superintendent within ten (10) days by following the procedures set forth in Board Policy FNCJ (LOCAL). If the resolution by the superintendent is not satisfactory, the student or parent may present a complaint to the Board, according to policy.

STUDENT, PARENT, AND SCHOOL ACKNOWLEDGEMENT

This handbook and Code of Student Conduct has been written to help you and your child gain the greatest possible educational benefit from their school experience.

To maximize this educational benefit, it is important that every student understands the conduct requirements and be encouraged by his or her parent(s)/guardian(s) to follow the rules and regulations set forth by the district. Please read and discuss with your child the conduct code and those District policies included with it. When you have done so, it is required by law that you sign this form and return

it to the appropriate campus principal within ten (10) days of the issuance of this handbook. Your signature and that of your child will certify that you have received the student handbook which includes the Student Code of Conduct and Policies, that you understand the contents, and that you acknowledge the responsibilities outlined in the book. Failure of the parent(s) or guardian(s) to sign and return this form does not absolve the student(s) from complying with all rules, regulations, and consequences set forth in this handbook.

ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM, TECHNOLOGY EQUIPMENT AND RESOURCES

You are being given access to the District's electronic communications system, equipment and resources. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. With this opportunity comes responsibility and requirements which are outlined in this acceptable use agreement/policy.

Please take note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

It is important that you and your parent/guardian read the District policy, administrative regulations, and agreement form and ask questions if you need help understanding them. Inappropriate system use may result in the loss of the privilege of using this educational and administrative tool.

RULES FOR APPROPRIATE USE

- Your school assigned accounts should be used mainly for educational purposes, but some limited personal use is permitted.
- Always use proper etiquette and good judgement when communicating with your school provided email.
- You may not download or install on any computer within the district without the permission of the Technology Director or Network Administrator.
- You should have no food or beverages in the vicinity of technology equipment to prevent accidental damage
- You understand that the district's equipment, devices, and systems are made available to you as a privilege and affirm to offer no mal-intent to any district resource that may cause intentional damage or alterations. (see consequences for inappropriate use)

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Providing account login information or passwords to another person.
- Borrowing or accessing someone's account without permission.

- Downloading or using copyrighted information without permission from the copyright holder and administrators.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, spam, malicious, or illegal.
- Wasting school resources through improper use of the computer system/network.
- Providing access to data, systems, accounts, and information under your control to unauthorized personnel.
- Gaining unauthorized access to restricted information or resources.
- Intentionally damage school equipment, systems, or property.
- Downloading or installing software on any computer within the district.
- Connecting or installing hardware (including USB Drives and CD/DVDs) on any computer within the district without prior approval from the Teacher/District Employee.

CONSEQUENCES FOR INAPPROPRIATE USE

- Detention
- Limited access
- Suspension/revocation of your access
- Limited access to equipment, the electronic communication system, or other resources
- Suspension/revocation of access to equipment, the electronic communication system, or other resources
- Damages may result in the cost of replacement or repair of technology equipment or technology resources
- Additional disciplinary action as defined by federal, state, and local laws as well as district policies and procedures

DISTANCE LEARNING PHYSICAL PRESENCE WAIVER

Students and Parents must understand that while participating in a distance learning setting their voice, physical presence, and participation in classroom activities will be transmitted via a two-way interactive videoconference connection to one or more distance learning sites. Students and Parents must also understand that their voice and physical presence may be recorded as part of the normal operations of a virtual classroom; participation in these activities is NOT a violation of their personal rights.

RELEASE FOR ELECTRONIC DISPLAY

Denote/Mark Only the items that you DO NOT want your student to participate in.

Descriptions can be found below each item.

_____ my student's work to be published by the district.
- (Description: research papers, projects, or other materials produced)

_____ my student's picture to be published in our school's yearbook.
- (Description: LISD yearbooks are distributed to all faculty and students upon purchase)

_____ my student's picture to be published on our school's website.
- (Description: pictures published to the school website at www.loveladyisd.net)

_____ my student's picture to be published on Social Media and/or external website.
- (Description: pictures published to social media sites such as the school Facebook page or Twitter)

_____ all other personally identifiable information to be published and produced by the district.
- (Description: other forms of identification not covered by the previous categories)

(NOTE: This excludes school email addresses. Students may be assigned a school email at the districts discretion for educational purposes.)

Acceptable Use Agreement

As a student, I understand that my computer use is not private, and that my actions will be monitored and can be traced. I have read the District's electronic communications system policy, distance learning physical presence waiver and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access, other disciplinary actions, or legal actions if necessary.

As a parent/guardian, I confirm that I have read the District's electronic communications system policy, distance learning physical presence waiver and administrative regulations. In consideration for the privilege of my child using the District's electronic communications system, and having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including without limitation, the type of damage identified in the District's policy and administrative regulations. This agreement is valid for the duration of enrollment.

Student Name (Print) _____ **Grade** _____

Student Signature _____**Date** _____

Parent/Guardian Name (Print Please) _____

Entering your name in the signature field above constitutes a legal signature on electronically submitted forms.

Signatures of Parent/Guardian _____ **Date** _____

It is the policy of Lovelady I.S.D. not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational 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.

Es norma de Lovelady I.S.D. no discriminar por motives de raza, color, orgin nacional, sexo o impedlmento, en sus programas, servicios o activdades vocaacionales, tal aomo lo requieren el Titulo VI de la Ley de Derechos Civles de 1964, segun enmienda; el Titulo IX de las Enmiandes en la Educacion, de 1972; y la Seccion 504 de la Ley de Rehabilitacion de 1973, segun enmiend.