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MISSION STATEMENT

The mission of the Lockhart Independent School District is to graduate all its students as citizens who are educated, productive, and self-fulfilling lifelong learners. The school district’s community, parents, trustees, staff, and students will provide a safe, caring, and challenging learning environment in which all students develop to their fullest potential.

The District Improvement Committee, consisting of staff, teachers, parents, citizens, and community leaders, gave recommendations for the policies and procedures of the district-wide and campus discipline plans. Each year the staff receives additional input and recommends modifications to the School Board that are thought to be improvements in making the discipline plan more clear, useful, or updated with changes in the law.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information

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PREFACE

To Students and Parents:

Welcome to school year 2005–2006! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

The Lockhart Independent School District (LISD) Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

Section II—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Lockhart Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and available at each secondary campus office.

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on page 9.

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District's policy manual is available in the school office or online at <http://www.lockhartisd.org>.

SECTION I IMPORTANT INFORMATION FOR PARENTS

This section of the Lockhart ISD Student Handbook includes information on topics of particular interest to you as a parent.

QUICK REFERENCE:

Where to look when you need information about...

- * Parental involvement page 8
- * Report cards/progress reports and conferences page 11
- * State-mandated assessment testing page 12
- * Other standardized testing: College Requirements page 12
- * Medicine at school page 13
- * Psychotropic drugs page 14
- * Student records page 14
- * School Directory Information page 15
- * Student or parent complaints and concerns page 16
- * Release of students from school page 17

PARENTAL INVOLVEMENT

Working Together

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

- * Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- * Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling** on page 22.

- * Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 11.]
- * Becoming a school volunteer. For further information, see policy GKG and contact any campus principal.
- * Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA and **School Health Advisory Council** on page 37.]
- * Any parent may use the Skyward Access program to access their child's grades. Contact Phil McBride, (512) 398 - 0042 for questions.
- * Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

- * Any survey concerning the private information listed above, regardless of funding.

- * School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- * Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

Display of your child's artwork, projects, and other special work products:

As a parent, if you choose that your child's artwork, special projects, photographs and the like not be displayed to the community on the District's Web site, in printed material, by video, or any other method of communication, you must notify the principal in writing.

As a parent, you also have a right:

- * To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- * To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- * To inspect a survey created by a third party before the survey is administered or distributed to your child.
- * To review your child's student records when needed. These records include:
 - * Attendance records,
 - * Test scores,
 - * Grades,
 - * Disciplinary records,
 - * Counseling records,
 - * Psychological records,
 - * Applications for admission,
 - * Health and immunization information,
 - * Other medical records,

- * Teacher and counselor evaluations,
- * Reports of behavioral patterns, and
- * State assessment instruments that have been administered to your child.

[See **Student Records** on page 14.

- * To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - * When it is to be used for school safety;
 - * When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - * When it relates to media coverage of the school.
- * To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- * To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 48 and policy EC.]
- * To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- * To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the fourth week of a nine week grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or

subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 8 for how to schedule a conference.]

Teachers follow grading guidelines approved by the Campus Principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

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

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

STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take state assessment tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects, as well as routine testing and other measures of achievement:

- * Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any assessment test that includes algebra
- * Reading, annually in grades 3–9
- * Writing, including spelling and grammar, in grades 4 and 7
- * English language arts in grade 10
- * Social studies in grades 8 and 10
- * Science in grades 5, 8, and 10 [See note below.]
- * Any other subject and grade required by federal law.

Note: The science assessment test in grade 8 will be administered beginning in the 2006–2007 school year. [See policy EKB.]

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take an assessment test, such as the Texas Higher Education Assessment [THEA] test.)

MEDICINE AT SCHOOL

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

- * Authorized employees, in accordance with policy FFAC, may administer:
 - * Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
 - * Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
 - * Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.
 - * Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- * In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
 - * In accordance with the guidelines developed with the District's medical advisor and
 - * When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

STEROIDS

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

PSYCHOTROPIC DRUGS

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental

health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

“Psychotropic drug” means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance.

[For further information, see policies at FFAC.]

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Lockhart ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- * A student’s name, address, telephone number, and date and place of birth.
- * The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- * The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- * The student’s e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year. [See the acknowledgment form attached to this handbook.]

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

- * The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student.
- * District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- * Various governmental agencies or in response to a subpoena or court order.
- * A school to which a student transfers or in which he or she subsequently enrolls.

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

The District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the District not to release their child's information without prior written consent.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is 201 S. Colorado Street, Lockhart, Texas, 78644.

The address(es) of the principals' offices are:

<i>Carver Kindergarten</i>	<i>Clear Fork Elementary</i>	<i>Navarro Elementary</i>	<i>Plum Creek Elementary</i>	<i>Bluebonnet Elementary</i>
<i>Barbara Bernal</i>	<i>Donna Moore</i>	<i>Susan Masur</i>	<i>Evangelina Orta</i>	<i>Jesus Espinoza</i>
<i>371 Carver</i>	<i>1102 Clearfork</i>	<i>715 Medina</i>	<i>710 Flores</i>	<i>211 S. Mockingbird</i>
<i>Lockhart, TX 78644</i>	<i>Lockhart, TX 78644</i>	<i>Lockhart, TX 78644</i>	<i>Lockhart, TX 78644</i>	<i>Lockhart, TX 78644</i>
<i>(512) 398-0060</i>	<i>(512) 398-450</i>	<i>(512) 398-0690</i>	<i>(512) 398-0570</i>	<i>(512) 398-0900</i>
<i>Lockhart Junior High School</i>	<i>Lockhart Freshman Campus</i>	<i>Lockhart High School</i>	<i>Pride High School</i>	<i>Discipline Management Center</i>
<i>Susan Brooks</i>	<i>John Henk</i>	<i>Larry Ramirez</i>	<i>Patrick Venglar</i>	<i>Ed Sheppard</i>
<i>1015 City Line Road</i>	<i>419 Bois d'Arc</i>	<i>#1 Lion Drive</i>	<i>1503 N. Colorado</i>	<i>520 N. Pecos</i>
<i>Lockhart, TX 78644</i>	<i>Lockhart, TX 78644</i>	<i>Lockhart, TX 78644</i>	<i>Lockhart, TX 78644</i>	<i>Lockhart, TX 78644</i>
<i>(512) 398-0770</i>	<i>(512) 398-0170</i>	<i>(512) 398-0300</i>	<i>(512) 398-0130</i>	<i>(512) 398-0130</i>

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 11, and **Student or Parent Complaints and Concerns** on page 16 for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

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

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office or on the district's website at www.lockhartisd.org.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning. For your protection, you will only be released to individuals on the emergency sheet. ***Identification will be checked.*** A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse

will decide whether or not the student should be sent home and will notify the student's parent.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal or Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Late Arrival to School

A student who is tardy to class, without prior or proper approval, will receive disciplinary action. Repeated instances of tardiness will result in more severe disciplinary action. A student who misses 20 minutes or more of a scheduled class will not be counted present for that class. [See **Attendance for Credit** on page 33.]

Withdrawing from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on advanced placement courses, graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

QUICK REFERENCE:

Where to look when you need help with...

* Advanced Placement Class	page 19
* Academic Records	page 19
* Awards, Letter Jackets, and Honors	page 19
* Class rank/top ten percent/highest ranking student	page 19
* State scholarships and grants	page 20
* Computer resources	page 20
* Correspondence courses	page 22
* Counseling: academic	page 22
* Counseling: personal	page 23
* Credit by exam	page 23
* Dual credit courses/college courses	page 24
* Career and technology programs	page 24
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ADVANCED PLACEMENT CLASSES

Students are encouraged to take the Advanced Placements Instruction offered at Lockhart ISD. These courses are weighted more heavily than regular academic courses and work to increase a students GPA. Please know that a score of “3” or better earns the student college credit for the course.

ACADEMIC RECORDS

The school counselor provides students and their parents’ information regarding academic programs to prepare for higher education and career choices.

AWARDS AND HONORS

Students are eligible for many varied awards for academic success. Certificates and other awards are presented to students during the awards assembly at the end of the school year.

A certificate/award is presented to each student who completes one season in any school-sponsored athletic activity such as football, basketball, volleyball, soccer, softball, baseball, track, golf, or tennis

Letter jackets will be awarded to those students who have not previously received an award jacket and who make either honor roll the first three nine-week grading periods and represent the school in at least four speech, academic, or vocational club contests, including the district competition, during the same year. Letter jackets may be awarded for winning and advancing beyond the district level in specific UIL and vocational club contests. Letter jackets are also awarded for competing in Varsity athletics.

A certificate of recognition may be awarded to students in grades 6-8 in the following areas:

- * Certificates of recognition for perfect or exemplary attendance may be given to those students who meet the campus requirements for outstanding attendance.
- * At LHS and LJHS attendance awards will be given to those students who meet the 90% rule, i.e. in attendance 90% of the time each class is offered.
- * Certificates of honor are given to students who are on the honor roll for each reporting period during the school year.

No letter awards are given to students below grade 9.

Beginning the 2005 – 2006 school year, students in grades 6 – 12 will receive an outstanding attendance award.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

To be eligible for Valedictorian, salutatorian, or Top Ten Scholarship, a student must be enrolled at LHS in both 11th and 12th grades, enrolling no later than the end of the first six weeks of the junior year. The weighted grade point scale summarized below determines rank in class standing at the end of each semester.

Numerical Grade	AP**/Pre-AP	Honors	Regular	Basic
100	6.5	6.0	5.0	4.0
90	5.5	5.0	4.0	3.0
80	4.5	4.0	3.0	2.0
70	3.5	3.0	2.0	1.0

***For information regarding Advanced Placement criteria, see page 19.*

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor or for further information about how to apply and the deadline for application.

[For further information, see policies at EIC.]

STATE SCHOLARSHIPS AND GRANTS

- * Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- * Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ.]

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail privileges using District computers are not private and may be monitored by District staff.

You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement and will be subject to disciplinary action:

- 0. Unauthorized use of copyrighted material, including installing any personal software on district equipment without approval of the Technology Coordinator.
- 0. Posting or distributing threatening, racist, harassing, excessively violent, or obscene material.
- 0. Personal political use to advocate for or against a position or a candidate, except when the activity is to fulfill an assignment for class credit.
- 0. Tampering with anyone else's computer, files, or e-mail.
- 0. Forgery of messages or sending unsolicited junk e-mail.
- 0. Using the computer to violate the student code of conduct.
- 0. Using the computer for commercial activities or commercial gain.
- 0. Advertising for the purchase or sale of any product.
- 0. Any activities or actions identified as "hacking" or "jamming".
- 0. Any form of hardware or software vandalism.

[For additional information, see policy CQ.]

STUDENT INTERNET ACCESS and Acceptable Use Administrative Guidelines

Dear Parent(s) or Guardian(s): The LISD computer network system has a very specific and limited purpose: To enhance the delivery of education.

Your child has an opportunity to participate in the Lockhart Independent School District's electronic communications system(s) and needs your permission to do so. Your child will be able to communicate with other schools, and individuals around the world through the Internet.

The Internet is a network of networks. Through the District's electronic communication system(s), your child will have access to hundreds of databases, libraries, and computer services all over the globe.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in loss of privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. Adults will be monitoring students who are on the Internet. While we have a filtering system in place, it is possible that your child may find areas of adult content or some material you may find objectionable. While the District will take reasonable steps to preclude access to such material and does not encourage such access, it is not possible for us to absolutely prevent such access.

Should a parent/guardian wish to deny Internet access to their child, please contact the school office and request a “Denial of Internet Access” form. The form will be mailed to the parent/guardian, who will complete and return the form to the school office.

Lockhart ISD Internet Disclaimer

The Lockhart Independent School District makes no warranties of any kind, whether expressed or implied, for the services provided over the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that neither individual schools nor the

Lockhart Independent School District controls the content of the information available on these other systems. Some of the information available is controversial and may be offensive to users.

The District will not be responsible for any damages a user suffers, including any financial obligation from unauthorized use of the system for the purchase of products or services. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or services interruptions caused by the District or by the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk.

The Lockhart Independent School District specifically denies any responsibility for the accuracy or quality of information obtained through these services.

Users are expected to abide by common etiquette practices and the guidelines established in the Lockhart Independent School District’s acceptable use policy. Failure to comply with these guidelines may result in loss of access to the Internet.

CORRESPONDENCE COURSES

The District permits high school students to take correspondence courses—courses by mail or via the Internet—for credit toward high school graduation.

A maximum of two (2) credits may be earned through correspondence courses.

[For further information, see policy EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades six (6) through twelve (12) will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school, or pursuit of some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

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

[For more information, refer to policy FFE and FFG (EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction.

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the appropriate grade level counselor no later than 30 days prior to the scheduled testing date. The parent will be responsible for purchasing the test from a university approved by the State Board of Education. The District may choose to give a student in grades 6-12 credit for an academic subject in which the student has received no prior instruction if the student scores 70 percent or above on a criterion-referenced examination for acceleration for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript. [For further information, see policy EEJB.]

Credit Recovery

(Lockhart Junior High School)

Students who do not pass a core class the first semester are given the opportunity to make-up this credit by attending a three week after school session focusing on the particular subject. The student will be given an exam and if he/she passes it, the failing grade for the semester will be replaced with a grade of 70. Credit recovery classes are held during January and February.

(Lockhart High School)

Students who fail a course or courses may be given the opportunity to make up those courses via computer-based instruction or after school sessions focusing on the particular subject. For more information on credit recovery at LHS please consult the counseling department.

DUAL CREDIT COURSES / COLLEGE COURSES

- * Lockhart High School offers college-level classes through a cooperative program with Austin Community College (ACC). Currently, Junior and Senior students are considered to be “Dual Enrollment” students, and are not required to pay any tuition to ACC for taking college-credit courses on a high school campus. However, should ACC decide to charge tuition and/or fees, they will be the responsibility of each student (book expenses may exceed \$200 per semester).
- * Students must meet TSI (THEA) and admission requirements of ACC, either through exemption (TAKS, SAT, ACT) or by taking the THEA or the THEA-equivalent offered by Austin Community College.
- * Dual Credit ACC courses taken during the school day/school year at Lockhart High School are weighted as “honors” for the purposes of class rank. Courses taken outside of the school day/school year will be considered for graduation credit only, and not for class rank or GPA.

For more detailed information about the Dual Enrollment program and what classes are offered contact Trischa Hess, Career Specialist, (512) 398-0300.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in Business Education, Agriculture Science Education, Family and Consumer Science Education, Automotive Technology, Marketing Education, and Health Science Technology.

Lockhart ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For more detailed information about the Career and Technology program and what classes are offered contact Trischa Hess, Career Specialist, (512) 398-0300.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- * A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees—may not participate in extracurricular activities for at least three school weeks.
- * A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- * An ineligible student may practice or rehearse.
- * A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- * A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

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

[For further information, see policies FM and FO.]

GRADE CLASSIFICATION

All students will attend the Lockhart High School Freshman campus for one full year. After the ninth grade, students are classified according to the number of credits earned toward graduation. Students with less than five (5) credits will not be promoted to the Lockhart High School campus.

<u>Credits Earned</u>	<u>Classification</u>
5	Grade 10 (Sophomore)
12	Grade 11 (Junior)
17	Grade 12 (Senior)

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- * In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- * In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.
- * In order to be promoted to grade 9, students enrolled in grade 8 in the 2007–2008 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students in grades 1–8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student’s educational goals and include consideration of the parent’s educational expectations for the student. [For additional information, see the counselor or principal and policy EIF.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The grade 11 exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

The state mandated the current exit-level TAKS test effective for school year 2003–2004; previously students had taken an earlier version of the exit-level test beginning in grade 10 that was known as Texas Assessment of Academic Skills (TAAS). Any student who was scheduled to graduate during the administration of the TAAS exit-level exam will be permitted to take it.

Graduation Programs

The District offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. The counselor can help you decide which program is best for you. [See policy EIF.]

Number of Credits

* Minimum Graduation Plan	24
* Recommended High School Program	25
* Distinguished Achievement Program	26

REQUIRED COURSES/ELECTIVES

SIXTH GRADE CURRICULUM:

Required courses: English Language Arts/Reading, Math, Science, Social Studies, Physical Education

Electives: Band, Crafts, Conversational Spanish, Theater Arts, Choir

SEVENTH GRADE CURRICULUM:

Required courses: English Language Arts/Reading, Math, Science I, Social Studies I, Physical Education, Health, Speech.

Electives: Band, Competitive Athletics, Art, Choir, Theatre Arts, Conversational Spanish, TAG, Technology Applications

EIGHTH GRADE CURRICULUM:

Required courses: English language arts/reading, Math, Science II, Social Studies II, Career Investigations, Keyboarding.

Electives: Band, Competitive Athletics, Art, Choir, Theatre Arts, Conversational Spanish, TAG, Physical Education, Spanish I, Technology Applications II.

LOCKHART HIGH SCHOOL GRADUATION REQUIREMENTS 2005-2006

Subject Area	Minimum	Recommended	Distinguished
English	4 credits (English I, II, III, IV)	4 credits	4 credits
Math	3 credits (including Alg. I & Geometry)	3 credits (including Alg. I & II, Geometry)	3 credits (including Alg. I & II, Geometry)
Science	2 credits	3 credits	3 credits
Social Studies	4 credits (W. Geography, W. History, U.S. History, Government, Economics)	4 credits	4 credits
Health	½ credit	½ credit	½ credit
P.E./ Athletics	1 ½ credits	1 ½ credits	1 ½ credits
Speech	1 credit	1 credit	1 credit
Technology	1 credit (BCIS or equiv.)	1 credit	1 credit
Fine Arts		1 credit	1 credit
Foreign Language		2 credits (same language)	2 credits (same language)
Electives	7 credits	3 credits	4 credits
*Advanced Measure			Any combination of 4

			advanced measures
Total	24 credits	25 credits	26 credits

+++ The above chart reflects the requirements for the incoming Juniors and Seniors of 2004-2005. Due to the adoption of a seven-period day graduation requirements for the incoming Freshman and Sophomores of 2004-2005 will be as follows:

Minimum—24 credits

Recommended—24 credits

Distinguished—25 credits

Please be aware that not all courses are offered at every secondary campus in the District. A student who desires to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

GRADUATION RESTRICTIONS

Only athletics, marching bands (fall semester), and drill team, and R.O.T.C. may be substituted for physical education graduation requirements. The following methods with indicated limits are options for receiving graduation credits. Any combination of these methods is acceptable but no more than a total of 6 credits will be counted toward graduation. Costs incurred in any option are the responsibility of the student.

	LIMITS
Advanced Placement	4 credits
Credit by Examination	2 credits
Correspondence Courses	2 credits
Summer School	4 credits
Night School	2 credits

Prior approval by LHS officials is required for Advanced Placement, Credit by Examination and Correspondence Courses to insure LISD policy adherence.

DISTINGUISHED ACHIEVEMENT PROGRAM

Students must complete the Distinguished Achievement requirements and receive any combination of 4 of the following measures offered at Lockhart High School (example: 4 college courses; 1 PSAT, 2 college courses)

**One (1) Original Research/Projects evaluated by a panel of community professionals.

**Test Data: a score of 3 or above on The College Board Advanced Placement exam.

**College courses with a 3.0 or higher that count for college credit.

**A PSAT score that qualified a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of the College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

Graduation Activities

Graduation activities will include:

- * Graduation practice
- * The Commencement Ceremony
- * All preliminary meetings related to graduation activities

Graduation Expenses

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

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Monica Parks, Co-Op Executive Director of Special Education, (512) 398-0260.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system

for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Monica Parks, co-Op Executive Director of Special Education, (512) 398-0260.

SUMMER SCHOOL

Lockhart ISD offers credit recovery classes and the opportunity for acceleration during the summer months. Credit recovery classes WILL NOT count towards high school GPA or class rank; however, acceleration classes will count toward GPA and class rank at Lockhart High School.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

SECTION III GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

QUICK REFERENCE:

Where to look when you need information about...

* Attendance	page 33
* Driver License Attendance Verification	page 34
* Makeup work	page 34
* Communicable diseases/Conditions	page 36
* Health-related matters	page 37
* Freedom from Discrimination	page 38
* Conduct	page 40
* Disruptions	page 41
* Law enforcement agencies	page 42
* Distribution of published materials or documents	page 43
* Dress and grooming	page 44
* Student fees	page 46
* Fund-raising	page 47
* Immunization	page 47
* Physical examinations/health screenings	page 47
* Pledges of allegiance and a minute of silence	page 48
* Prayer	page 48
* Safety	page 48
* Emergency school-closings information	page 50
* School facilities	page 50
* Searches	page 52
* Transportation	page 53

* Videotaping of students

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* Visitors to the school

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ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Each is discussed in the following sections:

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused (*TEC 25.085*). A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student’s enrollment. The student’s presence on school property thereafter is then unauthorized and may be considered trespass.

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

A school-aged student who deliberately does not attend school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- * Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- * Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered (*TEC 25.092*). A student who attends fewer than 90 percent of the days the class is offered may be referred to the Attendance Review Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

Texas Education Code § 25.087. **EXCUSED ABSENCES.**

(a) A person required to attend school, including a person required to attend school under Section 25.085(e), may be excused for temporary absence resulting from

any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled.

- (b) A school district shall excuse a student from attending school for:
- :observing religious holy days, including traveling for that purpose,
 - :temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment.

A student whose absence is excused under this subsection **may not be penalized** for that absence and shall be counted as if the student attended school for purposes of calculating the average daily attendance of students in the school district. A student whose absence is excused under this subsection shall be allowed a reasonable time to make up school work missed on those days. If the student satisfactorily completes the school work, the day of absence shall be counted as a day of compulsory attendance.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines (*TEC 25.087*):

- * All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- * A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- * In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- * The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- * The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- * The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- * The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

When a student must be absent from school, the student—**upon returning to school**—must bring a note, signed by the parent that describes the reason for the absence. A note

signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus office.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB.]

DAEP/DMC or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP), Discipline Management Center (DMC), In-School Suspension (ISS) or other alternative placement setting during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FEA, FOCA.] Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

A student placed in DAEP or DMC is not allowed on any district campus or school-related event during his/her placement in DAEP/DMC. Students placed in DAEP/DMC also forfeit the privilege of participation in campus specific classes, i.e. Dual Credit, Advanced Placement, etc.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his

or her child has a communicable or contagious disease, the parent should contact the school nurse or principal that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Bacterial Meningitis

State law specifically requires the District to provide the following information:

* What is meningitis?

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

* What are the symptoms?

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

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

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

* How serious is bacterial meningitis?

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

* How is bacterial meningitis spread?

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

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

* How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to 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 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- * Where can you get more information?

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

HEALTH-RELATED MATTERS

School Health Advisory Council

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. For information regarding this program contact Julie Hornberger-Hart, R.N. at (512) 398-0155 or refer to the district website at www.lockhartisd.org. [See also policies BDF and EHAA.]

Other Health-Related Matters

Tobacco Prohibited

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. [See the Student Code of Conduct and policy GKA.]

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the each campus front office. If you have any questions, please contact Maintenance Director, Darrell Hess, (512) 398-0162.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Maintenance Director, Darrell Hess, (512) 398-0162

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

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

In its efforts to promote nondiscrimination, the District makes the following statements:

Lockhart ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- * Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Theresa Ramirez, Asst. Superintendent of Personnel, (512) 398-0053.
- * Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Theresa Ramirez, Asst. Superintendent of Personnel, (512) 398-0053
- * All other concerns: See the Superintendent, Dr. John Hall, 201 S. Colorado Street, Lockhart, Texas 78644.

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- * Liaison for Homeless Children and Youths, who coordinates services for homeless students: Janie Wright, Executive Director of Curriculum, Instruction & Special Programs, (512) 398-0043.
- * Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Janie Wright, Executive Director of Curriculum, Instruction & Special Programs, (512) 398-0043.

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact Monica Parks, Co-Op Executive Director of Special Education, (512) 398-0260.

CONDUCT

Applicability of School Rules

As required by law, the District has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will 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. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Gangs and Gang Activity

A “gang” as defined in this policy is any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for purposes of this policy, a “gang” is a prohibited fraternity, sorority, or society as defined by Texas Education code, Section 37.121. By this policy, the Board of Trustees acts to prohibit the existence of gangs and gang activity.

Students are prohibited from gang involvement or gang activities while at school, on any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement are described as:

0. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other affiliation in any gang.
0. Committing any act or omission, or using, any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in a gang.
0. Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
 - . Soliciting others for membership in any gangs.
 - . Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - . Inciting other students to act with physical violence upon any other person.
 - . Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
 - . Committing any other illegal act or other violation of school district policies.

Students who violate this policy will be subject to disciplinary action that may include suspension, removal to alternative placement, or expulsion.

Public Display of Affection (PDA)

PDA is strictly prohibited in grades 6 – 12. Kissing, hugging, or hand-holding is prohibited.

Social Events

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

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

Disruptions

As identified by law, disruptions include the following:

- * Interferes with the movement of people at an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- * Interferes with an authorized activity by seizing control of all or part of a building.
- * Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- * Uses force, violence, or threats to cause disruption during an assembly.
- * Interferes with the movement of people at an exit or an entrance to District property.
- * Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- * Disrupts classes or other school activities while on District property or on public property that is within 300 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- * Interferes with the transportation of students in District vehicles.

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

Students are not permitted to possess such items as telecommunications devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item.

For safety purposes, the District permits students to possess cell phones. However, cell phones must remain turned off during the instructional day. Unauthorized use of cell

phones during the school day will result in disciplinary action and the cell phone will be confiscated by the administration and returned to a parent.

Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as pagers, in which a third party retains a legal right of ownership, the school may charge for releasing the pager to the third party.

[See policy FNCE.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- * The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- * The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer invokes what the principal considers to be a valid objection.
- * The principal ordinarily will be present unless the interviewer invokes what the principal considers to be a valid objection.
- * The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

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

- * To comply with an order of the juvenile court.
- * To comply with the laws of arrest.
- * By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- * By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- * By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- * To comply with a properly issued directive to take a student into custody.

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person invokes what the principal

considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

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

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper are available to students.

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

Non-school Materials ... from students

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

The principal has designated the library as the location for approved non-school materials to be placed for voluntary viewing by students. See policy FNAA.

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

Non-school Materials ... from others

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

District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the campus principal for specific prior review. The campus principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority. These rules for good grooming have been adopted on the premise that students who dress and groom themselves appropriately and in an acceptable manner are more likely to become constructive members of society. The Dress and Grooming policy applies to all students enrolled in a Lockhart school. Sponsors of co-curricular activities may, at their discretion, establish guides for students involved in such activities that are more stringent.

The teacher has the primary responsibility of enforcing the dress code by counseling and/or informing students who, in the teacher's judgment, are not in compliance with the code for dress and grooming. If the teacher is unsuccessful in gaining student cooperation and conformity to the rules, the teacher will refer the student to the principal's office. In cases of repeat offenders, the principal, or designee, shall notify the parent/guardian and inform them that the student must conform to the rules before returning to regular classes. Students whose parents cannot be contacted will be kept at the school but will not be permitted to attend normal classes until they conform to the code.

The school board stresses that the campus administrators will make final determination regarding areas of the dress code that need on-the-spot interpretations. Parents/Guardians have the primary responsibility for their student's code compliance. Any violator of the dress code who refuses to comply with a teacher/principal directive, will be disciplined for the defiance in addition to the dress code violation.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

All Levels

1. Clothing containing offensive slogans, symbols, gang colors or connotations, and other suggestive or controversial designs that, in the principal's judgment, may reasonably be expected to cause disruption of or interfere with normal school operation is prohibited. (Refer to Gangs and Gang Activity, pg. 39)
2. Clothing advertising alcohol, drugs, tobacco products is prohibited.
3. Startling, unusual, or immodest attire of any sort shall not be permitted. This includes fads in hairdos, clothing, or anything designed to attract attention to the individual or to disrupt the orderly conduct of the classroom or campus.
4. The following are unacceptable as outer wear: spandex pants/shorts; see-through or net clothing; clothing designed with bare midriffs, halters, or bare backs or shoulders (examples may be tank tops, halter tops, sundresses), purposely mutilated clothing, or clothing exposing or intended to expose undergarments. All pants worn below the waist are prohibited.
5. Hats and caps are not to be worn by students inside the campus building or classrooms. When hats are permissible, they must be worn with the brim facing forward.
6. Hair styles should not impair vision in any way.
7. Shoes must be worn at all times.
8. All body piercing is prohibited except for girls' pierced earrings.
9. Any item/article confiscated by school officials will be kept until the last day of school or until a parent/guardian accepts responsibility for it not appearing again on campus.
10. Undergarments will not show.
11. No pajamas or house shoes.
13. Exposed tattoos are prohibited.
14. Students are to wear their Identification tags at all times visible above the waist, including all extracurricular events.

Males

1. Sleeveless shirts designed like an undershirt are not to be worn as outer garments. Boy's shirts must have sleeves.
2. Sideburns are not to extend below the earlobes and must be blocked. Mustaches, goatees, and beards are prohibited. Hair must be neat, clean, and above the shoulders.
3. Males will wear the shirt tucked at all times with the waistband visible.
4. Belts must be worn with all pants that have belt loops.
5. Males are prohibited from wearing make-up or nail polish unless under the direct supervision of a school sponsor.

Females

1. Dresses, skirts, and walking shorts must be of such length as to allow the student to participate in all regular school activities and maintain modesty and dignity. Parents should generally require an inseam of seven (7) inches or more to insure sufficient leg coverage.
2. Pants and shorts must not be too tight and immodest.

STUDENT FEES

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

- * Costs for materials for a class project that the student will keep.
- * Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- * Security deposits.
- * Personal physical education and athletic equipment and apparel.
- * Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- * Voluntarily purchased student accident insurance.
- * Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- * Personal apparel used in extracurricular activities that becomes the property of the student.
- * Parking fees and student identification cards.
- * Fees for lost, damaged, or overdue library books.
- * Fees for lost or damaged textbooks.
- * Fees for driver training courses, if offered.
- * Fees for optional courses offered for credit that require use of facilities not available on District premises.
- * Summer school for courses that are offered tuition-free during the regular school year.
- * A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policy FP.]

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least before the event.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Texas Department of Health Web site: http://www.tdh.state.tx.us/immunize/school_info.htm.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Comprehensive physical examinations are not offered to students of Lockhart ISD. If a comprehensive physical examination is needed parent's are notified and encouraged to take the student to their local family physician or health clinic.

Physical health assessments and screenings are offered through the campus health office. These health assessments and screenings can be defined as an act or series of acts that are useful in identifying a student's health needs at a specific point in time. More specifically, physical health assessments and screenings can be made for minor injuries, minor illness, vision, hearing, spinal, acanthosis nigricans, height, weight, and other health complaints/concerns made by students, parents or teachers.

Contact your campus health office for specific detailed information.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

PRAYER

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

SAFETY

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

- * Avoid conduct that is likely to put the student or other students at risk.
- * Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- * Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- * Know emergency evacuation routes and signals.
- * Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.
- * All students and staff are required to wear ID in clear view above the waist at all times.
- * LJHS and the Freshman Campus are closed campuses; the LHS Campus is closed to all students except seniors. Do not leave campus after arriving in the morning or before getting on the bus in the afternoon. Prompt pickup after school at 3:25 is expected for non-bus riders.
- * To eat lunch off-campus, your parent must sign you out. This permission does not include friends. **Students may sign-out to eat lunch with parents/guardians only.** Students are expected to return on time for the beginning of the next class.
- * We encourage your parents to visit our campus after signing in at the office. **Student visitors are not allowed on the campus.**
- * Car Riders

(Lockhart Junior High)

Drop-off/Pick-up Zone Cars: Driveway by main gym at right hand curb.

* (Freshman Campus)

Drop-off/Pick-up Zone Cars: Pecos Street--NOT in the parking lot in front of Adams Gym

* (Lockhart High School)

Drop-off/Pick-up Zones Cars: Drive in front of the school and at bus run behind 600 wing AFTER the buses have left.

Students must clear campus by 3:35 p.m. unless they are participating in an extracurricular event.

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help meet medical expenses, in the event of injury to their child.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

When conditions of inclement weather, icy roads, or lack of adequate heat exist, the superintendent of schools or his designee will make the official decision as to the closing of a campus, either for a full or part of a day.

The following procedures will be adhered to when campuses are closed:

1. In instances when gas curtailments are experienced or extremely inclement weather conditions prevail, the superintendent of schools shall announce by means of radio if schools will be closed for an entire day or observe a late opening or early dismissal.
2. When it becomes necessary to close campuses, the official announcements will be made on the following radio/television stations: radio - 100.7 FM KASE/KVET and television - Channel 7, KTBC TV.
3. Announcements will be made prior to 6:30 a.m. if possible.
4. Bad Weather hotline number.....398-0005. It is only a recording to give weather-related school news to parents.

SCHOOL FACILITIES

Use By Students Before and After School

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

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the campus front office to apply.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Libraries are available to students on all school campuses. Books may be checked out for a period of two weeks. Books may be rechecked as many times as necessary. Each student is responsible for all materials checked out in his name. Any damage will be assessed proportionately up to and including the price of replacement.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

The Lockhart High School Library is open each Tuesday and Thursday from 3:20-5:20 p.m. to allow students access to materials for research and further study.

Meetings of Non-curriculum-Related Groups

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

Vandalism

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs

Lockhart ISD contracts with a service that periodically brings in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have any other reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will make a reasonable effort to contact a parent and local law enforcement and turn the matter over to the police. **Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly**, they should be very careful about what goes on in any vehicle they drive to school.

Metal Detectors

School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. For further information, see policy FNF.

TRANSPORTATION

School-Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an

exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Phil McBride, (512) 398 – 0042.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- * Follow the driver's directions at all times.
- * Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- * Keep feet, books, band instrument cases, and other objects out of the aisle.
- * Not deface the bus, van, or its equipment.
- * Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- * Be seated while the vehicle is moving.
- * Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. All visitors must produce valid picture identification. Anyone who cannot produce valid picture identification may not be allowed into the school building. All visitors are asked to wear the Visitor ID tag on their person visible at all times.

Visits during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. The principal has the authority to prohibit anyone from entering the campus.

Visitors Participating in Special Programs for Students

On High School Career Day, the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as directory information, unless the student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a Disciplinary Alternative Education Program (DAEP), ISS removes the student from the regular classroom.

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides information for parents and opportunities for "opting" their students out of certain activities or surveys.

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined

by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to the second of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

Alternate assessment tests, developed by the state, may be given to students in special education and students identified as limited English proficient.

Student Code of Conduct, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

UIL refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDIX I

ACKNOWLEDGMENT FORM

My child and I have received a copy of the Lockhart Independent School District Student Handbook (and the Student Code of Conduct) for 2005–2006. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year.

Directory information includes my child’s:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address.

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: _____ Grade _____

Signature of student: _____

Signature of parent: _____

Date: _____

APPENDIX II ACKNOWLEDGMENT FORM

My child and I have received a copy of the Lockhart Independent School District Student Handbook Amendment.

Print name of student: _____ Grade _____

Signature of student: _____

Signature of parent: _____

Date: _____

APPENDIX III CONSENT/OPT-OUT FORM

To the Parents of _____:

The District is required by federal law to notify you and obtain your consent or denial (opt-out) for your child to participate in certain school activities. The activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as "protected information surveys."

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Student Name (Print) _____

Grade _____

Parent's signature _____

Date: On or about _____

Grades: 5 and 6

Activity: ABC Survey of At-Risk Behaviors

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family makeup, the relationship between parents and children, and use of alcohol and drugs at home.

Consent *[include this paragraph for USDE funded, protected information surveys only]*: A parent must sign and return the attached consent form no later than [date] so that your child may participate in this survey.

Opt-out *[include this paragraph for any non-USDE funded, protected information survey]*: Contact *the campus principal* at no later than *10 days after the first day of school* if you do not want your child to participate in this activity.

Student Name (Print) _____

Grade _____

Parent's signature _____

Date: 2005–2006 School Year

Grades: 9–12

Activity: Student-Based Commercial Services

Summary: Lockhart Independent School District collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, telephone listings, and Social Security numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Consent: A parent must sign and return the attached consent form no later than *10 days after the first day of school* so that your child may participate in this activity.

Student Name (Print) _____

Grade _____

Parent's signature _____

Please return this form no later than [date] to your child's campus.