

LINDALE JUNIOR HIGH SCHOOL PARENT/STUDENT HANDBOOK 2016-2017

PREFACE

This student handbook contains both required and useful information for students and parents. Because it cannot be personal, students are addressed as "the student", "students" or "children". Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

Students and parents also need to be familiar with the Lindale ISD Student Code of Conduct. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety.

ADMISSION

All students who have a legal residence within the Lindale School District and who meet the age and immunization requirements established by the State of Texas are eligible to attend the Lindale Public School free of tuition charge.

If a child is less than 18 years of age on or before September 1 of the year for which admission is sought, and resides separate and apart from parents, guardian, or other persons having lawful control of the child under order of court, it must be established that the child's presence in the school district is not for the primary reasons of participating in extracurricular activities. It shall be the responsibility of the Lindale ISD Board of Trustees to make such determinations.

Admission will be granted to eligible students desiring enrollment in Lindale Junior High School. Prior to actual enrollment they will be required to:

1. Show proof of withdrawal with clear records from the previous school, including an immunization record.
2. Complete an enrollment data form
3. Complete a course selections sheet requiring a parent signature if the student is under 18.
4. Show proof of residency - 911 address (utility bill, etc.)
5. Present a copy of a birth certificate

The Lindale Independent School District shall not permit, make arrangements for, or give support of any kind to, student transfers when the cumulative effect would be to reduce or impede desegregation or to reinforce, renew, or encourage the continuation of acts and practices resulting in discriminatory treatment of student on the grounds of race, color, or national origin.

The District shall accept student transfers of students to be enrolled in Special Education classes pursuant to the State plan for Special Education, provided that the particular class or classes in which the student is to be enrolled are not available in the student's district or districts.

The District may accept any hardship transfer provided it has the approval of the Superintendent of Schools, or his designated representative.

Students moving into the district from accredited schools shall be placed in grades or classes consistent with their placement in the sending school. A student entering the Lindale Schools from an unaccredited public or private school shall be placed at the grade level determined by the administration to be the most appropriate for that particular student. If satisfactory progress is not shown after a reasonable length of time, the student may be reassigned to a lower grade.

A student desiring to enroll in the Lindale Schools while under suspension or expulsion from another school shall be refused admission until said suspension or expulsion has terminated or been lifted by the sending school.

ANNOUNCEMENTS

Students are asked to be attentive during all announcements. Students will be held responsible for the information given as announcements. Students having items to be announced should give a written copy to the secretary prior to 8:00 a.m. The copy is to be dated and signed by the student and the appropriate teacher. Proper approval must be obtained from the principal. Announcements must pertain to school activities.

ASBESTOS

Information concerning the District's Asbestos Management Plan is available at the administration building.

ASSEMBLIES

A student's conduct in assemblies must meet the same standards as in the classroom. A student who is tardy or who engages in inappropriate conduct during an assembly will be subject to disciplinary action.

ATTENDANCE

In Texas, a child between the ages of 6 and 18 (depending on when the child's birthday falls) is required to attend school unless otherwise exempted by law. School employees investigate and report violation of the state compulsory attendance law.

To receive credit in a class, a student must be in attendance for at least 90% of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than 90% of the days the class is offered shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances.

The parent or guardian should call the campus office between 7:30 a.m. and 10 a.m. the day of a student's absence, or a student must bring a note signed by the parent describing the reason for the absence. This allows LISD to know that the student is not truant. This does not, however, excuse the student's absence. A doctor's note or court documents are the only acceptable excuses for an absence. If the student is 18 or older or has

been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian.

If work is made up or completed as required by the attendance committee, the District will accept the following as extenuating circumstances for the purpose of granting credit for a class:

1. Board-approved extracurricular activity or public performance, subject to established limitations
2. Required screening, diagnosis, and treatment for Medicaid-eligible students
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment
4. Juvenile court proceeding documented by a probation officer
5. Absence required by state or local welfare authorities
6. Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, illness or death in the immediate family

If the attendance committee finds that there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the District's Board of Trustees by completing a written request to the Superintendent.

The District shall provide the following alternative ways for students to make up work or regain credit lost because of absences:

1. Complete additional assignments, as specified by the committee.
2. Satisfy time-on-task requirements before and/or after school.
3. Attend tutorial sessions as scheduled.
4. Attend Saturday School.

Students who have been absent for any reason are encouraged to make up the work they missed within the time given by the teacher. Failure to make up work may result in academic penalties. All work must be done before the end of a grading period. It is the student's responsibility to confer with the teachers about make-up work.

A student late to class is tardy and will be subject to disciplinary action.

No student shall leave school during the day without signing out in the main school office. Students who are absent from school or from any class without permission, including required tutorials, will be considered truant and will be subject to disciplinary action.

A student who must leave school during the day must be signed out by the parent/guardian. Students who become ill during the school day should, with the teacher's permission, report to the school nurse, or to the office. The nurse, or secretary, will decide whether or not the student should be sent home and will notify the student's parent.

Late to School Policy- Any student late to school must check in to the front office in order to receive a tardy permit to class when arriving to school after 7:55. Any student who is late to school a fourth time during the semester will be referred to the assistant principal, and the parent will be contacted. On the fifth late to school tardy and every first period tardy thereafter, student will receive a consequence in accordance with the campus discipline plan.

Saturday School: Students will be given the opportunity to make up excessive absences by attending Saturday School. Every day of excessive absences will require a day of Saturday School if class credit is to be received. Saturday School dates will be determined by the school principal. Classes are held from 8 A.M. to 12 P.M. The school will serve as an alternative resource for those students who have not completed their school work, for those who are in danger of losing credit due to excessive absences, for retesting, and as an alternative for disciplinary action prior to suspension.

A student who attends a Saturday class must be present during the entire session to receive alternative time credit. A student will not be admitted to the class late.

Students who attend a Saturday class are required to bring assignments on which to work during the complete session. All school rules and regulations apply to student behavior and a student who violates one or more of these standards will be removed from class and no credit will be awarded for the time spent that day. Students will not be allowed time which is not related to school work.

Saturday School Student Responsibilities

1. Be in the assigned classroom and in your seat before the assigned time of 8 a.m.
2. If you are assigned to make up work or to retest, you must be prepared with materials when you arrive.
3. If you are assigned to Saturday School because of non-attendance or for disciplinary reasons, you must bring a sufficient amount of school-related materials to keep you busy the entire time or work will be 4 furnished, and you will not be allowed to leave until noon or afterwards when you have finished the work. Additional work may be assigned if students do not stay busy working on acceptable assignments. The finished work must be approved by the Saturday School teacher.
4. You will be allowed to go to the restroom if necessary. Excessive time away from your work will be added on to your assigned time.
5. You will not be allowed to talk or sleep during Saturday School. You will receive one (1) warning; a second violation will result in your being sent home and the time spent in Saturday School will not count. Additional time may be added by the principal for violation of rules.
6. You will be responsible for following the directives given to you by the Saturday School teacher. If you fail to follow directions or talk back you will be sent home with no credit for time spent. Additional time may be assigned by the principal for violation of rules.
7. If you are late to Saturday School, you will not be allowed to stay.
8. No food, drinks, candy, or gum will be allowed.
9. The dress code will be the same as for any regular school day and will be strictly enforced.

ARTICLES PROHIBITED IN SCHOOL

Items brought to school such as CD players, cell phones, pagers, laser pointers, toy guns, water guns, water balloons, bean shooters, sling shots, knives, radios, tape players, pagers, etc., will be taken up and returned to the parent at his/her request. Cameras, jam-boxes, or other items of value are prohibited to thwart theft. Radios, record players, tape players, tape recorders, or television sets needed in class projects may be brought to school with administrative approval.

BICYCLES

Bicycles are to be parked and locked in the designated area east of the building. Students are urged and cautioned to observe all traffic regulations in the operation of these vehicles. Bicycles are not to be used except as transportation to and from school.

BULLYING POLICY

Bullying defined by TEC 37.001. FO Legal occurs when a student or group of students engages in written or verbal expressions or physical conduct that:

1. will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Harassment: any physical or verbal abuse of a person because of his/her race, religion, age, gender, disability or any other legally protected status. Harassment can further be clarified as any conduct that creates significant anguish to another person, with the intent to bother, scare or emotionally abuse him/her. Federal and state harassment laws have further outlined what does or does not constitute harassment for various situations.

As a campus, we embody a culture of respect and civility. Our staff maintains a professional and positive rapport with our students as we are conscientious of our students' behavior on a daily basis through various means.

- Consistent visibility by principals, counselors, staff, and resource officers
- Most courses are grouped by grade levels which ensure age-appropriate material and classroom management
- Involvement and programs through student organizations
- Support for students from outside agencies
- Efficient electronic referral system for teachers to counselors

All campus instructional staff and students will be trained in the appropriate and effective method of reporting an incident of bullying, intimidation, and/or harassment as follows:

- Students may report any incident to any staff member. It can be reported either verbally or written.
- Parents may report an incident on their student's behalf by contacting the Principal, Assistant Principal, School Resource Officer, or School Counselor.
- Any staff member receiving a report or observing an incident will refer the report to the campus principal or their designee by the specified electronic system.
- Involved individuals will be asked to complete a written confidential Student Report Form.
- Investigation of each incident will be done by appropriate school personnel.
- Appropriate consequences will be assigned ranging from verbal discussion and clarification to disciplinary actions as specified in the Student Discipline Plan.

CAFETERIA

1. Students are expected to deposit all their lunch litter in wastebaskets and return trays and utensils to the designated spot after eating.
2. Students will be responsible for their behavior and must answer to the teachers or aides as if they were in the classroom. Misbehavior in the lunchroom will be dealt with severely.

3. No food, drinks, paper products, bottles, cans, etc. are permitted outside of the lunchroom.
4. Excessive noise will not be permitted while in the cafeteria. Students may talk quietly and everything should be kept orderly.

CHANGE OF ADDRESS

Inform the office of any address or phone changes so we may change all pertinent school records.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in quest. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. **When paying by check you authorize checks returned unpaid and the state allowed fee to be recovered electronically or by draft.**

Alternative forms of payment may be used instead of a check payment (cash or online payment in some instances).

CLOSED CAMPUS

All campuses of the Lindale ISD are closed. After arriving on campus during a school day, students must remain on campus for the duration of the school day unless they are checked out of school through the office by their parent/guardian. Students who leave campus without permission or properly being signed out will be held accountable and subject to disciplinary actions.

CLUBS AND ORGANIZATIONS

All clubs and organizations must be sponsored by a faculty member. All organizations must be justified on the basis of a worthwhile contribution to the educational program of the school. There shall be no secret societies in the Lindale Schools. No organizations which are social or fraternal in nature or are discriminatory in membership selection are permitted. Student clubs and performing groups such as the band and athletic teams may establish rules of conduct, and 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 school shall apply in addition to any consequences specified by the organization.

Clubs and organizations at Lindale Junior High School include:

Student Council - The Student Council is a position of honor and of service, designed to improve the quality of Lindale Junior High School. The purpose of the LJH Student Council is to promote school spirit and to improve communication between administration/faculty and students. The Council is composed of representatives from each advisory group. Student Council members are expected to maintain high standards of citizenship, as well as academic achievement. Members may be removed for misconduct or failure to maintain the required grade average.

Peer Helpers - A Peer Helper is one who serves his/her school. He/she needs to be a caring, friendly person who is willing to go beyond the call of duty to make others feel special. Peer Helpers are expected to maintain high standards of citizenship, and a member may be removed for misconduct or failure to maintain the required grade average. Active participation is required so please take into consideration all the activities that may take time away from your studies.

Cheerleaders - There will be 10 cheerleaders and 1 mascot elected. All will be 8th grade students. In order to try out, a student must have passed all classes with a 70 average during the six weeks period prior to try-outs, and must maintain a 70 average if elected. Cheerleaders will cheer at all home 8th grade "A" and "B" team football games.

Junior Builders Club – Key Club – Students who are focused on community service projects and helping others in the area. Members will meet regularly and will have a Kiwanis Club sponsor as well as a school sponsor.

Science Club – Club members will focus on their mutual interest in science. They will work with projects and talk about possible future science careers.

Art Club – Students who enjoy artistic expression and making art forms. Club members will meet and make art projects, as well as involve others in the community.

COMPUTER ACCESS – ACCEPTABLE USE and CODE OF CONDUCT

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as TENET or the Internet.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers [either their own or another person's]; or using the network in a way that would disrupt use by others.

COUNSELING

A school counselor may be able to help students with a wide range of personal concerns. The counselor is familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should check with the office to make an appointment.

CREDIT BY EXAMINATION

If you plan to take an examination for acceleration, you (or your parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test purchased by the parent from a State Board-approved university. For further information, see EEJB.

DANCES

Dances are designed for Lindale Junior High School students only. A student cannot leave and return to a dance unless accompanied by a parent or chaperone. The rules of good conduct and grooming shall be observed for social events. All students are subject to rules and regulations of Lindale Independent School District.

DETENTION

Detentions are used as a disciplinary measure whenever it is deemed necessary by the administration. Should the administrator or teacher elect detention as a punishment of a student for an infraction:

1. Detention may be assigned according to the discretion of the school administrator or at the suggestion of the classroom teacher. The principal, however, will have the final decision as to the length of the detention.
2. Detention will be assigned for a certain day after the infraction occurs, so that students may make arrangements.
3. Detention will be assigned after school on Thursday afternoons and Friday mornings. On Thursdays it will begin at 3:20 and end at 3:50 P.M. On Fridays, it will begin at 7:25 and end at 7:55 A.M/
4. Detention will require that a constructive activity be done. If the activity is not completed or assignment not completed, disciplinary measures may be taken.

DISMISSAL FROM CLASS

The ringing of the bell does not dismiss you from class. Stay in your seat until the teacher indicates that you may leave. Students are not to congregate around the door waiting for class to end. Remain in you seats!

DISRUPTIONS BY STUDENTS OR OTHERS

Disruption of classes or any school activities by a student or other is prohibited and is subject to disciplinary action and/or referral for criminal prosecution.

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, block of entrances, threatening force, etc. Any LJH student who inspires or participates in a demonstration, protest, or other actions designed to be disruptive of normal school operations will automatically be suspended from school for three days. Parents will be required to return with each student before he/she can be reinstated.

DISTRIBUTION OF MATERIAL

School publications distributed to students include the student newspaper and the yearbook. All school publications are under the supervision of the teacher, sponsor, and principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and must be in accordance with campus regulations.

All such material over which the District does not exercise editorial control and that is intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

DRESS CODE

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Only the type of dress and grooming that lends itself to the very best possible learning situation for the student body will be permitted. Student dress and grooming that are not conducive to the ultimate in student decorum and discipline will not be permitted. The principal is responsible for administering the dress and grooming code on his or her campus.

All Students:

1. Are to button shirts and blouses from the first button below the collar downward.
2. The length of shorts must be within three inches from the top of the knee cap. Students may wear athletic shorts; shorts must be within 3 inches from the top of the knee cap. All shorts must be hemmed, tight shorts and bike shorts are not allowed. Boxer shorts are not allowed to be visible.
3. Clothing or accessories may not represent alcoholic beverages, tobacco products, illicit drugs, vulgar slogans or pictures, suggestive comments or pictures, references to death or violence, or any musical singer, band, group or reference.
4. Are prohibited from wearing clothing that is sheer or "see-through" without proper undergarments being worn, such as slips for girls and undershirts for boys.
5. May not bring sunglasses, caps, hats, headbands, or other head coverings into the academic building.
6. Are prohibited from wearing clothing that exposes a bare midriff when both arms are raised.
7. Are prohibited from wearing chains, including wallet chains.
8. Are prohibited from wearing any clothing that is cut, torn, frayed or that has holes. Pants and jeans that are excessively worn at the bottom must be neatly hemmed or cut so that there are not any excessive frays.
9. Are prohibited from wearing big, baggy pants. Pants must be worn at the true waist.
10. Are prohibited from using exaggerated makeup or hair colors.
11. Are to wear appropriate footwear (no house shoes).
12. Are to wear appropriate undergarments.
13. Are prohibited from having tongue rings or any visible body piercings.
14. Are prohibited from having any exposed tattoos.
15. No gang related clothing or graffiti is allowed anywhere at school.
16. No head coverings unless approved by the office.

17. May not wear contact lenses that by their design or color disrupt the learning process. Or any other accessory that disrupts the educational setting.
18. Are prohibited from wearing pajamas.
19. Plaited hair can not contain any beads or plastic material.
20. Writing on hands, arms, and body in anyway is not permitted.
21. Are prohibited from wearing sweat bands or rubber bands. No more than two bracelets per arm are allowed.
22. All items of clothing or accessories must be worn in the manner in which they were designed to be worn.

Female Students:

1. May not wear low-neck blouses.
2. Skirts, shorts, or dresses must extend within 3 inches from the top of the knee cap.
3. May wear leggings/jeggings as long as leggings/jeggings are worn with a dress/skirt/skort that is dress code length (3 inches from the top of the knee cap) over the leggings/jeggings.
4. Are to keep hair well groomed.
5. Shirt straps must be at least 3 inches in width.
6. May wear earrings that are not distracting.

Male Students:

1. May not wear tank tops, like apparel or shirts with sleeves cut or torn out. All sleeves must have a hem.
2. Are to keep hair neatly cut and well groomed. In the back, the hair shall not extend past one inch from the top of the collar of a dress shirt. It should not extend below the bottom of the ears and is to be kept out of the eyes. Hair is not to be pony-tailed or cut in any fashion that is disruptive to the educational process.
3. Are prohibited from having any facial hair.
4. May not wear any type of ear adornment.
5. Sideburns are not to extend below the earlobe.
6. May not wear painted fingernails nor wear facial makeup.

NOTE: In the event a student wears inappropriate apparel and does not have a change of clothing on campus, a parent will be called to provide proper clothing. If that is not possible, the student can attend OCI for the day or change into clothes that the school may have. Students will not be allowed to leave campus to change clothes.

Sponsors of various school organizations and activities such as band, athletics, debate, etc., may set dress and grooming standards in excess of those required by the academic school unit provided they have prior approval of the principal of the school unit involved and the Superintendent of Schools.

DRILLS - FIRE, TORNADO, OTHER EMERGENCY DRILLS

Fire Drills - Bells will signal that each class will move quickly and orderly to the designated exit for the classroom occupied at that time. Bells will be used to signal all clear. Students should return to class quickly and orderly.

Emergency Drills are necessary for such times as during tornado or severe storm warnings. At the sound of emergency bells, teachers will take their classes quietly and orderly to the assigned area for the classroom occupied at that time. Students are to sit in "fetal position" as close as possible to the solid, inside walls in the assigned areas. They should face the wall and have a book over their heads. Bells will signal "all clear", and students should then return to class quietly and orderly.

Students should always remain quiet during any type of emergency or fire drill.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age(*eligible students*) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the Lindale Independent School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent, or eligible student, of the time and place where the records may be inspected.

(2) The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Lindale Independent School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request the Lindale Independent School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
Washington, D.C. 20202-4605
600 Independence Avenue, SW

FERPA allows the Lindale Independent School District to disclose “directory information” without parent or eligible student consent. The disclosure of directory information may include disclosure in a school or class directory, a program for an extracurricular event, or on a badge which students are required to wear or exhibit during the school day and extracurricular activities.

The Lindale Independent School District has identified the following and similar personally identifiable information as *directory information*: name, address, telephone number, classification, dates of attendance in the schools of the District, height and weight for student’s involved in athletics or similar extracurricular programs, honors received, most recent previous education institution, extracurricular activities in which the student is involve, and photographs. A parent or an eligible student may object to any of these items as directory information. If a parent or eligible student chooses to object to any or all of the items as directory information, such person must notify Lindale Independent School District in writing of the items which should not be designated as directory information of that student. The District must receive any objection to an item of directory information within 10 days of receipt of this notice.

FERPA (Spanish Translation)

Los Derechos Educativos Familiares y Acto de Privacidad (FERPA) se permite a los padres y los estudiantes de más de 18 años de edad(estudiante elegible) ciertos derechos con respecto a los archivos de educación de estudiante. Estos son:

1) El derecho para inspeccionar y revisar la educación del estudiante dentro de 45 días que el Distrito Escolar Independiente de Lindale reciba la demanda de acceso.

Padres o estudiantes elegibles deben someter at principal escolar una demanda escrita que identifica el archive que desean inspeccionar. El principal hara arreglos para el acceso y notificará al padre o estudiante elegible del tiempo y lugar dónde los archivos pueden inspeccionarse.

2) El derecho para pedir una anmendadura de los archivos de educación del estudiante que el padre o el estudiante elegible creen es inexacto o engañoso. Padres o estudiantes elegibles pueden preguntar al Distrito Escolar Independiente de Lindale para enmendar un

registro que ellos crean es inexacto o engañoso. Ellos deben escribirle al principal escolar y claramente identificar la parte del registro que ellos quieren cambiar y especificar porque es inexacto o engañoso.

Si el Distrito decide no amendar el registro pedido por el padre o el estudiante elegible, el Distrito notificara al padre o al estudiante elegible de la decisión y los aconsejará de sus derechos a una audiencia con respecto a la demanda para la enmienda.

Información adicional con respecto a los procedimientos de la audiencia al padre o al estudiante elegible cuando se notifique del derecho a la audiencia.

3) El derecho para consentir al acceso de información personal identificable contenida en el archivo de educación del estudiante, excepto a la magnitud que FERPA autoriza descubrir sin el consentimiento.

Una excepción que permite el acceso de información es para adiestrar a los oficiales con intereses educativos legítimos. Un oficial escolar es una persona empleada por el Distrito como administrador, supervisor, instructor, o miembro de persona de apoyo (incluso salud o personal médico y la unidad personal de la ley); una persona que sirva en la junta escolar, una persona o compañía con quienes el Distrito ha contratado para realizar una tarea especial (como un abogado, auditor, consultante médico o terapeuta) un padre o estudiante sirviendo en un comite oficial, como un disciplinario o en un comité de agravio, o ayudando a otro oficial escolar para asistir en sus tareas.

Un oficial escolar tiene un interés legítimo educativo si el oficial necesita revisar un registro de educación para cumplir con sus responsabilidades profesionales.

Al solicitar, al Distrito Escolar Independiente de Lindale puede dar acceso a un registro de educación sin consentimiento a otros oficiales de otro distrito escolar en el que el estudiante busca intenta inscribirse.

El derecho para archivar una queja con el U.S. Departamento de Educación que involucra casos alegados por el Distrito para obedecer los requisitos de FERPA.

El nombre y dirección de la Oficina que administra FERPA es:

Family Policy Compliance Office
U.S. Department of Education
Washington, D.C. 20202-4605
600 Independence Avenue, SW

FERPA le permite al Distrito Escolar de Lindale para acceso de “información del directorio” sin el consentimiento del padre o el estudiante elegible. El acceso de información del directorio puede incluir en una escuela , directorio de la clase, un programa para un evento extracurricular, o en una insignia que se exigen a los estudiantes llevar o exhibir durante el día escolar y las actividades estra-curriculares. El Distrito Escolar Independiente de Lindale ha identificado lo siguiente y la información personal identificable similar como “ información del directorio”: nombre, dirección, número de teléfono, clasificación, fecha de asistencia en las escuelas del Distrito, altura y peso del estudiante involucrado en atletismo o programas extracurriculares similares, honores recibidos más recientes, instituciones de educación anterior, actividades

extracurriculares en la que el estudiante esta involucrado y fotografias. El padre o el estudiante elegible pueden oponerse a cualquiera de estos datos de información del directorio. Si un padre o estudiante escoge oponerse a cualquier o a todos los datos de información del directorio tal persona debe notificar por escrito al Distrito de información del directorio de los datos que no deben estar en la información del directorio para el estudiante. Cualquier objeción o datos de información del directorio debe ser recibida dentro dentro de 10 días de cuando se ha recibido esta noticia.

GRADING PROCEDURES

Lindale Junior High School uses the numerical system of grading.

The lowest passing grade is 70, and the highest passing grade is 100.

90-100 = A

80-89 = B

70-79 = C

Below 70 is failing

Six Weeks Grades:

1. Daily work and assignments = 50%
2. Tests and special projects = 50%

Semester Grades

Grading procedures for semester grades are as follows:

1. First six weeks grade = 2/7
2. Second six weeks grade = 2/7
3. Third six weeks grade = 2/7
4. Semester examination = 1/7

Conduct Grades:

In addition to an academic grade, a conduct grade will be given in each subject area. It is a "citizenship" grade which takes into account punctuality, self-control, ability to work alone and with others, respect for fellow students, cooperation with teacher and students, etc. - in short, the student's ability and willingness to discipline himself to fit into a group for his betterment and progress, as well as realization and concern for the welfare of others. This grade should be carefully considered by parents, as it is often the first sign of problems to come. If this grade is of concern to you, contact the teacher, principal, or counselor. They will be glad to do all they can to help you remedy the situation.

GRIEVANCE PROCEDURES

Students of the Lindale Independent School District who seek relief from policies, procedures, or administrative decisions which in their opinion impose personal hardships, unreasonable inconvenience, or other unsatisfactory conditions, shall adhere to the following appeal procedures:

1. The initial complaint shall always be to the classroom teacher.
2. The first level of appeal shall always be to the principal in charge if related to a specific school unit. The student who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew, or should have known, of the event or series of events causing the complaint.

2. If satisfactory relief is not attained, the decision of the principal may be appealed to the Superintendent of Schools or his designate. The request for a hearing before the School Superintendent shall be made within ten days of the conference with the principal, shall be in writing, shall state the pertinent facts of the case, and shall be signed by the parent or guardian of the appealing student. The Superintendent of Schools shall notify the parent or guardian of the date, time, and place of the scheduled hearing.

3. An appeal of the decision of the School Superintendent shall be to the Board of Trustees. The request for a hearing before the Board of Trustees shall be in writing, shall include the pertinent facts of the case, shall be addressed to the Superintendent of Schools, and shall be signed by the parent or guardian of the appealing student. The Superintendent of Schools shall notify the parent or guardian of the date, time, and place of the scheduled hearing.

4. Appeals of the decisions of the Board of Trustees shall be in accordance with appropriate statutes of the State of Texas. A student and/or parent with a complaint regarding possible discrimination on the basis of sex, in any school program, should contact the Superintendent at 881-4000. A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education, or a complaint about the District's programs and services available to the student, should be brought to the Superintendent at 881-4000.

HOMEWORK

Home study is a necessary part of each student's educational program. Each student will be expected to spend an adequate amount of time daily per class, in addition to his/her regular scheduled class instruction. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

HONORS

The Honor Roll will be printed at the end of each grading period. Two types of Honor Roll listings are possible to the student:

All A's Honor Roll --- The student must have made a grade of "A" in all subjects. (A=90 or above)

A and/or B Honor Roll -- The student must have made no grades lower than a "B" in any subject. (B=80-89)

The Honor Roll will be taken from the office records at the end of each reporting period.

INSURANCE

General - Texas statutes place the responsibility of providing insurance coverage for children on the parents, not the school district. Therefore, the District shall not provide insurance coverage for students except in special instances and as approved by the Board of Trustees. The District will make student insurance available to students who desire to purchase it through a company selected by the District. Parents are responsible for paying premiums (if coverage is desired) and submitting all claims.

Athletics - The District shall make available insurance coverage for accidental bodily injury sustained by students engaged in interscholastic athletic activities. This shall not be construed to mean that the district guarantees to pay the insurance premiums or the cost of

doctor or hospital bills. Parents shall be offered the opportunity to purchase this and additional insurance to cover a major portion of the remaining cost of accidental injury. The school system shall not assume responsibility for the cost of any injury but will furnish a clearing office for insurance claims under the policy.

LIBRARY RULES

The library is a place in which communication must be done in a quiet manner. When books are checked out, they must be returned upon completion or within two weeks of issuing; Books may be renewed for a one week renewal, and a penalty may be assessed for overdue books. All damaged books and lost books must be paid for by the student who checks them out. Students should not check out books for other students.

LOCKERS

Lockers will be assigned. Use **ONLY** the locker assigned to you. A student found using a locker other than the one assigned to him/her is subject to disciplinary action. All personal items and books, when not in use, are to be kept in lockers. Do **NOT** tamper with another locker.

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. Valuables should not be placed in lockers as the school assumes no responsibility for items taken from the lockers.

LOST AND FOUND

Students who find lost articles are asked to turn them into the office. Students who lose articles are asked to check our "lost and found". Proper identification will be required. Those items remaining after the end of the year will be donated to local charities.

LUNCH

The District participates in the National School Breakfast and Lunch Programs. Students are offered nutritionally balanced breakfast and lunch daily. Free and reduced-priced meals are available based on financial need. Applications are given to each student at the beginning of the year. Applications may also be obtained from the cafeteria or the school office during the year if financial needs change. The district now has a computerized point of sale (POS). Each child has an account that is accessible using their student ID number. Deposits may be made into their account and deductions will be taken as they pass through the cafeteria line. Children are now able to purchase extras such as entrée items, vegetables, drinks, ice cream and milk easily with their accounts. Parents may request a printed copy of account activity at any time by calling the School Nutrition office at 903 882-2836. Deposits may be made at any campus for your child and one check can be written for multiple children at different campuses. Please note on the check, or a piece of paper, the appropriate names and amounts to be deposited into each account. **Prepayment is the fastest method through the lunch line.**

Students are allowed a maximum of two lunches charged in the cafeteria. **Charging is NOT allowed for extra items or breakfast.** Negative balance notices will be sent home weekly. Students who have charges exceeding two days will be given a peanut butter sandwich and milk for lunch. Please help your child keep a positive balance in his/her account. End of the year monies and negative balances will rollover for the next year. Refunds may be requested by contacting the School Nutrition office or a note from the parent to the cashier.

Meal Prices

MEAL Lindale Jr. High

Breakfast \$1.25

Reduced Breakfast .30

Adult Visitor Breakfast \$ 2.00

Lunch \$2.70

Reduced Lunch .40

Adult Visitors \$3.75

MEDICAL INFORMATION

BACTERIAL MENINGITIS

In the fall of 2001 Senate Bill (SB) 31 was signed into law by Governor Perry and requires school districts to provide information relating to Bacterial Meningitis to its students and their parents each school year. Below you will find information on Bacterial Meningitis. If you would like a copy of SB 31, a copy may be obtained on-line at the following address: www.capitol.state.tx.us .

BACTERIAL MENINGITIS

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- *Neisseria meningitidis*—meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

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:

- Severe headache
- High temperature

- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

**In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis?
 Seek prompt medical attention.

Immunizations

All immunizations must be completed before admission/placement in a classroom. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. Children on an ideal schedule as recommended will have received 5 doses of DTP/DTaP vaccines, 4 doses of Polio vaccine, 3 or more doses of Hib vaccine, 3 doses of Hepatitis B vaccine, 2 doses of MMR, 1 dose of Varicella vaccine, 2 doses of Hepatitis A, and PCV7[according to Prevnar schedule] by the time they enter Kindergarten. The following immunizations are required by Texas State Law, Title 25 Health Services, §97.63 of the Texas Administrative Code, and are grouped by age:

IMMUNIZATION DOSES REQUIRED TO START SCHOOL (STUDENTS LESS THAN 5 YEARS OLD)

Diphtheria, Tetanus, Pertussis (DTaP/DTP/DT/Tdap/Td)	4 DOSES-PLUS A BOOSTER AT 4YRS
POLIO	3 DOSES-PLUS A BOOSTER AT 4 YRS
MMR	1 DOSE-PLUS A BOOSTER AT 4 YRS
HIB	3 DOSES-OR 1 HIB AT OR AFTER 15 MONTHS OLD
HEPATITIS B	3 DOSES
VARICELLA (CHICKEN POX)	2 DOSES
HEPATITIS A	2 DOSES
PCV7	SEE PREVNAR SCHEDULE (*Note below)

KINDERGARTEN THRU 12TH GRADE (5 YEARS AND OLDER)

Diphtheria, Tetanus, Pertussis (DTaP/DTP/DT/Tdap/Td)	5 DOSES-UNLESS 4TH DOSE GIVEN AFTER 4TH B-DAY FOR STUDENTS 7 YRS OR OLDER-3 DOSES REQUIRED IF LAST DOSE AFTER 4TH BIRTHDAY) **2011-2012 SCHOOL YEAR-Tdap BOOSTER REQUIRED FOR 7TH GRADE STUDENTS if 5 years since last DTP Vaccine FOR 8TH-12TH GRADE: Tdap BOOSTER REQUIRED When 10 years have passed since Last DTP vaccine (Td acceptable substitute if Tdap medically contraindicated)
POLIO	4 DOSES-UNLESS 3RD DOSE GIVEN AFTER 4TH B-DAY
MEASLES, MUMPS, RUBELLA (MMR)	2 DOSES-1ST DOSE MUST BE ON OR AFTER 1ST B-DAY
HEPATITIS B	3 DOSES
VARICELLA (CHICKEN POX)	1 DOSE-(DOSE MUST BE ON OR AFTER 1ST B-DAY) OR DOCUMENTATION OF HISTORY OF CHICKEN POX

****2011-2012 SCHOOL YEAR-2 DOSES REQUIRED FOR KINDERGARTEN Thru 2nd AND**

7th Thru 9th Grades

(2 Doses required if 1st dose rec'd when student was 13 years old or older)

HEPATITIS A

2 DOSES-(1st DOSE MUST BE ON OR AFTER 1ST B-DAY)

****2011-2012 SCHOOL YEAR-REQUIRED FOR KINDERGARTEN THRU 2nd GRADE ENTRY ONLY**

MENINGOCOCCAL
VACCINE

1 DOSE

****2011-2012 SCHOOL YEAR-REQUIRED FOR**

7TH Thru 9TH GRADE STUDENTS ONLY

A Tuberculosis questionnaire must be completed on all students upon enrollment. All students entering District schools from out of the country shall provide evidence of having received a Tuberculosis (TB) skin test.

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day and year that the vaccination was received must be recorded on all immunization records created or updated after September 1, 1991.

If a student is not immunized for reasons of conscience, including religious beliefs, the parent must submit an original affidavit, received from Austin, within 90 days from the date it was notarized for the form to be valid. Affidavits must be renewed every two years (Please note that those exemptions submitted to the school before March 11, 2004 continue to be valid for the full 5 years). This does not apply in times of emergency or outbreak declared by the commissioner of health or local health authority.

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 would be harmful 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.

Military families: Effective December 30, 2004, a dependent of a person who is on active duty with the armed forces of the United States can be enrolled provisionally for no more than 30 days if he/she transfers from out-of-state and is awaiting the transfer of the immunization records.

COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain illnesses are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal. The diseases include:

Amebiasis, Impetigo, Shigellosis
Campylobacteriosis, Infectious Mononucleosis, Streptococcal Disease
Cryptosporidiosis, Influenza, Scarlet Fever
Chicken Pox (Varicella), Measles (Rubeola), Tuberculosis, Pulmonary
Common cold with fever, Meningitis, Whooping Cough (Pertussis)
Coxsackie Virus (Hand, Foot & Mouth Disease), Mumps

Fever, Pinkeye (Conjunctivitis), Fifth Disease-with fever only
Gastroenteritis Viral, Ringworm of the scalp
Giardiasis, Rubella (German Measles)
Head Lice (Pediculosis), Salmonellosis including Typhoid Fever
Hepatitis A (acute), Hepatitis B, Scabies

The school requires that you not send your student to school with a temperature of 100.4 or greater. Please do not treat your child's temperature with medication to reduce the fever and then send them to school. Also, please exclude your student with a fever until the fever subsides for a whole 24-hour period.

EMERGENCY MEDICAL TREATMENT

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, medications, special medical conditions, etc. Therefore, parents are asked each year to complete an emergency care consent card. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, medicines, etc.). Please contact the school nurse to update information.

HEAD LICE POLICY AND PROCEDURE

Head lice can happen to anyone. It is not a sign of poor health habits or being dirty. Head lice can occur at any age, in any ethnic group, and either sex. It doesn't just happen to "other people". It could happen to your children. Children are naturally affectionate. They share personal things such as caps, helmets, combs, brushes, etc. They forget that in sharing these items they also may share head lice! It is important to learn how to recognize it, how to treat it, and how to prevent it from happening again. Head lice are tiny insects that live in human hair. The eggs are called nits and are attached to the base of individual hairs. The eggs hatch in about seven to ten days, with the new lice reaching maturity in about two weeks. Since head lice multiply rapidly, they should be treated promptly. The life span for the louse is approximately 3 weeks. If separated from the environment of the warm host, the louse cannot survive more than 3 days.

While lice do not jump or fly they can be transmitted in several ways:

1. By playing "head to head"
2. By sharing personal items such as combs, hairbrushes, ribbons, scarves or other head coverings.

It is important to remind your children of the reasons for not sharing these items. Personal cleanliness does not prevent a person from getting head lice.

WHAT YOU SHOULD LOOK FOR: persistent itching of the head and back of the neck can indicate head lice. You should look for infected scratch marks or a rash on the scalp. **MOST IMPORTANT OF ALL:** look for nits attached to individual hairs. Sometimes, small white specks in the hair such as dandruff can be confused with nits. Nits, however, are very difficult to remove while dandruff will brush away easily.

INSTRUCTIONS FOR TREATMENT AND CONTROL OF HEAD LICE AND NITS

1. All children and adults in the immediate household should be examined and if infested, should be treated at the same time.
2. Use a pediculicide shampoo. You might want to ask your doctor or pharmacist for recommendations. Follow directions on the bottle exactly. Do not use home remedies such as flea shampoo or gasoline. These are dangerous and not proven effective.
3. Nit removal is never easy, but remove as many as possible with a special comb available at a pharmacy or provided with the pediculicide. Using Tea Tree Oil in addition to a pediculicide proves very effective in removing nits. Also, it can be used daily without harm.
4. To address this tenacious nuisance, household disinfection should be carried out at the same time as the child's treatment.
 - A. Soak combs and brushes for 1 hour in pediculicide or 5-10 minutes in 120-degree water.
 - B. Wash bedding and clothing in very hot water(120 degrees). Allow time for water to heat between wash loads. Dry 20 minutes in dryer, or press with a hot iron.
 - C. Non-washable items should be dry cleaned or sealed in a plastic bag for one week.
 - D. Vacuum carpets, upholstery, pillows, and mattresses which may have been exposed to head lice.
5. Repeat treatment of the hair in 7 to 10 days (depending on the pediculicide used) to assure that if any nits have hatched, the new lice will be killed before they can lay more eggs.

***NOTE: FAILURE TO DO A SECOND TREATMENT MAY
LEAD TO THE CONTINUATION OF THE LICE INFESTATION.***

6. THERE IS NO NEED TO CUT HAIR.

7. EXCLUSION/READMISSION-Exclude child from school until hair has been properly treated and all new nits removed along with as many old nits as possible. Students returning to school after treatment should be examined by school health personnel before returning to classes, and on a weekly basis for 3 weeks, as long as no reinfestation exists.

MEDICAL TREATMENT FOR STUDENTS

Illness and Accident Procedures- The school in which a minor student is enrolled may consent to medical treatment of that student, provided: (1) the person having the power to consent as otherwise provided by law cannot be contacted, (2) actual notice to the contrary has not been given by that person, (3) written authorization to consent has been received from that person. Family Code 35.01- Consent to medical treatment

under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility administering the treatment. The consent must contain: (1) the name of the student, (2) the name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed, (3) the name of the school official giving consent and his relation to the student, (4) a statement of the nature of the medical treatment to be given, (5) the date on which the treatment is to begin.

MEDICATION AT SCHOOL

Authorized District employees may administer medications in accordance with legal requirements. Medication is recognized as prescription as well as nonprescription drugs and includes, but is not limited to: analgesics, antipyretics, antacids, antibiotics, antihistamines, decongestants, and cough/cold preparations. The school district does not provide medication for students and only medications provided by and requested by a parent/guardian will be administered. To comply with Texas State Law, as well as LISD policies, the following restrictions apply to the taking of medication by students while in school:

1. Medication may be administered to students by a school employee assigned to the task by the building principal.
2. All medicine is to be brought to and kept in the school nurse's office.

Asthmatic or emergency medications that needs to be kept on his/her person **must have a doctor's and parent/legal guardian's written consent** giving the student permission to carry and self medicate.

3. **Prescription and nonprescription medicine must be in the original container. Prescription medicine must be in the original container with the pharmacy label for that student. Pharmacy label date must be current. *No expired medications will be accepted.***
4. If prescription or nonprescription medicine must be given during the school day, it must be accompanied by a note, which includes time and dosage. The note must be signed by a parent or guardian giving authorized school personnel directions for its administration. The medication must be age appropriate. Parent/Guardian consent for each medication is valid for the length of the current school year, unless revoked or a change occurs.
5. Herbal substances or dietary supplements will only be given with a doctor's and parent/legal guardian's written consent, and only if required by the Individualized Education Plan or Section 504 plan of a student with disabilities.
6. Medications that are prescribed to be given **up to three times a day can be given at home**. If there is a clear reason why the school personnel should give the medicine, please have the prescribing physician write an order for the school. Information may be faxed to the school. **Medications prescribed may be given as follows, at home, and can be given with milk and/or bread/crackers if they are labeled to take with food:*

- *Once a day medications should be given in the morning or at bedtime.*
- *Twice a day medications should be given in the morning and at bedtime.*
- *Three times a day medications should be given in the morning, right after school, and at bedtime*

7. A physician's written request is required on all medications that are to be administered for more than 10 consecutive days.
- 8. School personnel will not give any medicine, including Tylenol, unless it is provided by you, in the appropriate manner as stated above.**
9. The District, the Board, and its employees shall be immune from civil liability for damages or injuries resulting from the transportation of medication by a student or the administration of medication to a student under the guidelines of this policy except for acts constituting gross negligence.

Providing protection for students as well as our staff is of utmost importance as we endeavor to administer medication at school. Please feel free to call the nurse on your student's campus if you have any questions. Your cooperation is greatly appreciated.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

Vision, hearing and scoliosis screenings are performed each year, at varied grade levels, as required by law.

FOOD ALLERGIES

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

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

FLU INFORMATION

Flu refers to illnesses caused by a number of different influenza viruses. Flu can cause a range of symptoms and effects, from mild to lethal. Most healthy people recover from the flu without problems, but certain people are at high risk for serious complications. Flu symptoms may include fever, coughing, sore throat, runny or stuffy nose, headaches, body aches, chills and fatigue.

Vaccination is the best protection against contracting the flu. Most people will need just one shot to be protected against both seasonal and H1N1 flu. Health Officials are continuing to encourage people to take the following everyday actions to protect against flu related illness.

- Cover your cough or sneeze with your elbow or a tissue
- Wash your hands for 20 seconds with soap and warm water. Alcohol-based hand cleaners are also effective
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- Stay home if you are sick and consult a physician.

For 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. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

ON CAMPUS INTERVENTION (OCI)

OCI will be used as specified in House Bill 72. OCI will be determined by the principal. Any student who does not follow the guidelines for OCI or who continues to be guilty of incorrigible conduct will be subject to expulsion from school or placement in the Alternative Education Program (AEP).

A principal **may** place a student in OCI when the student:

1. Violates published district policies or regulations
2. Is guilty of conduct which substantially interferes with the maintenance of essential school discipline.
3. Is guilty of conduct which, in the judgment of school officials, warrants the reasonable belief that substantial disruption of school operations will likely result.
4. Is guilty of incorrigible conduct, including insubordination, disorderliness, viciousness, immorality, violation of school rules, or persistent misbehavior.
5. Is guilty of fighting.
6. Reaches certain "steps" in the Discipline Management Plan.

Teachers will send the student's assignment to the OCI room. The student must satisfactorily complete assignments before returning to the regular class.

Paperwork with specific rules and instructions will be issued at the time of placement in OCI.

PARENTAL INVOLVEMENT AND RESPONSIBILITIES

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

1. Review the Student Handbook [including the attached Student Code of Conduct] with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Handbook.

2. Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
3. Become familiar with the academic program offered in the District and feel free to ask the principal any questions, including concerns about placement, assignment, or early graduation.
4. Attend Board meetings to learn more about ongoing operations of the District.
5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
6. Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester, however. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.
7. Review your child's school records when needed. Monitor your child's progress; contact your child's team as needed. Take advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues generally. Follow up on a matter not resolved administratively by presenting it to the Board for review according to policy.
8. Become a school volunteer.
9. Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.
10. Parents are expected to have students on time to school to prevent disruptions of late students entering the classroom.

PEST CONTROL INFORMATION

Chief administrators of schools or other educational institutions and daycare centers must notify in writing the parents or guardians of children attending the facility that pesticides are periodically applied indoors and that information on the times and types of applications is available upon request. Such notification must be made at the time of the child's registration. Notices are posted 48 hours prior to application.

This school periodically applies pesticides.

NOTICE OF PEST CONTROL TREATMENT

LINDALE I.S.D. CONDUCTS REGULAR PEST MANAGEMENT INSPECTIONS AND SERVICE. SERVICE CALLS MAY INCLUDE BAITS AND PESTICIDE SPRAY APPLICATIONS AS NEEDED.

PLANNED PEST MANAGEMENT SERVICE CALLS FOR THE LINDALE I.S.D. CAMPUSES WILL BE DONE THE SECOND THURSDAY AFTER 2:00 P.M. OF EVERY MONTH.

ANY QUESTIONS CALL: MAINTENANCE AT 903-881-4100.

PROMOTION, RETENTION, PLACEMENT IN GRADES 7-8

Students shall be promoted from one grade to the next on the basis of academic achievement. Junior High School students must have an average of 70 or above in language arts, mathematics, social studies, and science. They must have an overall average of 70.

Students in grades 7-8 who are not promoted shall be retained in the same grade.

PROTECTION OF STUDENT RIGHTS

The school will notify parent of the right to inspect all instruction materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis, or evaluation is administered, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incriminating, and demeaning behavior
5. Critical appraisals of other individuals with whom the student or the student's family has close family relationship
6. Relationships privileged under law, such as relationships with lawyers, physicians, or ministers
7. Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

REPORTS TO PARENTS

Parents are notified of students' progress through report cards. Report cards are issued on the Thursday following the end of each six weeks. They are to be signed by a parent and returned the next day.

Parents will be notified at the end of the third week of each six weeks if their child is not passing a subject at that time. Parents should sign the deficiency report(s) and send them back to school within three school days. If a parent desires a conference with a teacher, he/she should call the school to make an appointment.

SCHOOL BUSES OR OTHER VEHICLES

Riding a school bus is a privilege, not a right. Therefore, in order to maintain safety for all students riding the bus, guidelines have been formed. Students who ride a school bus will receive a copy of the bus guidelines and rules from their bus driver.

SCHOOL COLORS

Blue and White

SCHOOL MASCOT

Eagle

SEARCHES BY TRAINED DOGS

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause of a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is currently present.

SEXUAL HARASSMENT

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

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

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or Stan Surratt, who serves as the District's Title IX coordinator for students.

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

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

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (Local). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

STUDENT RECORDS

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

By law, both parents, whether married, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school and students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the district are included as part of this handbook.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or facilities with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are: (1) working with the student; (2) considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parent or the student has the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 25 cents per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes; a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

STUDENT RIGHT TO PRAY

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

STUDENT SERVICES

The District provides a variety of services to meet the needs of all students. A student or parent with questions about any of the following services should contact Stan Surratt at (903) 881-4000.

- **Counseling** – Individual and group counseling services are available to students. Counseling issues include social skills, divorce, academic concerns, grief and behavior.
- **Dyslexia support** - A comprehensive array of services to address the instructional needs, in the academic area of reading, for students identified with Dyslexia.
- **ESL (English as a second language)** – An English language program offered in all grades to students who speak another language in their home and have met the requirements for the program. The ESL program is designed to provide intensive instruction to develop oral and written comprehension and reading and writing in English.
- **Gifted and Talented Program** - The District's program for Gifted and Talented students is provided for those who excel or show potential to excel in general intellectual ability, specific subject matter aptitude, creative and productive thinking and leadership ability. The screening process is designed to identify 3-5% of the population, as required by the Texas State mandate for gifted education. A student may be nominated for the Gifted and Talented Program at any time by teachers, counselors, parents or other interested persons. Students in grades 1-11 must be nominated by the fall cut-off date for possible placement the following fall. Kindergarten students must be nominated by the fall cut-off date for possible

placement by March 1 of the current school year. If you wish to nominate a student for the gifted and talented program please contact:

Lisa Vader
Gifted & Talented Coordinator
vaderle@lisdeagles.net
903.881.4200

- **Healthcare** – Services provided by the school nurse which include: 1) care and evaluation of students who are ill, 2) basic first aid, 3) emergency care, 4) parent notification of illness/injury, 5) referrals to physician when appropriate, 6) distribution of medications, 7) maintenance of state required immunizations on all students, 8) vision/hearing/scoliosis screenings, 9) student health education/counseling.
- **Special Education** – Lindale ISD offers a continuum of services for students with disabilities from three years old to twenty-two years, and from birth for those with visual and auditory disabilities. Services are provided in the least restrictive environment, so students can be with their non-disabled peers as much as possible while having their individual needs met. Services include speech therapy, accommodations in the general education classroom, modified TEKS curriculum in the general education or resource classroom, content mastery, functional life skills curriculum, counseling, adaptive social skills, behavior interventions, occupational therapy, physical therapy, and assistive technology.
- These services are at no cost to the family of students who qualify with one of the following
- disabilities:

Learning Disability	Speech Impairment	Emotionally Disturbance
Mental Retardation	Autism	Other Health Impaired
Orthopedic Impairment	Traumatic Brain Injury	Multiple Disabilities
Visual Impairment	Auditory Impairment	Deaf-Blind
Non-Categorical Early Childhood		

LINDALE SPECIAL EDUCATION ANNUAL NOTIFICATION OF RIGHTS TO PARENTS OF HANDICAPPED STUDENT TO INSPECT RECORDS

Parents of students or eligible students have the right to inspect and review the education records of the student. The special education eligibility records for each student are located in the Special Education office.

Procedure to request a review or inspect records:.

Contact director in writing of the request. Parent may request this inspection to be one other than parent. The district may presume that the parent has authority to inspect and review the student's records unless the district has been advised that the parent does not have the authority under applicable state law.

Access to an education record may not be denied unless the district has been advised that the parent does not have legal parental rights or the student is 18 and no longer dependent. After age 18 and no longer dependent, only the student has access to records.

The parent may request copies of these records and may be charged a fee of 10 cents per page. No fee may be charged to search for or to retrieve the education records of a student. The fee for records may be charged unless the fee effectively prevents them from exercising right to inspect and review records. Hardship cases shall be dealt with on an individual basis.

LISD is responsible for the special education eligibility records for each identified handicapped student. Director of Special Education, P.O. Box 370, Lindale, TX 75771, is responsible for these records.

Personally identifiable information will not be disclosed from the education records of a student without prior written consent of the parent of the student or the eligible student with the following exceptions:

School officials concerned with the education who would have access to review records would be the superintendent, principal, assistant principal, regular education teachers, special education teachers, counselors, special education personnel and related service staff who work with the school in providing the education of the handicapped student. None of the Special Education records will be designated as directory information.

A record of disclosures of personally identifiable information from the records of the student is maintained by LISD and the parent may request to inspect that record. Request is to be made in writing and should be honored within 10 days after the request is made to the director.

Parents may ask for a correction of the education records by putting the request in writing to the director who shall give a written response within 10 days after the request is received. Parents may ask for a hearing before a central ARD (with appeal to local board) if the Special Ed. Department refuses to change the statement and/or add a statement to be maintained in the student's records. Within 10 school days following the date of hearing, the decision of the hearing committee, complete with rationale for the decision, will be provided the parents in writing.

The parent has the right to file complaints concerning alleged failures by the Special Education Department to comply with the requirements above. Please refer to "Notice of Procedural Safeguards".

NOTICE OF DESTRUCTION OF STUDENT RECORDS

Following Texas State Library procedures for destruction of school records, LISD Special Education Department retains all special education records for seven years after the last date of services for each special education student. Seven years after the last date of services, all student records, including evaluations, ARD documents, and referral information will be destroyed, unless the parent or adult student notifies the director of special education requesting the records prior to their destruction. Information, including the student's name, social security number, date of birth, eligibility category, and dates of service will be maintained permanently by the special education office.

If you have questions about confidentiality of records or destruction of records, please contact Director of Special Education, 903-881-4030. *This information is provided annually to parents or adult students by the Lindale Special Education Department.

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

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 academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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 the evaluation is needed, the parent will be notified and asked to provide informed written 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 evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with [prior written notice](#) that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the [Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities](#). Additional information regarding the IDEA is available from the school district in a companion document [A Guide to the Admission, Review, and Dismissal Process](#).

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

- [Texas Project First](#)
- [Partners Resource Network](#)

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

Contact Person: Director of Special Education, LISD
Phone Number: 903-881-4030

Información sobre el manual del estudiante: Español Asistencia para estudiantes que tienen dificultades de aprendizaje o necesitan servicios de educación especial.

Si un niño tiene dificultades de aprendizaje, el padre puede comunicarse con la persona mencionada abajo para informarse sobre la remisión a educación general en términos generales o sistema de evaluación para los servicios de apoyo del distrito. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo remisiones para una evaluación de educación especial. Los estudiantes que tienen dificultades en el aula normal deberían tomarse en cuenta para tutoría, compensación y otros servicios de apoyo académicos o del comportamiento que están disponibles para todos los estudiantes, incluyendo un proceso basado en la respuesta a intervención (RtI). La implementación de la respuesta a intervención tiene el potencial de tener un efecto positivo en la habilidad de los distritos de cubrir las necesidades de todos los estudiantes con dificultades.

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

Si el distrito determina que no es necesaria la evaluación, el distrito le proporcionará al padre un aviso previo por escrito que explica por qué no se evaluará al niño. El aviso por escrito incluirá una explicación que les informa a los padres sobre sus derechos, si están en desacuerdo con el distrito. El distrito tiene la obligación de darles a los padres el [Aviso Sobre Procedimientos de Protección- Derechos de los Padres de Estudiantes con Discapacidades](#). El distrito escolar tiene información adicional sobre IDEA en un documento complementario [Guía para el Proceso de](#)

[Admisión, Revisión y Retiro.](#)

Los siguientes portales de internet proveen información a aquellas personas interesadas en obtener información y recursos específicos para estudiantes con discapacidades y sus familias:

- [Texas Project First](#)
- [Partners Resource Network](#)

La persona designada con quien se debe comunicar para obtener información sobre las opciones para un niño que tiene dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona con quien comunicarse: Special Education Director

Número de teléfono: 903-881-4030

-
- **Speech Therapy** - The Speech Therapy program serves students that have speech and language disabilities beginning as early as three years old. Therapists work with students in small groups, in the classroom, or in consultation with the classroom teacher. Students who are speech disabled and do not qualify for any other pre-school programs may receive speech therapy services through the school program.
 - **Grand Central Station - GCS** assist students in meeting TEKS requirements in the general education setting. Students work in a quiet environment with assistance from a certified special education teacher or an aide who help the student with guided practice, study skills, organization, test taking, reading, and any other assistance needed to be successful.
 - **Student Supervision** – students will be supervised until 3:15 p.m. Students remaining on campus after that time will be expected to follow at LISD rules.

Student Success Initiative

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the 8th grade Reading and Mathematics STAAR Test. Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard.

A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

SUBSTITUTE TEACHERS

In the event the regular teacher is absent, a substitute will be conducting the class. The class will proceed as if the regular teacher were there. Only the best of conduct will be acceptable during the absence of the regular teacher.

TELECOMMUNICATION DEVICES

Cell phones are not to be used in the building. Any device that goes off in class may result in a classroom disruption citation. Any device that is in violation of this rule can be confiscated and can be released **only** to a parent. Cell phones are not to be used in the building during school hours (7:55 – 3:15).

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. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent or guardian. A student shall be given textbooks for use at school during the school day.

TRANSLATORS

If you need a translator for any parent involvement at your child's school, please contact their campus. Si Usted necesita a un traductor para una conferencia en la escuela de su hijo(-a), por favor, contacte/llame a la escuela. The Lindale Junior High School translator is Annie Laurie Streich.

TUTORIALS

The District shall provide tutorial services at District schools. Any student may attend tutorial sessions. Tutorial sessions are primarily offered after school. However, a few classes offer before school tutorials as well.

U.I.L. ELIGIBILITY

A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class (other than an identified honors or advanced class). This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period, and the suspension will be removed if the student's grade is equal to or greater than the equivalent of 70.

VISITORS

Parents and other visitors are welcome to visit District schools. All visitors must first report to the principal's office. Visits to individual classrooms during instructional time are not permitted. Visitors other than parents/guardians listed on Skyward/Family Access are not allowed to eat lunch with students without being accompanied by the parent/guardian listed in Skyward/Family Access. Lindale Jr. High is a closed campus. This is for the security of all

students and faculty members.

WITHDRAWAL PROCEDURES

In order to withdraw a student from Lindale Junior High School, a parent or guardian authorization for withdrawal is required and must be in person. Appropriate forms can be obtained from the office at the beginning of the school day. All books and school property must be returned before the withdrawal process can be completed.

NOTE: All obligations to the school must be met before records and/or credits will be sent to another school.

DISCIPLINE MANAGEMENT PLAN

Students should refer to and be aware of all behaviors and consequences addressed in the Student Code of Conduct found in the student handbook.

The following discipline schedule will be used for minor infractions such as tardies, dress code violations, missing a D-Hall, public displays of affection, chewing gum, and any class or hall violations.

Other violations of the Student Code of Conduct can result in immediate placement in On-Campus Suspension or the Alternative Education Program (AEP).

VIOLATION	CONSEQUENCE
Step 1	D-Hall
Step 2	D-Hall
Step 3	D-Hall
Step 4	Major/OCI/Minimum 1 day
Step 5	D-Hall
Step 6	D-Hall
Step 7	Major/OCI/Minimum 1 day/Letter to parents
Step 8	D-Hall
Step 9	D-Hall
Step 10	Major/OCI/Minimum 2 days
Step 11	D-Hall
Step 12	D-Hall
Step 13	Major/OCI/Minimum 2 days
Step 14	AEP for Minimum of 10 days

Parents may be notified at any point as deemed necessary. Any student fighting on campus could be assigned AEP as fighting **will not** be tolerated at Lindale Jr. High.

D-Hall will be held the following days:

Thursday from 3:20 – 3:50 and Friday from 7:20 – 7:50.

EXTRACURRICULAR CODE OF CONDUCT

Applicability

The following rules apply to the school-related conduct of all students involved in extracurricular activities, on and off campus, 24 hours a day, seven days a week, all year. School-related conduct is any conduct that has a direct and immediate effect on the

discipline or general welfare of the school or affects the reputation of the school, whether on or off-campus. Except as otherwise provided herein, a violation of the Extracurricular Code of Conduct that is not documented in writing to the campus principal or assistant principal within 30 days of its occurrence, shall not be subject to the provisions of this code. The Extracurricular Code of Conduct shall apply to a student who is indicted for a criminal offense punishable as a felony, regardless of whether the matter is documented in writing to the campus principal or assistant principal within 30 days.

General Rules

Students may be suspended from participation in extracurricular activities for misconduct including but not limited to the following:

1. Possession, delivery, use or being under the influence of alcohol;
2. Possession, delivery, use or being under the influence of any controlled substance (except in accordance with a valid doctor's prescription), or the possession or delivery of "look-alike" drugs or drug-paraphernalia;
3. Possession or use of tobacco products;
4. Stealing;
5. Insubordination, flagrant or persistent disrespect, or deliberate attempts to antagonize, harass, haze or intimidate others;
6. Repeated truancy, habitual tardiness or other problems related to school attendance;
7. Disruptive behavior which interferes with the teaching process, the learning of others or extracurricular activities;
8. Assaulting or attempting to assault another person;
9. Unlawful carrying of weapons;
10. Vandalism or malicious mischief;
11. Mob action or demonstrations which substantially disrupt the extracurricular or instructional program;
12. Membership in a gang or participation in a gang or gang-like activity;
13. Abuse of transportation privileges;
14. Engaging in inappropriate physical or sexual conduct, sexual harassment or sexual abuse, whether the conduct is by word, gesture or any other means;
15. Any conduct that is punishable by suspension, placement in an Alternative Education Program or expulsion from school under the Student Code of Conduct;
16. Indictment for any criminal offense that is punishable as a felony.

Activity-Specific Rules of Coaches, Directors and Sponsors

In addition to the general rules listed above, coaches, directors and sponsors, in collaboration with the campus principal and the Superintendent, may establish rules specific to their activity. Furthermore, these rules must be distributed in writing and explained to all students and parents by the coach, director or sponsor at the beginning of the student's participation in the activity. A copy of these rules shall be kept by the campus principal.

Coaches, directors and sponsors shall enforce their activity-specific rules and will inform students, parents and the campus principal of any major or repeated violations. Consequences arising from violation of activity specific rules may be appealed by the student, a parent, or a guardian to the campus principal or assistant principal.

Cumulative Violations

Violations of the Extracurricular Code of Conduct accumulate throughout a student's high school career beginning with participation with extracurricular activities and ending with graduation. When viewing prior violations, the campus principal, assistant principal or superintendent may take into account the length of time between violations, as well as the seriousness of the violations.

Consequences

Violations of the Extracurricular Code will result in the following consequences. The campus principal or assistant principal, however, may impose different or more severe consequences for serious code violations. For example, a student hosting a gathering that includes underage drinking or the use of any controlled substance or a student who is indicted for a criminal offense that is punishable as a felony may automatically be elevated to a second or third degree code violation.

First Degree Violation

The student will be suspended from all participation in extracurricular activities for a period of 30 days. The suspension includes practices, rehearsals, games, competitions and performances. If the violation is related to the possession, use or delivery of alcohol or any controlled substance, the student will be referred to a drug and alcohol treatment program.

Second Degree Violation

The student will be suspended from all extracurricular activities for one calendar year. The suspension includes practices, rehearsals, games, competitions and performances. If the violation is a second offense related to the possession, use or delivery of alcohol or any controlled substance, "look-alike" drug or drug paraphernalia, then the violation shall be a second or third degree violation.

Third Degree Violation

The student will be suspended from all extracurricular activities for the remainder of the student's high school or junior high career. The suspension includes practices, rehearsals, games, competitions and performances.

Enforcement and Review

The Extracurricular Code shall be administered by the campus principal or assistant principal in collaboration with the coaches, directors and sponsors of each extracurricular activity. However, only the campus principal or assistant principal is authorized to suspend students from extracurricular activities for violation of the Extracurricular Code.

The campus principal or assistant principal and the involved coach, director or sponsor will, in an expedient manner, investigate the alleged violation. The student will be notified of the alleged violation and afforded an opportunity to tell his or her side of the story. If the investigation confirms beyond a reasonable doubt that a violation of the Extracurricular Code has occurred, the student and a parent or guardian of the student, will be informed and the appropriate consequences will be issued and enforced immediately.

The student or a parent or guardian may appeal any disciplinary action within five school days after the day consequences are issued. If an appeal is requested in a timely manner, the Superintendent will review the decision of the campus principal or assistant principal. During the appeal process, the decision of the campus principal or assistant principal will be enforced.

Asbestos Report

Lindale Independent School District maintains a complete Asbestos Management Plan for each campus. The Management Plans have been developed and are maintained in

accordance with the EPA Asbestos Hazard Emergency Response Act, (AHERA). In accordance with the AHERA standards periodic surveillance is conducted every 6 months. Every 3 years a re-inspection of our facilities is performed by an EPA Accredited Asbestos Inspector. In addition to this re-inspection, a review of our Management Plan is performed by an EPA Management Planner. Copies of the re-inspection report and management plan update are available for inspection at the superintendent's office during business hours.

Denial of Internet Access/Electronic Publication

Dear Parents/Guardians:

Your child has an opportunity to access the Internet using the Lindale Independent School District's Wide Area network (WAN). The Internet is a connection between many computers that enables users to share many resources. Through the District's WAN, your child will have access to hundreds of databases, libraries, and computer services world wide. During lessons, students will be accessing specific Internet sites pertaining to their research topics.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and 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 to absolutely prevent such access.

With this educational opportunity also comes responsibility. Inappropriate system use as stated in the Acceptable Use Guidelines will result in loss of privilege to use the District WAN and the Internet. You may review these guidelines in this handbook.

Each year the LISD provides the opportunity for parent(s)/guardian(s) to restrict Internet access and/or electronic publication of their student's photographs and schoolwork. **If you do not want your student to have access to the Internet while at school, or you do not want his/her photograph or his/her works to be published on the Internet Please indicate below by checking the appropriate statement.**

Request for Denial of Internet Access/Electronic Publication for:

Student Name: Grade Level:

Signature of Parent/Guardian: Date:

Print or Type Parent/Guardian Name:

- I do NOT give permission for my student to access the Internet
- I do NOT give permission to electronically display or publish a photograph of my student.
- I do NOT give permission to electronically display the work of my student.

If you checked ANY of the above statements, this form must be returned to the school within ten school days following the student's official enrollment date.

FAILURE TO RETURN THIS FORM WITHIN 10 DAYS WILL BE CONSIDERED PERMISSION FOR YOUR STUDENT TO ACCESS THE INTERNET AND TO ELECTRONICALLY DISPLAY OR PUBLISH THE PHOTOGRAPHY OR WORK OF YOUR STUDENT.

Request to Restrict Student Involvement in Publicity/Media Coverage

Lindale ISD welcomes the news media to publicize student, campus and district accomplishments and events. LISD also attempts to cooperate with media requests to interview, photograph, audiotape, and/or videotape students or staff when the coverage will not cause excessive disruption to the instructional process and when the coverage supports the school district's public information responsibilities and/or provides positive public relations opportunities.

State and federal laws do not require the school district to obtain the permission of parents or guardians prior to a child being photographed, videotaped, or interviewed for the following reasons:

- News media coverage
- Publicity related to participation in co-curricular or extracurricular activities (such as athletic, band, or PTA programs, etc.)
- Instructional or staff development purposes
- Safety or disciplinary reasons

Whenever possible, district and campus staff will notify parents/guardians if an individual student has been interviewed, photographed, or videotaped by the news media.

Although not required by law, LISD makes every effort to honor requests from parents/guardians to prevent their students from being photographed, videotaped and/or interviewed for media coverage of the school district.

- I do NOT want the student listed below to be photographed, videotaped, and/or interviewed for media coverage of the school or school district.

Note: Signing this form does NOT guarantee that photographs, videotapes, and/or interviews of the student will not be conducted by news media without district knowledge or consent.

Student Name _____ Date _____

Student Grade _____ Campus _____

Parent/Guardian name (please type or print) _____

Parent/Guardian

Signature_____

This form must be returned to the school within ten days following your student's official enrollment date.

Failure to return this form will be considered permission for your student to be included in news media coverage of the school and/or school district.

Lindale Independent School District
Network Acceptable Use Handbook

Student Wide Area Network Regulations
Student Internet Acceptable Use Regulations

Lindale Independent School District now provides access to the LISD Wide Area Network and the Internet. This worldwide network offers an infinite variety of data, some of which is not appropriate for student use. As a precaution, this acceptable use handbook will be implemented to help prevent student access to objectionable material and inappropriate contact over the Internet. Please understand that it is the belief of the LISD faculty and staff that the benefits of the Internet far outweighs the risks.

A. Educational Purpose

1. **The LISD Wide Area Network has been established for a limited educational purpose. The term "education purpose" includes classroom activities, career development, and limited, teacher monitored self-discovery activities.**
2. **The LISD Wide Area Network has not been established as a public access service or a public forum. Lindale Independent School District has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the LISD student handbook, this LISD Acceptable Use Handbook, the district Wide Area Network Board Policy, and applicable Texas state and Federal laws.**
3. **You may not use the LISD Wide Area Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the LISD Wide Area Network.**
4. **You may not use LISD Wide Area Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.**

B. Student Internet Access

1. **All students will have access to Internet World Wide Web information through their classroom, library, or school computer lab. All students must have a completed Student Account Agreement which has been signed by their parents or guardians prior to receiving an Internet account. In accordance with the LISD Board policy, any parent who presents in writing an objection to having their child(ren) utilize the Internet will have alternate assignments that will be substituted for the Internet activity.**
2. **Elementary students will have e-mail access only under their teacher's direct supervision using classroom**
3. **accounts. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.**
4. **Secondary students may obtain an individual e-mail account with the approval of their parent.**
5. **You and your parent must sign Student Account Agreement to be granted an individual e-mail account on LISD Wide Area Network. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.**
6. **If approved by your building principal, you may create a personal Web page on LISD Wide Area Network. All material placed on your Web page must be pre-approved in a manner specified by the building principal, LISD Technology Coordinator, or an activity sponsor. Material placed on your Web page must relate to your school and career preparation activities.**

C. Unacceptable Uses

The following are examples of unacceptable uses of the LISD Wide Area Network. Understand that these do not depict the only unacceptable uses of the LISD Wide Area Network, but serve only as examples of possible unacceptable uses.

1. Personal Safety Issues

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to any such meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to LISD Wide Area Network or to any other computer system through LISD Wide Area Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use LISD Wide Area Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
- d. You will not download any program file, executable program, or java applet with prior written approval from the Lindale ISD technology Coordinator.
- e. You will not bring floppy disks, CD-ROMs, and other storage media to use in LISD computers without receiving approval from the LISD Technology Coordinator.
- f. You will not load any application, game, operating system, applet, graphic, sound, or video file onto any LISD computer system without approval from the LISD Technology Coordinator.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the LISD virus protection procedures if you download software.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a you are told by a person to stop sending them messages, you must stop!
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not re-post a message that was sent to you privately without permission of the person who sent you message.
- b. You will not post private information about another person.

6. Respecting Resource Limits

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. Self-discovery activities will be closely monitored by staff members.
- b. You will not download files unless absolutely necessary. Prior permission must be attained before any download of files.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet or on the LISD Wide Area Network. Plagiarism is taking the ideas and or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. Inappropriate Access to Material

LISD has implemented a "content filtered" Internet Access system utilizing Novell Border Manager and CyberPatrol. This system is constantly updated to reject objectionable material such as pornography, hate groups, objectionable language, etc. Unfortunately, there is no perfect system that will guarantee 100% protection from inappropriate material. Furthermore, it is impossible to reflect each family's attitudes on what is "inappropriate material". It is very important for each family to read and understand the following:

- a. You will not use LISD Wide Area Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy. Be aware that monitoring software is available to research access logs. In the event of a suspected intentional violation of an inappropriate Web site, the district will review the site access logs.
- c. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions.

9. Due Process

- a. LISD will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through LISD Wide Area Network.
- b. In the event there is a claim that you have violated the Acceptable Use Policy, or the Student Handbook in your use of the LISD Wide Area Network, you will be provided written notice of the suspected violation and an opportunity to present an explanation before an administrator. That administrator will assess the level (how flagrant) of the rule violation, and take appropriate steps to enforce the rule, regulation, or law that has been broken.

Examples:

- Level 1: Student loses computer privileges/Internet access until parent conference. Further loss of privilege and length of time will be determined by administration.
- Level 2: Pattern of abuse or flagrant violations: Any student who, after Level 1 warning, continues to engage in serious or persistent misbehavior by violating the school's previously communicated written standards of conduct may be recommended for detention, suspension, or (in the case of legal action) criminal or civil rulings against said student.
- Level 3: Expellable offense: Student could be expelled from school if he or she engages in conduct on the LISD Wide Area Network that contains the elements of the offense of criminal mischief, as defined by State and Federal Law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of technology or Internet, or instances when students have used Internet access to violate the law or to compromise another computer or any type of network device.

10. Limitation of Liability

LISD makes no guarantee that the functions or the services provided by or through the LISD Wide Area Network will be error-free or without defect. LISD will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. LISD is not responsible for the accuracy or quality of the information obtained through or stored on the system. LISD will not be responsible for financial obligations arising through the unauthorized use of the system.

11. Personal Responsibility

When you are using the LISD Wide Area Network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints", so the odds of getting caught are really about the same as they are in the real world.

But the fact that you can do something, or you think you can do something without being caught does not make it right to do so.

Even if you don't get caught, there is always one person who will know whether you have done wrong-and that person is you. Your Use of the Internet can be a mirror that will show you what kind of a person you are!