

**Lake Worth Independent School District  
High School Parent / Student Handbook – 2011-2012**

**Table of Contents**

**SECTION I - IMPORTANT INFORMATION FOR PARENTS**

---

PREFACE.....	4
<b>SECTION I - IMPORTANT INFORMATION FOR PARENTS .....</b>	<b>5</b>
<b>QUICK REFERENCE.....</b>	<b>5</b>
<b>PARENTAL INVOLVEMENT.....</b>	<b>5</b>
Working Together .....	5
Obtaining Information and Protecting Student Rights.....	6
“Opting Out” of Surveys and Activities .....	6
Display of your child’s artwork, projects, and other special work products: .....	6
As a parent, you also have a right: .....	7
Requesting Classroom Assignment for Multiple Birth Siblings.....	8
<b>LWISD High School Grading Policies .....</b>	<b>8</b>
<b>90 – 100 = A      80 – 89 = B      75 – 79 = C      70 – 74 = D      50 – 69 = F.....</b>	<b>8</b>
<b>Family Access .....</b>	<b>8</b>
<b>For information on Family Access contact campus registrar at ext. 3005. ....</b>	<b>8</b>
<b>Six –Weeks Grades (Grades 9 – 12) .....</b>	<b>8</b>
<b>REPORT CARDS / PROGRESS REPORTS AND CONFERENCES .....</b>	<b>9</b>
<b>MEDICINE AT SCHOOL.....</b>	<b>9</b>
<b>PSYCHOTROPIC DRUGS .....</b>	<b>10</b>
<b>STEROIDS .....</b>	<b>10</b>
<b>STUDENT RECORDS.....</b>	<b>10</b>
Directory Information.....	11
Directory Information for School-Sponsored Purposes .....	11
<b>STUDENT OR PARENT COMPLAINTS AND CONCERNS .....</b>	<b>12</b>
<b>RELEASE OF STUDENTS FROM SCHOOL.....</b>	<b>12</b>
Late Arrival to School .....	12
Withdrawing from School .....	12
<b>SECTION II - CURRICULUM-RELATED INFORMATION.....</b>	<b>12</b>
<b>QUICK REFERENCE.....</b>	<b>12</b>
<b>ACADEMIC PROGRAMS .....</b>	<b>13</b>
<b>AWARDS AND HONORS .....</b>	<b>13</b>

<b>CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT .....</b>	<b>13</b>
<b>CLASS SCHEDULES .....</b>	<b>13</b>
<b>COMPUTER RESOURCES.....</b>	<b>13</b>
<b>COUNSELING.....</b>	<b>14</b>
Academic Counseling.....	14
Personal Counseling.....	14
<b>CREDIT BY EXAM—If a Student Has Taken the Course.....</b>	<b>14</b>
<b>CREDIT BY EXAM—If a Student Has Not Taken the Course.....</b>	<b>14</b>
<b>CAREER AND TECHNOLOGY PROGRAMS.....</b>	<b>14</b>
<b>EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS .....</b>	<b>14</b>
Offices and Elections.....	15
<b>GRADE CLASSIFICATION .....</b>	<b>16</b>
<b>PROMOTION AND RETENTION.....</b>	<b>16</b>
<b>GRADUATION.....</b>	<b>17</b>
Requirements for a Diploma.....	17
Graduation Programs.....	17
Certificates of Coursework Completion .....	17
Students with Disabilities .....	17
Graduation Activities .....	17
Graduation Expenses.....	17
<b>SPECIAL PROGRAMS .....</b>	<b>19</b>
<b>SUMMER SCHOOL.....</b>	<b>19</b>
<b>TEXTBOOKS .....</b>	<b>19</b>
<b>SECTION III - GENERAL INFORMATION AND REQUIREMENTS.....</b>	<b>20</b>
<b>QUICK REFERENCE.....</b>	<b>20</b>
<b>ATTENDANCE.....</b>	<b>20</b>
Compulsory Attendance .....	21
Attendance for Credit .....	21
Driver License Attendance Verification .....	22
<b>MAKEUP WORK.....</b>	<b>22</b>
Routine and In-depth Makeup Work Assignments.....	22
DAEP or In-school Suspension Makeup Work.....	20
<b>COMMUNICABLE DISEASES / CONDITIONS.....</b>	<b>23</b>
Bacterial Meningitis .....	23
<b>HEALTH-RELATED MATTERS .....</b>	<b>24</b>
Physical Fitness Assessment.....	24
Vending Machines .....	24
Other Health-Related Matters .....	24

Tobacco Prohibited.....	24
Asbestos Management Plan.....	24
Pest Management Plan.....	25
Reporting Procedures.....	25
Investigation of Reported Harassment.....	25
Services for the Homeless and for Title I Participants.....	26
Services for Students with Disabilities.....	26
<b>CONDUCT.....</b>	<b>26</b>
Applicability of School Rules.....	26
Corporal Punishment.....	26
Disruptions.....	26
Radios, CD Players, MP3 Players, Cell Phones, and Other Additional Electronic Devices and Games	26
Social Events.....	27
<b>LAW ENFORCEMENT AGENCIES.....</b>	<b>27</b>
Questioning of Students.....	27
Students Taken Into Custody.....	27
Notification of Law Violations.....	27
<b>DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS.....</b>	<b>28</b>
School Materials.....	28
Nonschool Material from students.....	28
Nonschool Material from others.....	28
<b>DRESS AND GROOMING.....</b>	<b>28</b>
<b>STUDENT FEES.....</b>	<b>29</b>
<b>FUND-RAISING.....</b>	<b>30</b>
<b>IMMUNIZATION.....</b>	<b>30</b>
<b>PHYSICAL EXAMINATIONS / HEALTH SCREENINGS</b> Error! Bookmark not defined.	
<b>PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....</b>	<b>30</b>
<b>PRAYER.....</b>	<b>30</b>
<b>SAFETY.....</b>	<b>30</b>
Accident Insurance.....	30
Drills: Fire, Tornado, and Other Emergencies.....	31
Emergency Medical Treatment and Information.....	31
Emergency School-Closing Information.....	31
<b>SCHOOL FACILITIES.....</b>	<b>31</b>
Use By Students Before and After School.....	31
Conduct Before and After School.....	31
Use of Hallways During Class Time.....	31
Cafeteria Services.....	31
Library.....	31

Meetings of Noncurriculum-Related Groups .....	31
Vandalism .....	31
<b>SEARCHES .....</b>	<b>32</b>
Students’ Desks and Lockers .....	32
Vehicles on Campus .....	32
Trained Dogs .....	32
Metal Detectors .....	32
<b>TRANSPORTATION .....</b>	<b>32</b>
School-Sponsored Trips .....	32
Buses and Other School Vehicles .....	32
<b>VIDEO CAMERAS .....</b>	<b>33</b>
<b>VISITORS TO THE SCHOOL .....</b>	<b>33</b>
General Visitors .....	33
<b>GLOSSARY .....</b>	<b>33</b>
<b>ACKNOWLEDGMENT FORM.....</b>	<b>Error! Bookmark not defined.</b>

---

## PREFACE

---

To Students and Parents:

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

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

**Section I**

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

**Section II**

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

**Section III**

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

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

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student. It is the responsibility of the parent/legal guardian to provide a copy of any court-ordered custody agreement and to update the paperwork anytime a change occurs that will or could affect the child’s education.

Both students and parents must be familiar with the Lake Worth Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found attached to this document and posted on our web page at [www.lwisd.org](http://www.lwisd.org) or available in the principal’s office.

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

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

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment, student directory information, and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on page 6 and **Directory Information** on pages 11 and 35 for more information.]

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at [www.lwisd.org](http://www.lwisd.org).

### **DELIVERIES TO STUDENTS AT SCHOOL**

Flowers, balloons, personal or any other non-school related packages or items delivered to the school will not be given to a student until the end of the day. The student will be notified to pick up the material, but none of the materials will be delivered to the student. Classroom interruption will not be permitted for the purpose of deliveries. Deliveries will not be accepted for students participating in extracurricular activities (i.e. cheerleading, volleyball, football, track, etc.). Deliveries will not be accepted for Homecoming.

If you would like a printed copy of any board policy, please see the campus principal.

## **SECTION I - IMPORTANT INFORMATION FOR PARENTS**

This section of the Lake Worth Independent School District Parent/Student Handbook includes information on topics of particular interest to you as a parent.

### **QUICK REFERENCE**

#### **Where to look when you need information about ...**

Parental involvement	page 05
Grading guidelines	page 08
Report cards/progress reports and conferences	page 09
State-mandated tests	page 09
Medicine at school	page 10
Psychotropic drugs	page 10
Steroids	page 10
Student records	page 11
Student or parent complaints and concerns	page 11
Release of students from school	page 12

### **PARENTAL INVOLVEMENT**

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.

- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child’s academic progress and contact teachers as needed. [See **Academic Counseling** on page 14 and **Academic Programs** on page 13.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the main phone number at 817-306-4200 and press the appropriate extension for your school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 9.]
- Becoming a school volunteer. [For further information, see policy GKG and contact]
- Participating in campus parent organizations.
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the building principal.
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA and **School Health Advisory Council** on page 24.]
- Attending board meetings to learn more about district operations. [See policies BE and BED for more information.]

### **Obtaining Information and Protecting Student Rights**

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

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

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

### **“Opting Out” of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any none emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

### **Display of your child’s artwork, projects, and other special work products:**

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

**As a parent, you also have a right:**

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

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

[See **Student Records** on page 11.]

- To grant or deny any written request from the district to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 30 and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL), and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB]

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD(LOCAL)]

**Requesting Classroom Assignment for Multiple Birth Siblings**

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

**LWISD High School Grading Policies**

In grades 9 - 12, achievement is reported to parents as: There shall be one (1) report card for grade levels nine through twelve (9-12). The following numerical scale shall be used in courses approved by the State Board:

90 – 100 = A      80 – 89 = B      75 – 79 = C      70 – 74 = D      50 – 69 = F

**Family Access**

Parents can expect student grades to be updated on a weekly basis. For information on Family Access contact campus registrar at ext. 3005.

**Grading Floor**

The teacher shall determine and report student progress using a grading scale of 0 – 100. However, the lowest failing grade recorded for a six weeks reporting period on the report card at grades (9-12) shall be fifty (50). EIA Local: “The district shall record a 50 in the permanent record or any average numerical grade that is lower than 50.”

**Six –Weeks Grades (Grades 9 – 12)**

Six-week grades shall be obtained by averaging homework, daily work, projects, quizzes and tests. There shall be a minimum of one (1) homework assignment, ten (10) daily work assignments, one (1) project, one (1) quiz grade, and three (3) test grades.

Homework 10%    Daily work 25%    Projects 15%    Quizzes 20%    Major Tests 30%

Course outlines and specific grade criteria are published as a part of each course syllabus at the beginning of each semester. Copies are given to each student.

**Semester Grades**

A comprehensive semester examination is required in all secondary courses (9 – 12) on scheduled test dates. Semester grades are derived from the three six (6) weeks grades and the semester test grade. Each of the six (6) weeks grades shall be two-sevenths (2/7) of the grade. The semester examination shall equal one-seventh (1/7) of the grade. 9<sup>th</sup> through 12<sup>th</sup> grade students can be exempt from the semester/final exams if: they meet the absence requirements laid out in the diagram below and have no days served in (DAEP) or out-of-school suspension in that same semester. However, students may not be exempted from final exams for AP or honors courses. Students who are exempted from final exams must remain on campus during the testing.

<u>Grade</u>	<u>Absences</u>
90 or above	5 or less
80-89	4 or less
70-79	3 or less

Students who are exempted from final exams must remain on campus during the testing.

**Conduct Grades (9-12) are:**

E=Excellent    S=Satisfactory    N=Needs Improvement    U=Unsatisfactory

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

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

At the end of the first three weeks of a grading period, parents will be given a written progress report of their child's performance in all courses. If the student receives a grade lower than 70 in any class or subject during a grading period, the teacher will contact the parent. In addition parents will be contacted by telephone through a recorded message, and/or email.

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

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

## **STATE-MANDATED TESTS**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as The State of Texas Assessments of Academic Readiness STAAR™) in the following subjects:

- Mathematics, annually in grades 9–11, with the aid of technology on any test that includes algebra
- Reading, including open-ended, short-answer responses, annually in grade 9
- Writing, including spelling and grammar, in grades 9-11
- English language arts, in grades 10 and 11
- Social studies in grades 10 and 11
- Science in grades 10 and 11
- Any other subject and grade required by federal law

[See policy EKB.]

## **MEDICINE AT SCHOOL**

### **Medication Policy**

All medication should be given outside of school hours if possible. Only medication which is required to enable a student to stay in school may be given at school. Morning medications should be given at home before school. Medications that are ordered three times a day can be given before school, after school, and at bedtime (approximately eight hours apart). If necessary, medication can be given at school under the following conditions:

1. Medication must be provided by the parent or guardian and the medication must be current.
2. For the safety and protection of all students, medication must be transported by an adult. The district can assume no responsibility for loss or negligent behavior when a student carries medication without following district policy. Noncompliance may subject the student to disciplinary action.
3. Medication must be in the original, properly labeled container. The pharmacy can supply two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
4. The first dose of any medication must be given at home to observe for reactions.
5. All medication (including cough drops) must be accompanied by a written request signed by the parent or guardian. Directions for use must comply with label directions. This request should be made on the appropriate form supplied by the school and must be renewed every school year.
6. ANY medication to be given for more than ten (10) days or administered for more than ten (10) doses (whichever is greater), must be accompanied by a written request signed by a physician or dentist licensed to practice in the USA. Fever controlling medications (such as Tylenol or Motrin) will not be used in order to keep a child at school.
7. Herbal, alternative medications, and dietary supplements must be accompanied by a medication request form signed by one parent or guardian AND a physician or dentist licensed to practice in the USA.
8. All medications must be kept in the clinic except for students whose doctor requires them to maintain an inhaler or anaphylaxis medicine in their possession. A student with asthma or anaphylaxis may self-

administer prescription medicine while on school property or at a school-related event; however, a physician's signed request and statement that the student is capable of self-administering is required. It is highly recommended that a second inhaler/epi-pen be kept in the nurse's office for these students. The self-administration of any such medicine must be done in compliance with the prescription or written instructions from the student's physician. If a student allows another person to use the medication, the privilege will be revoked.

9. In accordance with a student's individual health plan (IHP) for management of diabetes, a student with diabetes will be permitted to possess and use monitoring equipment and treatment supplies while at school or a school related activity.
10. Please speak to the school nurse if your child requires long-term medication, any health care procedure, or monitoring.
11. All medications may be given by a medically untrained person. These personnel will be designated by the campus principal in writing and trained by the nurse.
12. When possible, for student safety, narcotics should be given at home, and not during school hours. All narcotic and opioid analgesics that are given under the direction of p.r.n. (as necessary or as circumstances may require) will only be given after a registered nurse of the district (or in the event of his/her absence, a district principal or director of special education) has determined that the circumstances are warranted. Such medications will be kept locked in the school clinic.
13. Parents should provide only the amount of medication needed at school. No extra medication can be sent home with students (except inhalers and nebulizer medication). An adult must pick up unused medication on the last day of school or it will be destroyed.
14. The school nurse may utilize various first-aid topical preparations and hygiene items (if available) at his/her discretion. Examples include, but are not limited to, hydrogen peroxide, antibacterial soap, aloe vera gel, petroleum jelly, and triple antibiotic ointment. Parents should contact the school nurse if they prefer items not be used with their child.
15. In emergency situations where a severe allergic reaction is suspected, the school nurse may administer Benadryl or its equivalent. Every effort will be made to contact parents (or EMS if appropriate) prior to administration.
16. The school district, the school board, and its employees shall be immune from civil liability for damages or injures resulting from the administration of medication to a student in accordance with this policy.

### **PSYCHOTROPIC DRUGS**

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

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

### **STEROIDS**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

Students participating in UIL athletic competition may be subject to random steroid testing.

### **STUDENT RECORDS**

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

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a

student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.

- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is 6805 Telephone Rd., Lake Worth, TX 76135.

The address of the principal’s offices is:

Lake Worth High School

4210 Boat Club Rd., Lake Worth, TX 76135

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 9 and **Student or Parent Complaints and Concerns** on page 12 for an overview of the process.]

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

### **Directory Information**

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year. [See the “Notices Regarding Directory Information and Parent’s Response Regarding Release of Student Information” attached to this handbook.]

### **Directory Information for School-Sponsored Purposes**

The district often requires the use of student information for the following school-sponsored purposes: publications and yearbooks.

For these specific school-sponsored purposes, the district would like to use the student’s name, telephone listing, photograph, honors, and awards received; attendance record; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information is available for release to the public unless you indicate your objection on the final page of this handbook. Once permission has been granted, the school will not ask your permission each time the district releases this information this school year.

**Please note:** Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district’s policy regarding student records is available from the principal’s or superintendent’s office or on the district’s Web site at [www.lwisd.org](http://www.lwisd.org).

The parent's or eligible 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 about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

### **STUDENT OR PARENT COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at [www.lwisd.org](http://www.lwisd.org).

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

### **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. A parent note must be provided and followed-up with a doctor's note in order for a student to be released from school without a parent present. Unless the Principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

#### **Late Arrival to School**

Repeated instances of tardiness will result in disciplinary action.

#### **Withdrawing from School**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **SECTION II - CURRICULUM-RELATED INFORMATION**

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents—especially if they are entering 9th grade or is a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

### **QUICK REFERENCE**

#### **Where to look when you need help with...**

Awards and honors	page 13
Class schedules	page 14
Computer resources	page 14
Counseling: academic	page 14
Counseling: personal	page 14
Credit by exam	page 14
Career and technology programs	page 15
Extracurricular activities, clubs, and organizations	page 15
Promotion and retention	page 17

### **ACADEMIC PROGRAMS**

The school counselor provides students and their parents' information regarding academic programs to prepare for higher education and career choices. Please see the counselor for information regarding students in grades 9-12 earning college credit. [For more information see policy EIF.]

### **AWARDS AND HONORS**

[See **Academic Counseling** on page 15.]

### **CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

Class rank is based on cumulative semester averages from grade 9 – 12. Courses taken in 8<sup>th</sup> grade will not count toward the cumulative GPA. Final class rank and grade point are determined at the end of the fifth (5<sup>th</sup>) six-week grading period of the senior year. Class rank is a weighted system and is computed using all courses except summer school, correspondence, credit by exam, APEX, and local credit. Classes are divided into the following categories: Advanced Placement, Pre-Advanced Placement, Honors, Regular, and Basic.

The student earning the highest rank is designated as Valedictorian; the student earning the second highest rank is designated as the Salutatorian. Those students who graduate in the top ten-percent will be named honor graduates and provided with written notification in order to receive automatic admission into a Texas State Public University.

Lake Worth ISD uses a 120 point scale system to determine official GPA and Class Rank. All **Advanced Placement** level classes will be multiplied by 1.2 (i.e., a student with an average grade of 100 would receive a weighted score of 120). **Honors** level classes will be multiplied by 1.15 (i.e. a student with an average of 100 would receive a weighted score of 115). **Regular** level class grades will be multiplied by 1.1, earning a maximum weighted score of 110. **Basic** level classes will earn a maximum weighted score of 100.

**Advanced** classes include all Advanced Placement (AP) and Pre-Advanced Placement (P-AP) courses, Pre-calculus, Calculus, Spanish 3, and Spanish 4.

**Honors** classes are state required and elective courses with accelerated curriculum.

**Regular** classes are all state required core and elective courses, not designated as accelerated or advanced.

**Basic** classes include Special Education classes if the TEKS are modified, Reading improvement, Student Aide, and ESL.

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

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

### **CLASS SCHEDULES**

Class schedules are created with input from the student and the parents. Please choose your courses carefully. It will be extremely difficult to change a course after the school term has started. **Schedule changes requested by parents or students must be made within the first ten days of each semester.**

### **COMPUTER RESOURCES**

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

Students and their parents should be aware that an e-mail using District computer is not private and may be monitored by District staff.

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

### **Personal Counseling**

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

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

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

### **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and/or counselor, be referred to the principal and/or attendance committee for permission to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. A student must have received a grade of at least 60 in the course failed in order to gain credit by such an examination. To receive credit, a student must score at least 70 on the exam. (EEJA Local)

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

In all instances, the district will determine whether any opportunity for credit by exam will be offered.

[For further information, see the counselor and policy EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2011–2012 school year include:

November 11, 2011; May 4, 2012;

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request to administer a test on a date other than the published dates. [For further information, see policy EEJB.]

## **CAREER AND TECHNOLOGY PROGRAMS**

The District offers career and technology programs. Lake Worth ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
- A student must be in attendance a minimum of 50% of the instructional day in order to be eligible to participate in any extracurricular event. A portion of that 50% must be 2<sup>nd</sup> period, the official accounting period. Extenuating circumstances may be approved by campus administration.
- A student must maintain at least 90% attendance to attend and participate any extracurricular or co-curricular activities (i.e. athletic events, field trips, homecoming activities, prom)

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

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

## Offices and Elections

1. Elections/selections for student council officers or representatives will occur no later than September 30. Cheerleaders, mascots, spirit groups, and drill team members will occur during the fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) six-week grade-reporting period. Elections or selections of class officers, club organization officers, and band officers/auxiliary groups will occur during the sixth (6<sup>th</sup>) six-week grade-reporting period.
2. Lake Worth student candidates elected/selected during the fifth (5<sup>th</sup>)/(6<sup>th</sup>) six-weeks reporting period must be enrolled by the first school day of January.
3. A student candidate must not have been placed into in-school suspension for more than twice during the current school year.
4. A student candidate must not have been placed on at-home suspension, expulsion, or in a District Alternative Educational placement, or Juvenile Justice AEP during the current school year. A student wishing to audition for one of the above named positions must be a full-time student at the time of the elections.
5. Any student wishing to audition for one of the positions named above must satisfy all of the following conditions:
  - a) Not have a failing semester grade for the most recently completed semester;
  - b) Maintain 90% attendance. (no attendance failures);
  - c) Have a 70 average or better in each course for the six-weeks reporting period immediately preceding the election of the candidates;
  - d) Have no U’s in conduct for the current school year; and
  - e) Have more E’s and S’s than N’s in conduct for each six-week reporting period for the current year.
6. No student shall be denied the right to participate in any school program because of the student’s race, religion, color, sex, or national origin.
7. A student who is elected / selected to one of the positions named above must satisfy the following eligibility requirements after elections:
  - a) Must be a full time student;
  - b) Maintain a 70 average or better in each class at the end of each six-week period;
  - c) Must have, at the last reporting period of the school year, a 70 average or better in each class for each semester; [Note: A student failing a course(s) for the semester must make up the deficient credit(s) in an approved instructional program (such as summer school) in order to satisfy the academic requirements for

eligibility course(s) for the fall semester. A student who fails a course(s) the fifth six-weeks reporting period and also fails a course(s) for the semester at the last reporting period of the school year will be dropped from the elected/selected position and will not have this summer option.]

- d) Have no U's in conduct;
  - e) Receive more E's and S's than N's in conduct for each six-weeks reporting period;
  - f) A student failing to comply with the requirements in (7 a-e) will be placed on probations for the next six-week reporting period of the regular school year;
  - g) If the student has not met the eligibility requirements at the end of the six-week probationary period, the student will be dropped from that position.
  - h) Any student placed on probation for a first time who then proceeds in such a manner that a second probation is warranted will be dropped from the position.
  - i) The probation shall include:
    - 1) No performances;
    - 2) No wearing of club uniforms;
    - 3) No before-school or after-school practices or work sessions
8. A student placed for disciplinary reasons into in-school suspension for the second time after election/selection will be placed on probation for a period of six-weeks. A student placed into in-school suspension for the third time will be removed from the position.
9. A student placed in an alternative education program (not including in-school suspension) for disciplinary reasons will be removed from the position.
10. Students suspended from school for any reason will be removed from the position.
11. Immediate placement on probation will result from severe behavioral problems.

The above eligibility criteria are effective immediately upon a student's election/selection, and will remain in effect throughout the next school year.

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

### **GRADE CLASSIFICATION**

To receive a high school diploma, a student entering Grade 9 between 2004 and 2006 must earn 24 credits.

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

To receive a high school diploma, a student entering Grade 9 in the 2007–08 school year and thereafter must earn 26 credits.

<u>Credits Earned</u>	<u>Classification</u>
6.5	Grade 10 (Sophomore)
13	Grade 11 (Junior)
19.5	Grade 12 (Senior)

### **PROMOTION AND RETENTION**

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

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

Certain students may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or the Director of Special Education.

## **GRADUATION**

### **Requirements for a Diploma**

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

The grade 11 exit-level test, required for students in grade 11, covers English Language Arts, Mathematics, Science, and Social Studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and Early American and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

### **Graduation Programs**

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

To receive a high school diploma, a student entering Grade 9 in the 2007–08 school year and thereafter must earn 26 credits.

For complete information on required courses, see the High School Academic Handbook.

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

### **Certificates of Coursework Completion**

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests. These candidates are not allowed to participate in the graduation ceremony.

### **Students with Disabilities**

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

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

[See FMH(LEGAL)]

### **Graduation Activities**

Graduation activities will include:

- Robing Ceremony
- Emerald Awards/ Recognition Assembly
- Baccalaureate
- Graduation

### **Graduation Expenses**

Because students and parents may incur expenses if they choose to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture. Both students and parents should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 29.]

### **Student Rights and Responsibilities FNA (local)**

For information on: Student expression of religious viewpoints, Student speakers at nongraduation and graduation events, Content of introductions, opening remarks, and closing remarks, please see Lake Worth ISD local policy FNA.

### **Student Expression FNA (local)**

For information on: Religious expression in class assignments, Freedom to organize religious groups and activities, please see Lake Worth ISD local policy FNA.

## **HOMEWORK POLICY**

### **A. Rationale for Homework**

1. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home. Long-term, extended assignments, such as projects and research papers, although they do require work to be completed outside the classroom, should be distinguished from specific, short-term daily homework assignments that might be regularly reviewed by the teacher and included in a homework average.
2. Because education is a lifelong process which extends beyond the school, it is important that students recognize that learning occurs in the home and community as well as in the classroom. Homework is one means of teaching the necessary skills of independent study and learning outside the classroom without immediate teacher supervision.
3. Research reveals that homework, when carefully designed, implemented, and evaluated, is an effective tool for improving student understanding and achievement.
4. Homework assignments should be designed to help students master the TEKS or to extend the student's learning to advanced study, e.g. preparation for an Advanced Placement exam.
5. Homework should not be assigned as punishment.
6. When students demonstrate mastery of the TEKS on major assessments, homework alone should not be the cause of a failing grade.
7. Homework may count no more than 10% of the grade for any grading period.

### **B. Purposes of Homework:**

1. To increase student achievement
2. To expand, reinforce, enrich, or prepare for class work
3. To encourage personal connections to learning
4. To provide an opportunity to pursue special interests or ability areas
5. To establish independent study skills
6. To complete work started in class

### **C. Teacher responsibilities include:**

1. Ensuring that students understand and know how to complete assignments successfully
2. Defining the work to be completed at home and making sure appropriate resources and materials are readily available
3. Giving instruction to parents, when appropriate, and explaining how they may help the student complete the homework
4. Considering homework as one part of the total learning process by monitoring, collecting, and providing meaningful feedback to students
5. Regularly reviewing and grading homework assignments to give students feedback on their learning
6. Informing students of homework assignments missed because of absence or substituting another activity for the missed assignment so that there are no gaps in the student's learning

### **D. Student responsibilities include:**

1. Understanding the homework assignment(s) before leaving school
2. Taking home all necessary materials to complete assignment(s)
3. Having an organized means of keeping and carrying homework to and from school
4. Arranging for a place to work and having a regular time to study
5. Scheduling time for homework that is compatible with family and/or after-school activities
6. Completing homework with a minimum of parental help
7. Completing homework assignments as carefully and as neatly as class work
8. Completing homework and turning it in on time
9. Budgeting time for long-term projects
10. Completing all work missed because of absences or school activities

### **E. Parent responsibilities include:**

1. Reading and discussing the district's homework policy with the student and encouraging good study habits
2. Providing necessary assistance and a positive, supportive attitude and encouraging good study habits
3. Communicating any concerns and questions regarding homework assignments to the student's teacher
4. Encouraging the student to seek additional help, if needed, from the teacher

5. Providing an appropriate time and environment for study and learning; checking the homework for completion and showing an active interest in it
6. Monitoring television, radio, computer games, and outside activities to be sure the student has sufficient study time

### **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, students with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the building principal.

### **Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May 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 local education agencies 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 report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services at 817-306-4209.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus [See policy FDB(LOCAL)]

### **SUMMER SCHOOL**

Summer School provides an opportunity for high school students to take required coursework during the summer. Summer school will be provided for students 9 – 12 for a fee. Tutorials are also available for students who did not pass one or more portions of the exit-level TAKS, or new STAAR tests. Students interested in summer school attendance should contact the school administrative team.

### **TEXTBOOKS**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Teachers will be required to do a physical book count each semester (not later than 1 December and 1 May) and report damaged or missing books to the campus textbook coordinator. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

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

**QUICK REFERENCE**

**Where to look when you need information about...**

Attendance	page 20
Driver license attendance verification	page 22
Makeup work	page 22
Communicable diseases/conditions	page 23
Health-related matters	page 24
Freedom from discrimination	page 25
Conduct	page 26
Disruptions	page 26
Law enforcement agencies	page 27
Distribution of published materials or documents	page 27
Dress and grooming	page 28
Student fees	page 29
Fund-raising	page 29
Immunization	page 30
Physical examinations/health screenings	page 31
Pledges of allegiance and a minute of silence	page 31
Prayer	page 31
Safety	page 31
Emergency school-closings information	page 32
School facilities	page 32
Searches	page 32
Transportation	page 33
Video cameras	page 33
Visitors to the school	page 33

**ATTENDANCE**

Please read the following excerpt from the Texas Education Code of Statute No. 25.095. This is to be considered as your first notice of the attendance guidelines:

**If the student is absent from school on 10 or more days or parts of days within a six month period in the same school year or on three or more days or parts of days within a four-week period, the student’s parent or person standing in parental relation is subject to prosecution under Texas Education Code Statute No. 25.093. In addition, the student is subject to prosecution under Texas Education Code Statute No. 25.094.**

The first truancy case is filed against the parent if the student is 14 years old and below, or the first case is filed against the student if student is 15 years old or older. The second case is filed only against the parent if they are 17 years old or younger. The third case is filed against both the parent and the student if the student is 17 years old or younger.

If the student is over age 18, the student’s parents shall not be subject to penalties as a result of their child’s violation of state compulsory attendance law. [See FEA (LEGAL)]

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

### **Compulsory Attendance**

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. If a student has five consecutive unexcused absences, a campus administrator has the right to withdraw that student. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter is then unauthorized and may be considered trespass. In order for a student to reenroll they must attend an attendance seminar that is approved by the district.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action. A student who is tardy to class will be subject to detention. Repeated instances of tardiness will result in disciplinary action. For further information, see policies at EHBC, EIA, FDC, and FDD.

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

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

### **Excused Absences**

State law and the district school board allow certain excused absences such as:

- An extracurricular activity or public performance, approved by the District's Board of Trustees. A student must be in attendance the day of a school-sponsored event, to participate in the school-sponsored event.
- A District-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment. Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family.
- Any child with a fever of 100.4 F or greater shall not attend school. Students may attend school when free of fever for 24 hours. It is not permitted to send a child to school with a fever that is controlled by medication.
- Students found to have head lice will be excused one school day (with a note or phone call from a parent) and must be nit-free, and lice free to return to class.
- A juvenile court proceeding documented by a court official.
- An absence required by state or local welfare authorities.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention.
- An approved visit to a college campus.

Parent and doctor's notes are to be received within 72-hours (3 days) after the child returns to school; otherwise, the absence will remain unexcused, unless excused by the campus administrator. Our district may accept a parent and doctor note after 72-hours and the untimely note should be documented in Skyward for reference. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 years of age or older. Final determination on whether an absence is excused rests with the campus administrator.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether the absences can be excused or how the student can regain credit. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the

class. If credit is lost, the attendance committee will decide how the student may regain credit. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a semester or for a full year. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

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

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

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

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

### **Driver License Attendance Verification**

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

## **MAKEUP WORK**

### **Routine and In-depth Makeup Work Assignments**

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. Secondary teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time allotted below. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment. [EIAB Local]

### **Excused Absences:**

Students with excused absences will have one day per each day of absence to complete make-up work. Work turned in after this period may be penalized 10 points for each day up to three days. After the third day, a zero may be recorded for the missed work.

### **Unexcused Absences:**

The grade for make-up work after an unexcused absence may be reduced by 10 points. [EIAB Local]

Students with unexcused absences will have one day per each day of absence to complete make-up work. Work turned in after this period may be penalized an additional 10 points for each day up to three days. After the third day, a zero may be recorded for the missed work.

### **DAEP or In-school Suspension Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA.]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

### **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

### **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with

meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

## **HEALTH-RELATED MATTERS**

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held four meetings. Additional information regarding the district's School Health Advisory Council is available from the principal. [See also policies BDF and EHAA.]

### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the building principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Vending Machines**

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. [See policies CO and FFA]

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

#### **Tobacco Prohibited**

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

#### **Asbestos Management Plan**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Superintendent's office. If you have any questions, please contact the Director of Operations at (817) 306-4200 ext. 1062.

## **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Director of Operations at (817) 306-4200 ext. 1062.

## **Freedom From Discrimination**

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

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

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

## **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

## **Investigation of Reported Harassment**

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

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

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

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: (817) 306-4200.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Education at (817) 306-4209.
- All other concerns: See the Superintendent at (817) 306-4200.

### **Services for the Homeless and for Title I Participants**

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students at (817) 306-4200.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Campus Administrator.

### **Services for Students with Disabilities**

- Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact Director of Special Education (817) 306-4209.

## **CONDUCT**

### **Applicability of School Rules**

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

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may not be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district's policy manual.

### **Disruptions**

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

### **Radios, CD Players, MP3 Players, Cell Phones, and Other Additional Electronic Devices and Games**

Students are not permitted to possess telecommunications devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games during the instructional day, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item

and turn it in to the principal's office. A \$10.00 fee will be assessed for the return of all items mentioned or listed in this section. For safety purposes, the District permits students to possess cell phones; however, cell phones must remain turned off during the instructional day and must not be visible or audible. If a cell phone vibrates or rings during the school day the device will be confiscated and returned only to the parent/guardian. Any student in possession of a cell phone during the instructional day may receive disciplinary action in addition to an assessed fee of \$10.00 for the return of the phone. **The district is not responsible for the theft or loss of any device.** Any disciplinary action will be in accordance with the Student Code of Conduct. [See policy FNCE.]

### **Social Events**

No guests are permitted to attend these events. Any student attending a social event and leaves before the official end of the event will not be readmitted.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

[For further information, see policy GRA.]

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of a teacher, sponsor, and the principal.

[See **Directory Information for School-Sponsored Purposes** on page 11]

### **Nonschool Material from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated a location for approved nonschool materials to be placed for voluntary viewing by students. See policy FNA.A.

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

### **Nonschool Material from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

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

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **DRESS AND GROOMING**

The District's dress code is established to instill discipline, teach respect for authority and self, prevent disruption, teach grooming and hygiene, and minimize safety hazards. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The Lake Worth ISD prohibits any clothing or grooming that in the judgment of the campus principal may reasonably be expected to cause disruption of or interference with normal school operations. Any clothing or personal adornment which, in the judgment of the principal, is likely to create a disruption or otherwise compromise the good order and discipline of the school is prohibited. Students and parents may determine a student's personal dress and grooming standards provided that they comply with the standards listed below.

### **Dress Code for the 2011-2012 school year:**

The district prohibits pictures, emblems, clothing, or writing on clothing that are lewd, offensive, vulgar, or obscene, that depict the occult; that represent gang membership; or that advertise tobacco products,

alcoholic beverages, drugs, or any other substance prohibited under school policy. The district also prohibits any clothing or grooming that in the principal's judgment, may reasonably be expected to cause disruption of or interfere with normal school operations.

1. Hairstyles that in the opinion of the school principal, cause a health or safety hazard, or cause a disruption of the education process shall not be permitted. Well-kept beards and mustaches are allowed.
2. All students are expected to wear clothing and undergarments in keeping with their gender. Skirts and dresses should be modest in appearance and must not be more than 2-3" above the knee. Dresses or tops that are strapless, are backless, crop-tops, tanks tops, tube-tops, halters, have spaghetti-type straps, or show midriff are prohibited. Blouses and shirts must cover the waistband, and be modest in appearance.
3. See-through clothing, such as fishnet shirts and shredded, "holey" garments, is prohibited.
4. Students may wear shorts provided they are neatly hemmed, and modest in appearance. Shorts or skirts must not be more than 2-3" above knee.
5. Form-fitting/skin tight pants and pajamas are prohibited.
6. Pants or shorts must be worn at the waistline, and must not be more than 1 size larger than your waist. (i.e., no sagging).
7. No hats or head coverings (i.e., scarves, bandanas, sweat band) of any kind are to be worn or brought to school unless approved by the school principal for a special occasion.
8. All students must wear appropriate footwear. House shoes are not permitted.
9. The wearing of heavy chains, spiked jewelry, and body piercing jewelry is prohibited, except earrings.
10. Regulations in reference to grooming and dress for special activities are under the discretion of the principal.
11. No gang paraphernalia, symbols, or gestures may be displayed in any manner.
12. Tattoos must be covered.
13. Cheerleading, and drill team, etc. uniforms worn during the school day, with the exception of approved performances, must meet dress code requirements.
14. Wearing school issued athletic gear to classes other than athletics is prohibited, except for game days. All students who, in the opinion of a teacher, are in violation of this dress code will be sent to the principal or designee (i.e., assistant-principal) for a determination. The principal or designee will make all final determination of dress code violations. Students who are found to be in violation of the dress code will be subject to disciplinary action.

### **STUDENT FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books or textbooks.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 26.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

## **FUND-RAISING**

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the building Principal at least 10 days before the event, and submitted to the Business Office for approval.

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

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the district. The immunizations required are: diphtheria, rubella (measles), mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox), meningococcal for 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grades. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Vision and hearing screenings are performed on students entering a Texas school for the first time, and in kindergarten, first, third, fifth, seventh, and other grades on referral. Scoliosis screening is performed in the fifth and eighth grades (sixth and ninth grades for new students to the district).

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

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

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

## **PRAYER**

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

## **SAFETY**

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

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

## **Accident Insurance**

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

### **Drills: Fire, Tornado, and Other Emergencies**

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

### **Emergency Medical Treatment and Information**

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

### **Emergency School-Closing Information**

School closings or delayed openings due to inclement weather will be announced on various local TV and radio stations and posted on the district web page, as soon as the decision is made by school officials.

## SCHOOL FACILITIES

### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Please see your building principal for the designated area. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

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

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

The District participates in the National School Lunch Program and offers free breakfast and lunch regardless of a student's financial need. Additional nutritional food and snack items will be available for purchase. Information on this program can be obtained from the Child Nutrition Director (817) 306-4200.

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

### **Library**

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

### **Meetings of Noncurriculum-Related Groups**

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

### **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for

damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **SEARCHES**

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

### **Students' Desks and Lockers**

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

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

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

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

### **Vehicles on Campus**

To drive on campus all drivers must have a valid driver's license and current insurance. Campus parking areas are considered public streets. Violations of traffic law may result in loss of driving privileges. Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

### **Trained Dogs**

Lake Worth Independent School District does utilize trained dogs for random searches in the building. The dog is trained to search for illegal drugs, alcohol, and firearms. The dogs are never asked to search an individual.

### **Metal Detectors**

Lake Worth Independent School District does utilize metal detectors. For further information, see policy FNF.

## **TRANSPORTATION**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, call 817-306-4291.

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

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.

- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

### **VIDEO CAMERAS**

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

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

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access from the campus principal. Our practice is to not release video for viewing if multiple students are visible.

### **VISITORS TO THE SCHOOL**

#### **General Visitors**

Parents and others are welcome to visit District schools with approval. For the safety of those within the school and to avoid disruption of instructional time, all visitors must sign in at the campus office and all visitors will be required to present photo identification. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Outside agencies may not provide services (i.e. counseling, therapy, etc.) on school grounds during school hours. Parents are encouraged to schedule any private services after school hours so as to not interrupt the instructional process. Child Protective Services may interview students during the course of an investigation with proper identification. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## **GLOSSARY**

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

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

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

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

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

**Bullying** is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To 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. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to

the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**Personal Graduation Plan (PGP)** is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

**STAAR** The State of Texas Assessments of Academic Readiness (STAAR™) will replace the Texas Assessment of Knowledge and Skills (TAKS), which is the criterion-referenced assessment program that has been in place since 2003. STAAR™ includes the 12 end-of-course (EOC) assessments mandated by SB 1031 in 2007 and the new grade 3–8 assessments mandated by HB 3 in 2009. The new tests will be implemented in the 2011–2012 school year.

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

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

**ACKNOWLEDGMENT FORM**  
**11-12**

Are there any legal restrictions regarding this student? If yes, explain:

\_\_\_\_\_

Has this student ever received any special services? (Special Education, Sec 504, ESL, Gifted/Talented)? If yes, explain:

\_\_\_\_\_

Has this student ever been retained in any grade level? If yes, explain:

\_\_\_\_\_

**MIGRANT PROGRAM IDENTIFICATION**

Your child may be eligible for supplemental services if he/she qualifies as a migratory student. Please answer the following question which will help us locate students who may be eligible.

Within the past 3 years have you moved from one city or state to another so that you or your family could work or look for work in agriculture or fishing?

If the answer to this question is yes, please see the campus administration to complete a 2011-2012 Occupational Survey to determine the need for migrant services.

**MEDICAL RELEASE AUTHORIZATION**

I hereby authorize the person(s) listed as EMERGENCY CONTACTS and DOCTOR below to be notified at the school's discretion and do authorize the named doctor/emergency doctor to render such treatment as may be deemed necessary in an emergency, for the health of said child. I further assume the responsibility for payment of any professional emergency services required.

**EMERGENCY CONTACTS**

(1) \_\_\_\_\_ Phone \_\_\_\_\_

(2) \_\_\_\_\_ Phone \_\_\_\_\_

**DOCTOR'S NAME**

\_\_\_\_\_ Phone \_\_\_\_\_

**FIELD TRIP PERMISSION**

I hereby consent to the designated personnel of Lake Worth ISD for my child to participate in field trips, short excursions, or any other type of school related activities during this school year that a professional school employee may deem necessary for educational/instructional related experiences. I further consent to medical treatment for my child in the event medical attention becomes necessary while on a field trip. This authorization includes the authority to sign releases on my behalf for medical services.

**STUDENT INSURANCE INFORMATION**

The District shall cooperate in a program to offer low-cost accident insurance for students. Students or parents will pay the premium for the coverage, if they choose to participate. By declining the insurance offer or failing to respond to it, the parents/guardian are accepting full responsibility for costs associated with a student's injury or injuries. Your initials will acknowledge that you have received the student insurance information.

**ASBESTOS HAZARD COMMUNICATION**

The Lake Worth ISD has completed building inspections required by the Asbestos Hazard Emergency Response Act of 1986. Management plans developed in conjunction with these inspections have been submitted to the Governor's Office. District buildings do not contain friable asbestos. The District has identified the non-friable asbestos containing materials, which include transit panels and pipes, floor tiles and wrapped insulation. The Lake Worth ISD has contractors trained to assure that asbestos containing materials are observed and handled as required to prevent the possible release of asbestos fibers. Abatement projects may be conducted through the year. Information concerning asbestos can be obtained from the Director of Operations at (817) 306-4200 ext. 1062, or information may be obtained from the school office.

**PESTICIDE NOTIFICATION**

Lake Worth ISD periodically applies pesticides at each campus. Information concerning these applications may be obtained from the Director of Operations at (817) 306-4200 ext. 1062.

**NOTICES REGARDING DIRECTORY INFORMATION AND PARENT’S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION**

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

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Lake Worth ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 11<sup>th</sup>.

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

For the following school-sponsored purposes: publications and yearbooks. Lake Worth ISD has designated the following information as directory information: students name, telephone listing, photograph, honors, and awards received; attendance record; grade level; most recent educational institution attended; participation in officially recognized activities and sports, and weight and height of members of athletic teams.

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

**Parent: Please circle one of the choices below:**

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

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

For all other purposes directory information includes: students name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

**Parent: Please circle one of the choices below:**

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

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

\*\*\*\*\*

My child and I have received a copy of the Lake Worth Independent School District Parent/Student Handbook and the Student Code of Conduct for 2011–2012. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code. By my signature below, I consent to and give authorization for all areas detailed on this form on behalf of my child.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

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

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