



**LINDALE HIGH SCHOOL
PARENT/STUDENT HANDBOOK
*2019-2020***

NONDISCRIMINATION STATEMENT

Lindale ISD does not discriminate on the basis of race, religion, color, national origin, 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.

PREFACE

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

PARENTAL INVOLVEMENT AND RESPONSIBILITIES

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

1. Review the LHS Student Handbook and LHS Student Code of Conduct with your child prior to signing statement that you understand and consent to the responsibilities outlined in the LHS Handbook and Code of Conduct.
2. Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
3. Become familiar with the academic programs offered in the District and feel free to ask the principals any questions, including concerns

about placement, assignment, or graduation options.

4. Attend Board meetings to learn more about ongoing operations of the Campus and District.
5. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
6. Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.
7. Review your child's school records when needed through Family Access. Monitor your child's progress and contact teachers as needed. Take advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues generally. Follow up on a matter not resolved administratively according to policy.
8. Become a school volunteer through a club or organization.
9. Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.

ADMISSION

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

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

to make such determinations.

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

1. Show proof of residency (utility bill, etc.)
2. Show proof of withdrawal with clear records from the previous school
3. Provide an up-to-date immunization record
4. Provide the student's social security number
5. Complete an enrollment data form
6. Complete a course selection sheet requiring a parent signature if the student is under 18
7. Provide a birth certificate

ANNOUNCEMENTS

Announcements with information for teachers and students are prepared daily and emailed to the teachers. In addition, announcements are shown in the cafeteria during all lunches via a PowerPoint presentation.

Announcements will also be constantly displayed on monitors throughout the campus. If a student or teacher wants to place information in the daily announcements, the information must be turned into the school office no later than 3pm on the day before it is to be announced. The information should be written neatly or typed and should be signed. Announcements requested by students must have a sponsor's signature or the principal's approval.

ASBESTOS

Lindale ISD maintains a complete Asbestos Management Plan for each campus. The Management Plans have been developed and are maintained in accordance with the EPA Asbestos Hazard Emergency Response Act, (AHERA). In accordance with the AHERA standards periodic surveillance is conducted every 6 months. Every 3 years a re-inspection of our facilities is performed by an EPA Accredited Asbestos Inspector. In addition to this re-inspection, a review of our Management Plan is performed by an EPA Management Planner.

Copies of the re-inspection report and management plan update are available for inspection at the superintendent's office during business hours.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who engages in inappropriate conduct during an assembly will be subject to disciplinary action. Students skipping assemblies will be give same consequences as skipping a class.

ATTENDANCE

In Texas, a child between the ages of 6 and 18 (depending on when the child's birthday falls) is required to attend school unless otherwise exempted by law. School employees investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any district-required tutorial sessions.

Students who attend even a single class and then leave for a medical appointment will be considered excused if they provide a doctor's note within ten days of the absence. Beyond ten days, doctor's notes will no longer be accepted and the absence will be noted as unexcused.

Students who are absent an entire day due to illness or appointments, will not be considered excused even if accompanied by a doctor's note.

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.

To receive credit in a class, a student must be in attendance for at least 90% of the scheduled time during a semester. A student who is in attendance for fewer than 90% of the scheduled time in a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances. (Texas Education Code 25.092)

To be counted present, a student must attend a majority of the class period. A student who misses fifteen minutes of a class will be considered absent. Once a student is on campus, they will be required to go to class after receiving their tardy slip, regardless of time remaining or considered absent.

If a student is absent, the parent or guardian should notify the campus office between 7:30 a.m. and 10 a.m. the date of the absence.

Notes from healthcare professionals (to excuse the absence/s) are due in the office at the time the student returns from his/her appointment or from the day(s) absent. No doctor's note will be accepted later than ten days from the date of the absence or appointment.

Make-Up Work Due to Absence from Class: Students who miss class for any reason will be expected to complete make-up work. Students who are absent from class will be allowed one day more than the number of days missed to complete make-up work for full credit. This includes homework, class work, daily work, labs, etc. After the allotted time, the department's late work policy will be in effect.

Assignments of a long-term nature, such as a research paper or major project, are not subject to the same make-up policies as daily work and class assignments. An assignment with a completion date of more than one week from the date of assignment is considered a long-term assignment and shall be turned in on the prescribed day. Due to the long-term nature of these assignments, students shall make arrangements to present the assignments on the due date. Should an extended illness occur during a long-term assignment, the teacher, parent, counselor and/or administrator will communicate to determine the date the assignment is due to the teacher. Only in extreme circumstances will any long-term project will be accepted after the due date. In the case of an absence on the due date, it will be the student's responsibility to make arrangements to have the project or paper brought to school on or before the due date, before the end of the school day. Students who know in advance that they will not be

in class on the date a project or paper is due must make sure that the project or paper is turned in before the absence. The due dates of long-term assignments shall be clearly communicated to students and parents. Effective teacher/student/parent communication during the term of a long-term assignment should significantly reduce the possibility of misunderstandings about the due dates and procedures for long-term assignments.

Tests and quizzes that have been announced and communicated more than one week in advance of the assessment are considered long-term assignments. Students should be prepared to make up a test or quiz on the day they return to school after being absent.

Students who plan to be absent for school-sponsored events must turn in assignments prior to the absence or make prior arrangements with teachers for make-up work. Under these circumstances, the amount of time allowed for completion or make-up work will be left to the individual teacher.

The burden of responsibility for obtaining and completing make-up work rests with the student.

Truancy: A student who is absent from school or any class without permission will be considered truant and will be subject to disciplinary action. When a student is truant, school officials shall provide the parents with proper notice of the student's unlawful absence and request the parent return the student to school. A parent who willfully fails to comply with this provision shall be subject to punishment as provided by law, unless he can prove inability to control the child. In that case the child shall be subject to action by the Juvenile Court.

School officials recognize that students may have to check out of school on a temporary basis. Office and administrative personnel must have a stated reason as to why the student is checking out and are responsible for ensuring that the student is being checked out of school by a parent. Doctor and dental appointments are major reasons for early dismissal. To

receive an early dismissal slip for either of these, the student must have his or her parent come by the office in person to check the student out. Students will be limited to only two “call-outs”. Any student who brings a note back from the doctor will not be charged for a “call out”. 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 may be excused for temporary documented absences:

A student not actually on campus at the time attendance is taken may be considered in attendance for FSP purposes under the following five conditions.

1. The student is participating in an activity which is approved by the local school board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.
2. The student is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC §74.13(a)(3).
3. The student is a Medicaid-eligible child participating in the Early and Periodic Screening, Diagnosis, and Treatment Programs (EPSDT) implemented by the Texas Department of Human Services with contractual cooperation of the Texas Department of Health. Such students may be excused for up to one day at a time without loss of ADA.
4. The student misses school for the purpose of observing religious holy days, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days.
5. The student is temporarily absent due to a documented appointment with a healthcare professional if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from

the health care professional. 19 TAC §129.21(k), TEC §25.087(b)

Adequate documentation must be retained to verify the whereabouts of these students

Parent/Guardian or the student has ten business days from the time of the absence to dispute any absence(s).

Unless the attendance committee finds that there are extenuating circumstances for the absence or if conditions established by the committee for earning or regaining credit are met, the committee shall not deny credit for the class. A student whose petition for credit is denied may appeal the attendance committee's decision to the Board of Trustees.

The District may provide alternative ways for students to make up work or regain credit lost because of absences, such as Saturday School.

Saturday School and Saturday Detention (OCS):

Saturday School – Assigned to students for attendance recovery purposes.

Saturday Detention (OCS) – Assigned to students for behavior intervention purposes.

Saturday School and Saturday Detention will be conducted on the dates shown on the Saturday School/Detention calendar. You may access this calendar in the main office at Lindale High School or our web-site. Classes are held from 8 a.m. to 12 p.m. A campus administrator will assign students to Saturday School/Detention. All Saturday School/Detentions will be held in the lecture room on the high school campus. A student who attends a Saturday School / Detention class must be present during the entire session to receive credit. No student will be admitted to the Saturday School / Detention late.

Students assigned to Saturday School/Detention are required to bring assignments to work on during the Saturday session. All school rules and regulations apply to student behavior and dress. Any violations of Saturday

School/Detention rules will result in removal with no credit given. Transportation to and from Saturday school/detention is not provided by Lindale ISD. Make-up time will be awarded to students completing a Saturday School. No make-up time will be awarded for students completing a Saturday detention. Each student bears the responsibility of providing material on which to work.

TARDIES:

A student is considered tardy to class if they arrive to class after the tardy bell rings. A student will be considered tardy if they arrive to class within the first fifteen minutes of class time. All tardy students should report to a tardy station to receive a tardy pass before entering class. Tardy stations are located in the main office, library and Mr. Berryman's office.

Tardy Consequences: All tardies will be considered a step on the discipline plan. Students reaching step 4, 7, 10, 14 will receive consequences defined in the discipline behavior plan.

BULLYING

Defined (TEC 37.001, FO Legal): Bullying occurs when a student or group of students engages in written or verbal expressions or physical conduct that:

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

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

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

- Consistent visibility by principals, counselors, staff, and resource officers
- Most courses are grouped by grade levels which ensure age-appropriate material and classroom management
- Involvement and programs through student organizations including Student Council, Band, Athletics, Key Club, Fellowship of Christian Athletes, and many more
- Daily support for students from outside agencies
- Efficient electronic referral system for teachers to counselors (Identification and Report Counselor Hotline)

Procedures in place for bullying, harassment and/or intimidation at LHS are as follows:

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

COLLEGE VISITATION

Juniors who meet the following criteria will be allowed to miss (1) school day to make (1) college visit during the school year. Seniors who meet the

following criteria will be allowed to miss (2) school days to make (2) college visits.

- The student must be on track to graduate on time.
- The student is passing all coursework.
- The student has no truancy or other attendance problems.
- The student is not in DAEP or JJAEP.
- The student must obtain a signature from a college representative in order for the day to be excused.

Any MEPS (Military Entrance Processing Station) training may be used in place of a college visitation day. Military signatures are still required for the day to be excused.

Forms to request approval are available in the Attendance Office. If your child is planning a college visit, it is important that this form be submitted at least one (1) week prior to the absence.

Students are also encouraged to use the SR Waiver days in the Spring for college visitations.

CAREER AND TECHNOLOGY PROGRAMS

Lindale ISD offers career and technology education programs in Health Science Technology, Family and Consumer Sciences Education, Marketing Education, Technology Education, Trade and Industrial Education, Agriculture Science and Technology Education, Business Education. Admission to these programs is based on grade classification and prerequisite.

It is the policy of Lindale ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Lindale ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as

required by Title VI of the Civil Rights Act of 1954, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

For information about your rights or grievance procedures, contact the Title IX Coordinator and Section 504 Coordinator, Lori Anderson, at PO Box 370, 903-881-4000.

CHEATING/ PLAGIARISM/ ACADEMIC DISHONESTY

As an academic institution, Lindale High School believes in the importance of honesty and integrity. Students are encouraged to set high goals and work toward their achievement. Academic goal attainment should only be realized through the practice of high ethical standards. It is unacceptable for students to:

- Communicate verbally, through the use of technology or otherwise with other students during an assessment
- Communicate verbally, through technology or otherwise with other students about assessments they have taken previously
- Sell review sheets for assessments
- Copy (or take photos of) another student's work
- Steal another student's property in order to prepare for an assessment
- Present or represent someone else's ideas or work as their own (plagiarism)
- Engage in any other behavior that is judged by campus administrators to be academically dishonest because the behavior provides students with an unfair academic advantage

The determination that a student has engaged in academic dishonesty shall be based on the professional judgement of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. A student may be

given a grade penalty and/or a discipline referral to the administration for academic dishonesty. If the academic dishonesty occurs on a test, there will be no opportunity for a retest.

CHECK ACCEPTANCE POLICY

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

CLASS RANKING POLICIES AND PROCEDURES

Class ranking will be determined yearly. Academic averages will be rounded off to two places through the junior year. The final averages on seniors will be carried through as many decimal places as necessary (up to 10) to determine class rank. Class ranking will be finalized for the top ten percent of the graduating class after the fifth six weeks is complete.

Academic grades for the fourth and fifth six weeks will be averaged and treated as semester grades. In the event two or more students have the same scholastic average, a tie will be declared, and each student involved will receive equal recognition for valedictorian and salutatorian honors.

However, if an award such as a scholarship will be given to a student with the highest academic standing, a competitive examination will be administered to determine the winner of the scholarship.

To compute academic averages, divide the total number of semester units taken into the total number of grade points earned. Add ten (10) points to each semester grade that has been designated as an advanced level course, and five (5) points per semester grade for regular/Level 2 courses. In the case of a fifth year student, fifth year grades will not be considered in determining class rank

Level 1AP (AP courses) = 13 points added to each semester grade beginning with junior class of 2015-2016

Level 1 (Advanced Courses) = 10 points added to the semester grade
Level 2 (Regular courses) = 5 points added to the semester grade
Level 3 (Basic courses) = 0 points added to the semester grade (as determined by an ARD committee)

Advanced classes available can be obtained by the Course Description Guide or through the counselors.

NOTE: The thirteen (13), ten (10) and (5) points added to semester grades for Level 1AP, Level 1 and Level 2 courses are for ranking purposes only. Additional points will NOT be added to report card grades. The semester grade on report cards is the actual grade earned by a student as indicated in the teacher's grade book.

Ranking of honors students will be based on grade point averages of all courses, grades 9-12, except for band, choir, athletics, physical education, correspondence courses, and credit by exam. Algebra I, Health, and Speech taken in the eighth grade will also count. Any class that is not offered at Lindale High School will not be considered for Honors credit.

Students who are early graduates will not be ranked with the senior class, but will instead be classified as a junior and their GPA and class rank will be based on their junior class. All students will be recognized on the graduation program, but Honor Graduate Status will be reserved for seniors only.

The valedictorian and salutatorian honors will be awarded only to those students who have attended Lindale their entire junior and senior years.

In case of a tie for valedictorian and/or salutatorian, the district will give co-scholastic honors (co-valedictorian, co-salutatorian)

Conduct: To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the student code of conduct.

CLOSED CAMPUS

All campuses of the Lindale ISD are closed. After arriving on campus during a school day, students must remain on campus for the duration of the school day unless they are checked out of school through the office by their parent. If a student leaves the campus without permission before the normal end of school, that student will be subject to disciplinary action.

Students are not allowed to have friends from outside LISD have lunch with them. Visitors are not allowed to attend class with LHS students.

No visitors are allowed on campus without first checking in at the front office. Security cameras are installed in the high school and parking lot for the protection and safety of all students and property.

CLUBS AND ORGANIZATIONS

All Clubs and Organizations must be sponsored by a faculty member. All organizations must be justified on the basis of a worthwhile contribution to the educational program of the school. There shall be no secret societies in the Lindale Schools. No organizations which are social or fraternal in nature or are discriminatory in membership selection are permitted.

Student clubs and performing groups such as the band, choir, and athletic teams may establish rules of conduct, and consequences for misbehavior, that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

Some of the clubs and organizations at Lindale High School include:

Student Council - Student government organization are encouraged in the secondary schools to provide the experience of participating in the democratic process. Student organizations shall not set rules and regulations for operation of the schools, but may submit recommendations to the principal in charge. Student Council members and officers are elected by the student body.

Cheerleading - Lindale High School sponsors cheerleading squads

consisting of students from grades 9-12. Tryouts are conducted in the spring. Two squads will be selected (Varsity and Junior Varsity). Each squad will consist of no more than 12 members and no less than 8 members. Selection is based on a total point system consisting of points accumulated from judges' scores. Judges will be pre-approved by the principal prior to the tryouts. See Cheerleading Constitution for more info.

Band - Membership is open to students in grades 9-12 who successfully completed the previous year in band. The Eagle Band will compete in the UIL Regional Marching Contest, the UIL Regional Solo and Ensemble Contest and the UIL Concert and Sight-reading Contest. Students participating in these contests will meet all UIL eligibility requirements.

Drama Club - Open to all students interested in theater.

Speech and Debate Club - Open to all student interested in competing in speech and debate contests.

Art Club - Open to all students whether or not they are presently enrolled in an art class.

FFA - This is the activity club of the Vocational Agriculture program. Membership is open to past and present students in the Vocational Agricultural program.

National Honor Society - The Lindale Chapter of the National Honor Society is part of a national organization, whose function is to recognize and nurture students outstanding in the fields of scholarship, leadership, service, and character. The standards by which a student is considered and further material on the procedures of the National Honor Society are available from the chapter sponsor.

Key Club - Open to all students interested in service projects and helping others in the community.

Yearbook Staff - Must take Journalism I as a prerequisite for this class.

Students must then apply for yearbook staff by obtaining an application from the journalism teacher. All approved staff members will write stories, take pictures, sell ads and design pages using desktop publishing software.

Eagle Eye Staff - Must take Journalism I as a prerequisite for this class. Students must apply for newspaper staff by obtaining an application from the journalism teacher. All approved staff members will write stories, take pictures, sell ads and design pages using desktop publishing software.

FCCLA - Open to all students interested in family development, community service and learning leadership skills for future.

DECA - Open to all students interested in marketing and obtaining work experience for future careers.

COMPUTER ACCESS

Please see the District Acceptable Use Policy.

CORRESPONDENCE COURSES, SUMMER SCHOOL, NIGHT SCHOOL, VIRTUAL COURSES

Credits earned through enrollment in correspondence courses, summer school, or night school will be accepted by LHS provided the following guidelines are followed.

- Prior approval for enrollment and course selection is secured in writing from the principal or his designated representative.
- The purpose for enrollment is to make up work that has been failed during the regular term, in order to graduate on schedule, for a student to strengthen himself in areas where he is weak or to enrich his knowledge of a subject where he is superior, or to give a student an opportunity to avail himself of electives he cannot take because of a crowded schedule.
- The reason for enrollment in a particular course, elective or required is not to enable a student to lighten his regular class load in a day school or to graduate from high school in less than four years.
- Summer school may be offered on an at-need basis for core classes. A predetermined fee will be required. Summer school will only be for

currently enrolled LISD students.

- Core (Math, Science, English, Soc Studies) classes may not be taken by correspondence except in the event of a very rare circumstance approved by counselor/principal.
- No student may take a virtual school course until he/she has completed the 9th grade.

COURSES

A student makes a selection of courses each year when he completes online course selections . The parent indicates approval of the student's selections by electronically signing the online form. The master schedule for the next school year is based on these requests. Changes in the student's schedule after this time are difficult to make and will be made only with the approval of the principal. Changes will only be considered for academic and class load purposes.

CREDIT BY EXAMINATION

If a student plans to take an examination for acceleration, the student (or their parent) must register with the administrative staff no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test purchased by the parent from a State Board-approved university. The intended purpose of using Credit by Exam is to allow a student who took a class at LHS and did not meet all of the passing requirements to get credit for the class if they make 70% or higher on the exam. If an LHS student wants to take the Credit by Exam without prior LHS instruction in that course, they must score at or above 80% for credit. LHS students new to the school taking Credit by Exam must score at or above 80% unless they have prior instruction on their transcript from another TEA accredited school, then they can score at or above 70%. *If the prior instruction is from an unaccredited school or a home school, they must score at or above 80%.*

CREDIT LOSS DUE TO SCHOOL TRANSFER

Students who enter LHS during the school term may lose credit in a course they were taking at their previous school if the course is not offered at LHS. They may also not receive credit in the course substituted at LHS. In each

instance, the failure to grant credit will be due to failure of the student to complete the prescribed course of study. Credits will not be accepted from an unaccredited school or any home school program.

DETENTION

A D-Hall will be served before and after school. Students may be assigned D-Hall for inappropriate behavior and each step assigned on Tardy Calculator. Student will be given one day to make transportation arrangements if necessary. If a student is tardy to D-Hall or does not serve his assignment in the prescribed manner, more severe disciplinary action may be taken. D-Hall will be held from 7:30 – 7:50 am on Friday mornings and from 3:25 – 3:45 pm on Thursday afternoons.

ON CAMPUS SUSPENSION (OCS)

OCS will be used as specified in House Bill 72. OCS will be determined by the principal. Any student who does not follow the guidelines for OCS or who continues to display incorrigible conduct may receive an additional day in OCS or will be subject to expulsion from school or placement in the Alternative Education Program (AEP).

A principal may place a student in OCS when the student:

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

A principal may place a student in AEP when the student:

1. Reaches Step 14
2. Commits a mandatory AEP offense

3. Principal Discretion - An offense deemed more serious than an OCS placement.

DISCIPLINE MANAGEMENT PLAN

Students should refer to and be aware of all behaviors and consequences addressed in the [Student Code of Conduct](#).

The following discipline schedule will be used for minor infractions such as tardiness, headphones, dress code violations, public displays of affection, chewing gum, food or drink in the classroom and parking violations committed during one semester. Other violations of the Student Code of Conduct can result in immediate placement in On-Campus Suspension or the Alternative Education Program.

VIOLATION	CONSEQUENCE
#1	D-HALL
#2	D-HALL
#3	D-HALL
#4	ONE DAY OCS MIN
#5	D-HALL
#6	D-HALL
#7	ONE DAY OCS MINIMUM
#8	D-HALL
#9	D-HALL
#10	TWO DAYS OCS MIN
#11	D-HALL
#12	D-HALL
#13	TWO DAYS OCS MIN
#14	AEP

Any student who accumulates 3 days of OCS or reaches step #7 will lose all semester exam exemptions. (Please see “Grading Procedures” for more information regarding semester exams and exemptions.)

Students engaged in mutual combat on campus will be assigned a minimum of ten (10) days of AEP and charges maybe be filed with the

proper authorities pending an investigation.

Failure to attend D-Halls = 1 Day of OCS.

Local offenses requiring an AEP placement include: inappropriate activity on school computers, destruction of school property and persistent violations of the Student Code of Conduct.

Per the Texas Education Code, the following are offenses requiring mandatory removal to the Alternative Education Program (AEP):

1. Retaliation against a school employee
2. Conduct punishable as a felony
3. Assault
4. Terroristic threat
5. Alcohol
6. Drugs/Paraphernalia
7. Abusable glue, aerosol paint or volatile chemicals
8. Indecent exposure or public lewdness

For all of the above offenses local policy requires a MINIMUM stay of 30 academic days but no more than a maximum of 90 days.

The following are offenses requiring Mandatory Expulsion:

1. If a student uses, possesses or exhibits a firearm, club, illegal knife or prohibited weapon
2. Aggravated assault
3. Sexual assault
4. Aggravated sexual assault
5. Arson
6. Murder, capital murder or criminal attempt to commit murder or capital murder
7. Indecency with a child
8. Aggravated kidnapping
9. Drug and alcohol offenses when punishable as felonies
10. Retaliation against school employees

Disciplinary Alternative Education Program (DAEP)

Students who are assigned to the Alternative Education Program are, by law, only required to be served in the four content courses. Dual-credit and Advanced placement courses will not be continued while serving AEP.

Students cannot be on any LISD campus without prior permission by a principal while serving an Alternative Education Placement.

Students may be remanded to AEP for an amount of time depending on the severity of the offense. 30-90 days is the standard placement time.

Students who return from AEP will start back on STEP 7 on the discipline plan.

Lindale ISD DAEP Dress Code Policy:

- Shirts: Must be a solid color shirt with no words or pictures. Logo must be smaller than 2 inches. All shirts must be tucked in so that belt can be seen. No sleeveless shirts allowed
- Pants: No shorts or sweatpants are allowed (Jeans or khaki pants only). Must be worn above the waist. No holes or torn material. No excessively baggy or long pants. Logos must be less than 2 inches. Cannot wear pants with more than 4 pockets (No cargo pants).
- Sweaters/Jackets: No hoods. Must be a solid color with no words or pictures. Logo must be smaller than 2 inches. Shirt worn under sweater or jacket must meet the DAEP dress code.
- Shoes: Must wear tennis shoes, dress shoes, or work shoes (No flip flops or sandals). Must be laced up accordingly.
- No Jewelry (No necklaces, earrings, bracelets or rings for males or females)
- No Facial Hair
- No bodily markings or painted fingernails on males
- No electronic devices

Anything other than what is listed is prohibited. All clothes must be worn as they were intended to be worn. Please see the campus dress code for

anything that is not specifically covered in the DAEP dress code.

DISRUPTIONS BY STUDENTS OR OTHERS

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

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, block of entrances, threatening force, etc.

DISTRIBUTION OF MATERIAL

School publications distributed to students include the student newspaper, literary magazine, and the yearbook. All school publications are under the supervision of the teacher, sponsor and principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and must be in accordance with campus regulations.

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

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Only the type of dress and grooming that lends itself to the very best possible learning situation for the student body will be permitted. Student dress and grooming that are not conducive to the

ultimate in student decorum and discipline will not be permitted. Campus administrators are responsible for administering the dress and grooming code on their campus. *Violations of the dress code will result in a D-Hall and a step in the Discipline Step Plan.*

All students:

1. Are to button shirts and blouses from the first button below the collar downward.
2. Are not allowed to wear shorts that are shorter than 3" from the top of the knee. All shorts must be hemmed. Bike shorts may only be worn if covered by other shorts. Boxer shorts are not allowed.
3. May not wear T-shirts or other articles of clothing that advertise, alcoholic beverages, tobacco products, illicit drugs, etc., have a vulgar slogan, suggestive comment, vulgar or suggestive picture on them, or have pictures or persons on them that fail to meet the standards of good taste outlined in this policy. Any clothing that advertises or promote items or behavior that is against school policy cannot be worn, regardless of legality outside the school campus. The appropriateness of any questionable apparel will be determined by campus principals.
4. Are prohibited from wearing clothing that is sheer or "see-through" without proper undergarments being worn, such as slips for girls and undershirts for boys.
5. May not bring sunglasses, caps, hats, headbands, or other head coverings into the academic building. Hats brought into the academic building will be confiscated and returned to the student at the end of the semester.
6. Are prohibited from wearing clothing that exposes a bare midriff when both arms are raised.
7. Are prohibited from wearing chains, including wallet chains.
8. Students are prohibited from wearing any clothing that is cut, torn, or that has holes. Pants and jeans that are excessively worn at the bottom must be neatly hemmed or cut so that there are not any excessive frays."
9. Are prohibited from wearing big, baggy pants. Pants must be worn at the true waist.

10. Are prohibited from using exaggerated makeup and or hair colors that are not natural in nature or of exaggerated contrast. If hair meets this unacceptable standard will be the determination of the campus principal.
11. Are to wear appropriate footwear (no house shoes).
12. Are to wear appropriate undergarments. Undergarments are not to be visible.
13. Are prohibited from having any body piercings, tongue rings, gauges or bars. This includes nose, lip, eyebrow or any other piercing deemed inappropriate or distracting by an administrator. Students can not wear bandaids to cover up piercings or spacers of any kind to fill in a piercing.
14. Are prohibited from having any exposed tattoos.
15. Are prohibited from wearing gang-related clothing or colors.
16. Are prohibited from putting gang graffiti on book covers or backpacks.
17. Are prohibited from wearing head coverings, unless approved by the office.
18. May not wear contact lenses that by their design or color disrupt the learning process.
19. Are prohibited from wearing hair in an exaggerated color or having hair irregularly cut or shaven.
20. Are prohibited from wearing house shoes or pajama pants.
21. Are prohibited from wearing plaited hair that contains any beads, plastic material.
22. Are prohibited from wearing any type of clothing that may be deemed a disruption (gang related, controversial) by a school administrator.
23. Are prohibited from wearing mouth jewelry and mouth grills.
24. Are prohibited from wearing oversized shirts and t-shirts. Shirts that hang low when not tucked in to the waistline may pose a safety threat.
25. Are prohibited from wearing trench coats.

Female students:

1. May not wear low-neck blouses.
2. May wear slacks or jeans. If dresses are worn, the bottom of the dress must be within 3" from the knee. Jeggings/Denim leggings must

- have pockets and cannot be excessively tight.
3. May wear sundresses and like apparel provided they are not cut too low in front or back for proper decorum.
 4. Are to keep hair well groomed and cannot be an exaggerated or unnatural in color or irregularly cut or shaven.
 5. May not wear shirts, tops, blouses or dresses that resemble tank tops. Spaghetti straps are not permitted. Shoulder straps must be a minimum of 2" in width.
 6. Leggings must be covered by shorts, skirt, pants, or dress that meets all dress code requirements.
 7. The 'highest' bottom of skirts, shorts and dresses must be within 3" from the knee.

Male students:

1. May not wear tank tops, sleeveless shirts or shirts with sleeves cut or torn out. All sleeves must have a hem.
2. Are to keep hair neatly cut and well groomed. Hair, while in a natural state, is considered to be out of code when it extends down past your eyebrows, your earlobes, or touches the back of your collar as if you were wearing a collared shirt. Hair is not to be pony-tailed or cut in any fashion that is disruptive to the educational process including 'Mohawks' or exaggerated lines cut in hair or irregularly shaven hair.
3. Are prohibited from having any facial hair.
4. May not wear any type of ear adornment.
5. May not have sideburns extend below the earlobe.
6. May not wear painted fingernails.
7. May not wear facial makeup.

NOTE: Students out of dress code will receive a D-Hall, a step on the Discipline Step Plan and have the opportunity to correct it. If unable to correct it the student will be able to stay at school and go to OCS without receiving a major violation step. Students will not be allowed to leave campus to change clothes without parent permission.

NOTE: The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and

grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

DRILLS - FIRE, TORNADO, OTHER EMERGENCY DRILLS

Fire drills and other emergency drills shall be held on a regular basis and a record made of each drill. The principal in charge shall be responsible for planning and supervising all fire drills and emergency drills and shall report any irregularities to the Superintendent of Schools.

DRUG TESTING

Lindale High School conducts random drug testing of students involved in extracurricular and co-curricular activities and for those that park on campus. Details concerning drug testing will be provided to the students by their coach, sponsor and the campus resource officer.

DRUG DOGS

Dogs trained in identifying drugs, illegal paraphernalia, alcohol, and pyrotechnics will be used on campus periodically. The trained dogs may be used at random locations and times as determined by school administrators and law enforcement personnel. The areas that the trained dogs will inspect include, but are not limited to, lockers, automobiles and common areas.

EMERGENCY SCHOOL CLOSING INFORMATION

When inclement weather results in school not being opened or in school closing early, area radio and television stations will be notified to provide communication of such school closings to parents.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

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

(2) The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Lindale Independent School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the Lindale Independent School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

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

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

NOTICE OF DESTRUCTION OF STUDENT RECORDS

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

If you have questions about confidentiality of records or destruction of records, please contact Christy Clouse, Director of Special Education, 903-882-9264.

This information is provided annually to parents or adult students by the Lindale Special Education Department.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, notebooks, etc., and may be required to pay certain other fees or deposits including:

1. Costs for materials for a class project the student will keep
2. Membership dues in voluntary clubs or organizations and admission fees to extracurricular activities.
3. Personal physical education and athletic equipment and apparel
4. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
5. Voluntary purchase of student accident insurance
6. Musical instrument rental and uniform maintenance, when uniforms are provided by the District
7. Personal apparel, used in extracurricular activities, that becomes the property of the student

8. Parking fees and student identification cards
9. Fees for lost, damaged or overdue library books, textbooks and school property outside normal use.
10. Fees for driver training courses
11. Fees for optional courses offered for credit that require use of facilities not available on District premises
12. Summer school courses offered tuition-free during the regular school year

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

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Field trips are a privilege. Students may be excluded based on attendance, grades, behavior, or any other reason deemed appropriate by the principal. Students must follow all school rules while on field trips. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip.

FIGHTING

Fighting is not acceptable. If a student is hit by another student, he/she should avoid striking back and should find a teacher/adult that can help. Students involved in a fight (those that actually fight and those found to have provoked the fight) will face disciplinary consequences that generally result in an AEP placement. Fighting may also result in a ticket or an arrest.

FOREIGN EXCHANGE STUDENTS

Prior approval from the principal must be obtained before enrollment. Lindale High School accepts a limited number of Foreign Exchange students every year. LHS requires that the students are enrolled at the beginning of the school calendar year and remain the entire semester. Foreign exchange students are not allowed to receive a diploma or participate in graduation ceremonies.

FUNDRAISING

Fundraising activities are not to be undertaken in the name of Lindale High School without the approval of the Deputy Superintendent. Forms must be approved by each campus principal before being sent.

GRADE CLASSIFICATION

Students will be classified at the end of each summer by the number of credits they have earned.

<u>Grade Level</u>	<u>Credits</u>
Seniors (12th grade)	18
Juniors (11th grade)	12
Sophomores (10th grade)	6

GRADING POLICIES

Lindale High School uses the numerical system of grading. Promotion, grade level advancement and credit is based on mastery of the Texas Essential Knowledge and Skills (TEKS) for each secondary course.

The lowest passing grade is 70, and the highest passing grade is 100. A student who has not maintained a grade average of 70 on a scale of 100 for a course may not be given credit for that course.

Each year is divided into two semesters with three grading periods of six weeks each. Yearly averages will be determined by averaging the two semester grades and a 70 or better shall indicate mastery of the TEKS for the course.

Grading procedures for each six weeks grades are as follows:

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

Any student receiving an incomplete at the end of the six weeks grading period has 7 days to make up the work.

Grading procedures for semester grades are as follows:

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

Grading guidelines for each class will be clearly communicated in each teacher's syllabus and distributed to all parents and students during the first week of the class. Each department will determine the penalty they will use across the department for assignments that are turned in late. The established departmental late work policy shall be in effect for all students in the classroom after it has been clearly communicated. Assignments due on online platforms, like Google Classroom, may have a due date and time that is outside of the school day. Students are responsible for turning in assignments by the due date and time established by their teacher.

Please see "Attendance" for information regarding the grading of make-up work due to an absence.

Reassessment Policy - A student will be provided with a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. This policy applies only to initial major summative assignments, projects and tests. Daily assignments, quizzes and semester final examinations are excluded. Students are eligible for one retake per applicable assignment or assessment. The following criteria must be met for the student to be eligible to redo an assignment or retake a test:

- Students will not be permitted to redo an assignment or retake a test if they received a grade of zero on the original assignment or test.
- Students will not be permitted to redo an assignment or retake a test if they received a grade of zero or a reduced grade on the original assignment or test because they violated LHS expectations or academic honesty.
- Students will not be permitted to redo an assignment if they received a grade of zero on any part of a longer assignment with multiple elements (for example, research papers).

- Students will not be permitted to retake a test if they received a grade of zero for failing to turn in or not completing work for any relevant preceding assignment that assessed essential knowledge and skills included on the test they are seeking to retake.
- Students must participate in any reasonable re-teaching or review activities assigned by the teacher in preparation for redoing an assignment or retaking a test.
- Requests to redo an assignment or retake a test must be initiated by the student within 72 hours of the posting of the assignment or test grade to Skyward Family Access.
- Assignments or tests eligible to be redone or retaken must be scheduled and completed within five school days from the date and time of the student's request. If the student fails to complete a redo or retake as scheduled, the student will lose his or her eligibility to redo the assignment or retake the test.
- Students will not be permitted to redo an assignment or retake a test on the final day of a progress report/evaluation period or a six week grading period.
- Students eligible to redo an assignment or assessment will earn the higher of the two grades between the original assignment or assessment and the redone assignment or assessment. The maximum redone or retaken grade will be 70.
- All current UIL and LISD policies concerning the student's eligibility to participate in extracurricular activities will still apply.

Semester Exemptions: All students in all core content courses will have a significant comprehensive final exam covering all the material taught during the semester, unless the student is exempted by the campus exemption policy. The student's grade on the final exam will count 1/7th of the student's semester grade.

Students may be exempt from a class's semester exam if they meet each of the following requirements for the class:

- An average of 80 or above for the current semester
- 2 or fewer absences
- Below Step 7 of the LHS Discipline Plan
- Cannot be in OCS for 3 or more days

Students who have outstanding balances (library fines, iPad fees, cafeteria charges, textbook damages, parking tickets, etc.) will not be exempt from the Spring semester exams until those fines have been cleared. Dual credit students cannot be exempt from their semester exam.

If a student is absent or unable to take a final exam that they are otherwise not exempt for; a grade of a zero will be recorded for the final until it can be taken. Make-up exams must be approved by the campus principal. No early exams will be given.

GRADUATION REQUIREMENTS

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a series of 5 STAAR End-Of-Course exams: English I, English II, Algebra I, Biology and U.S. History.

The Texas Education Agency will require all graduating students to score a satisfactory score in all assessed areas listed above in order to graduate and receive a diploma.

Graduation Programs: Graduation requirements have been changed to meet new Texas Education Agency guidelines defined in House Bill 5. In school year 2013-2014, entering freshmen and beyond will be required to meet these new guidelines as part of their graduation plan. Please see the [Texas Education Agency's website](#) or contact your student's counselor for any questions regarding graduation requirements.

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

GRADUATION EXPENSES

The school cannot predict nor can it assume responsibility for the performance of a student in his course work. It is the student's

responsibility to determine status relative to graduation. Invitations, rings, cap and gown fees, pictures, and other graduation expenses incurred by a senior will not guarantee graduation from high school. Senior rings are ordered in October of the junior year with delivery before Christmas holidays. Caps and gowns are ordered in January of the senior year. The money is due at the time students place their orders. Invitations are also ordered in January of the senior year. Students who choose to take part in the graduation exercises will be required to wear appropriate dress as designated by the campus administrators and to exhibit proper etiquette. Students who refuse to follow the guidelines from the administration will not be allowed to participate in the commencement exercises.

GRADUATION CEREMONY

The following stipulations apply:

1. Students have satisfied all financial commitments to the school.
2. Students are in compliance with the dress code, as well as any other dress requirements exclusive to the graduation ceremony.
3. Students are subject to removal from the graduation ceremony for inappropriate behavior before and during the ceremony.
4. Students may participate only one time in the graduation ceremony during their high school career.
5. All students have met Lindale ISD graduation requirements to participate in the ceremony.

GRIEVANCE PROCEDURES

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

1. The initial complaint or appeal shall always be to the principal in charge if related to a specific school unit. A student who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew, or should have known, of the event or series of events causing the complaint.
2. If satisfactory relief is not attained, the decision of the principal may be appealed to the Superintendent of Schools or his designate. The

request for a hearing before the School Superintendent shall be made within ten calendar days of the conference with the principal, shall be in writing, shall state the pertinent facts of the case, and shall be signed by the parent or guardian of the appealing student. The Superintendent of Schools shall notify the parent or guardian of the date, time, and place of the scheduled hearing.

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

INSURANCE

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

Athletics - The District shall provide optional supplementary insurance coverage for accidental bodily injury sustained by students engaged in interscholastic athletic activities. This shall not be construed to mean that the district guarantees to pay the insurance premiums or the cost of doctor or hospital bills. Parents should note that the policy provided by the district for student athletes is only a supplemental policy and cannot be expected to take the place of a primary medical insurance or accidental injury insurance policy.

LOCKERS

Lockers are school property and remain under the control and jurisdiction

of the school even when assigned to an individual student. The student has full responsibility for the security of the assigned locker, for making certain that the locker is locked and that the combination is not available to others. Searches of lockers may be conducted at any time (school officials possess a master key which opens all school lockers) there is reasonable cause to believe that the lockers contain articles or material prohibited by District policy, whether or not a student is present. The parent and LISD police will be notified if any prohibited items are found in the student's locker.

LUNCH

Cafeteria Services: The District participates in the National School Breakfast and Lunch Programs. Students are offered nutritionally balanced breakfasts and lunches daily. Free or reduced-priced meals are available based on financial need. Applications are given to each student at the beginning of the year. Applications may also be obtained from the cafeteria or the school office during the year if financial needs change.

The District now has a computerized point of sale (POS). Each child has an account that is accessible using their student ID number. Deposits may be made into their account and deductions will be taken as they pass through the cafeteria line. Children are now able to purchase extras such as entrée items, vegetables, drinks, ice cream and milk easily with their accounts. Parents may request a printed copy of account activity at any time by calling the School Nutrition Office at 903 882-2836. Deposits may be made at any campus for your child and one check can be written for multiple children at different campuses. Please note on the check, or a piece of paper, the appropriate names and amounts to be deposited into each account. Prepayment is the fastest method through the lunch line.

The District has a policy that allows all children to eat breakfast and/or lunch. Charging is allowed for MEALS ONLY. If you do not want your child charging meals please contact the cafeteria so a note can be placed on your child's account. Please help your child maintain a positive balance in his/her account. End of the year monies and negative balances will rollover to the next year. Refunds may be requested by contacting the School

Nutrition Office or a note from the parent to the cashier.

Meal Prices for Lindale High School

Breakfast	\$1.15
Reduced Breakfast	\$0.30
Lunch	\$2.60
Reduced Lunch	\$0.40
Extra Milk	\$0.55
Adult Visitors	\$3.50

MEDICAL INFORMATION

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

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

There are two common types of bacteria that cause meningitis:

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

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

have the same symptoms.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

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

How serious is bacterial meningitis? If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

How is bacterial meningitis spread? Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

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

old.

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

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

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

IMMUNIZATIONS

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

Immunization Doses Required to Start School

(Students Younger Than 5 Years Old):

Diphtheria, Tetanus, Pertussis
(DTaP/DTP/DT/Tdap/Td)

4 DOSES-PLUS A BOOSTER AT 4YRS

POLIO

3 DOSES-PLUS A BOOSTER AT 4 YRS

MMR	<u>1 DOSE-PLUS A BOOSTER AT 4 YRS</u>
HIB	<u>3 DOSES-OR 1 HIB AT OR AFTER 15 MONTHS OLD</u>
HEPATITIS B	<u>3 DOSES</u>
VARICELLA	<u>2 DOSES</u>
(CHICKEN POX)	
HEPATITIS A	<u>2 DOSES</u>
PCV7	SEE PREVNAR SCHEDULE (*Note below)

Immunization Doses Required for Kindergarten through 12th Grade

(5 Years and Older):

Diphtheria, Tetanus, Pertussis (DTaP/DTP/DT/Tdap/Td)	<u>5 DOSES-UNLESS 4TH DOSE GIVEN AFTER 4TH B-DAY</u> (FOR STUDENTS 7 YRS OR OLDER-3 DOSES REQUIRED If LAST DOSE AFTER 4 TH BIRTHDAY) **2012-2013 SCHOOL YEAR-Tdap BOOSTER REQUIRED <u>FOR 7TH GRADE STUDENTS</u> if 5 years since last DTP Vaccine <u>FOR 8TH-12TH GRADE: Tdap BOOSTER REQUIRED</u> When 10 years have passed since last DTP vaccine (Td acceptable substitute if Tdap medically contraindicated)
POLIO	<u>4 DOSES-UNLESS 3RD DOSE GIVEN AFTER 4TH B-DAY</u>
MEASLES, MUMPS, RUBELLA (MMR)	<u>2 DOSES-1ST DOSE MUST BE ON OR AFTER 1ST B-DAY</u>
HEPATITIS B	<u>3 DOSES</u>
VARICELLA (CHICKEN POX)	<u>1 DOSE-(DOSE MUST BE ON OR AFTER 1ST B-DAY)</u> OR DOCUMENTATION OF HISTORY OF CHICKENPOX **2012-2013 SCHOOL YEAR- <u>2 DOSES</u> REQUIRED FOR KINDERGARTEN Thru 3 rd AND 7 th Thru 10 th Grades (2 Doses required if 1 st dose rec'd when student was 13 years old or older)
HEPATITIS A	<u>2 DOSES-(1st DOSE MUST BE ON OR AFTER 1ST B-DAY)</u> **2012-2013 SCHOOL YEAR-REQUIRED FOR KINDERGARTEN THRU 3 rd GRADE ENTRY ONLY
MENINGOCOCCAL VACCINE	<u>1 DOSE</u> **2012-2013 SCHOOL YEAR-REQUIRED FOR 7 TH Thru 10 TH GRADE STUDENTS ONLY

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

Since many types of personal immunization records are in use, any

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

If a student is not immunized for reasons of conscience, including religious beliefs, the parent must submit an original affidavit, received from Austin, within 90 days from the date it was notarized for the form to be valid.

Affidavits must be renewed every two years (Please note that those exemptions submitted to the school before March 11, 2004 continue to be valid for the full 5 years). This does not apply in times of emergency or outbreak declared by the commissioner of health or local health authority.

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

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

COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain illnesses are not allowed to come to school while contagious.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal. The diseases include:

Amebiasis, Impetigo, Salmonellosis, Campylobacteriosis, Infectious Mononucleosis, Typhoid Fever, Chickenpox (Varicella), Influenza, Scabies, Common cold with fever, Measles (Rubeola), Shigellosis, Fifth Disease, Bacterial Meningitis, Mumps, Streptococcal Disease, (Erythema Infectiosum), Invasive (Group A or B), Viral Gastroenteritis, Pinkeye (Conjunctivitis), Tuberculosis, Pulmonary, Giardiasis, Ringworm of the scalp, Whooping Cough (Pertussis), Head Lice

(Pediculosis), Rubella (German Measles), Hepatitis A (acute), Including congenital

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

EMERGENCY MEDICAL TREATMENT

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

HEAD LICE POLICY AND PROCEDURE

Head lice can happen to anyone. It is not a sign of poor health habits or being dirty. Head lice can occur at any age, in any ethnic group, and either sex. It doesn't just happen to "other people". It could happen to your children. Children are naturally affectionate. They share personal things such as caps, helmets, combs, brushes, etc. They forget that in sharing these items they also may share head lice! It is important to learn how to recognize it, how to treat it, and how to prevent it from happening again.

Head lice are tiny insects that live in human hair. The eggs are called nits and are attached to the base of individual hairs. The eggs hatch in about seven to ten days, with the new lice reaching maturity in about two weeks. Since head lice multiply rapidly, they should be treated promptly. The life span for the louse is approximately 3 weeks. If separated from the environment of the warm host, the louse cannot survive more than 3 days.

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

1. By playing “head to head”
2. By sharing personal items such as combs, hair brushes, ribbons, scarves or other head coverings.

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

What you should look for: Persistent itching of the head and back of the neck can indicate head lice. You should look for infected scratch marks or a rash on the scalp. *Most important of all*, look for nits attached to individual hairs. Sometimes, small white specks in the hair such as dandruff can be confused with nits. Nits, however, are very difficult to remove while dandruff will brush away easily.

Instructions for Treatment and Control of Head Lice and Nits:

1. All children and adults in the immediate household should be examined and if infested, should be treated at the same time.
2. Use a pediculicide shampoo. You might want to ask your doctor or pharmacist for recommendations. Follow directions on the bottle exactly. Do not use home remedies such as flea shampoo or gasoline. These are dangerous and not proven effective.
3. Nit removal is never easy, but remove as many as possible with a special comb available at a pharmacy or provided with the pediculicide. Using Tea Tree Oil in addition to a pediculicide proves very effective in removing nits. Also, it can be used daily without harm.
4. To address this tenacious nuisance, household disinfection should be carried out at the same time as the child's treatment.
 - A. Soak combs and brushes for 1 hour in pediculicide or 5-10 minutes in 120-degree water.

- B. Wash bedding and clothing in very hot water(120 degrees).
Allow time for water to heat between wash loads. Dry 20 minutes in dryer, or press with a hot iron.
 - C. Non-washable items should be dry cleaned or sealed in a plastic bag for one week.
 - D. Vacuum carpets, upholstery, pillows, and mattresses which may have been exposed to head lice.
5. Repeat treatment of the hair in 7 to 10 days (depending on the pediculicide used) to assure that if any nits have hatched, the new lice will be killed before they can lay more eggs.

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

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

MEDICAL TREATMENT FOR STUDENTS

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

Family Code 35.01- Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility administering the treatment. The consent must contain: (1) the name of the student, (2) the name of one or

both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed, (3) the name of the school official giving consent and his relation to the student, (4) a statement of the nature of the medical treatment to be given, (5) the date on which the treatment is to begin.

MEDICATION AT SCHOOL

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

1. Medication may be administered to students by a school employee assigned to the task by the building principal.
2. All medicine is to be brought to and kept in the school nurse's office. Asthmatic or emergency medications that needs to be kept on his/her person must have a doctor's and parent/legal guardian's written consent giving the student permission to carry and self medicate.
3. Prescription and nonprescription medicine must be in the original container. Prescription medicine must be in the original container with the pharmacy label for that student. Pharmacy label date must be current. *No expired medications will be accepted.*
4. If prescription or nonprescription medicine must be given during the school day, it must be accompanied by a note, which includes time and dosage. The note must be signed by a parent or guardian giving authorized school

personnel directions for its administration. The medication must be age appropriate. Parent/Guardian consent for each medication is valid for the length of the current school year, unless revoked or a change occurs.

5. Herbal substances or dietary supplements will only be given with a doctor's and parent/legal guardian's written consent, and only if required by the Individualized Education Plan or Section 504 plan of a student with disabilities.
6. Medications that are prescribed to be given up to three times a day can be given at home. If there is a clear reason why the school personnel should give the medicine, please have the prescribing physician write an order for the school. Information may be faxed to the school. **Medications prescribed may be given as follows, at home, and can be given with milk and/or bread/crackers if they are labeled to take with food:*

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

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

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

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

DIABETES

The district has developed and annually reviews a diabetic management plan, which addresses employee training, routine treatment and care that will be available for the student, and emergency interventions that will be provided to the student. The district requests that you notify the school nurse or campus principal if your child has diabetes. When the district receives information that a student has diabetes individual care plans will be developed to assist the student in the school environment.

FOOD ALLERGIES

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

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

FLU INFORMATION

Flu refers to illnesses caused by a number of different influenza viruses. Flu can cause a range of symptoms and effects, from mild to lethal. Most healthy people recover from the flu without problems, but certain people are at high risk for serious complications. [Flu symptoms](#) may include fever, coughing, sore throat, runny or stuffy nose, headaches, body aches, chills and fatigue. In [H1N1 flu](#) infection, vomiting and diarrhea may also occur.

- Vaccination is the best protection against contracting the flu. Most people will need just one shot to be protected against both seasonal and H1N1 flu. Health Officials are continuing to encourage people to take the following everyday actions to protect against flu related illness.
- Cover your cough or sneeze with your elbow or a tissue
- Wash your hands for 20 seconds with soap and warm water. Alcohol-based hand cleaners are also effective
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- Stay home if you are sick and consult a physician.

For more information

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

NOTE:

PNEUMOCOCCAL CONJUGATE VACCINE (PCV7) REQUIREMENTS

Age of Child (Months)	Vaccination History	Required Doses
	0 doses	3 doses, 2 months apart

2-6*		
	1 dose	2 doses, 2 months apart
	2 doses	1 dose, 2 months after the most recent dose
7-11*	0 doses	2 doses, 2 months apart
	1 or 2 doses	1 dose, 2 months after the most recent dose
12-23	0 doses	2 doses, ≥ 2 months apart
	1 or 2 doses administered before age 12 months	2 doses, ≥ 2 months apart
	1 dose administered on or after age 12 months	1 dose, ≥ 2 months after the most recent dose
	2 or 3 doses administered before age 12 months	1 dose, ≥ 2 months after the most recent dose
24-59 Healthy Children	Any incomplete schedule†	1 dose, > 2 months after most recent dose
Children at high risk¹	Any incomplete schedule†	2 doses separated by 2 months

*Children in these age groups will need a booster dose on or after 12 months of age.

†Any of the scenarios for children aged 2-6 (with a booster on or after 12 months of age), 7-11 (with a booster on or after 12 months of age), and 12-23 months constitute a complete series.

¹Children with certain chronic conditions or immunosuppression conditions will also require a dose of pneumococcal polysaccharide vaccine (PPV23) in addition to PCV7 two months after the last PCV7.

PARKING PERMITS

The Board or its designee shall require students to purchase parking permits to be displayed on the rear view mirror of all students who park vehicles on the Lindale High School campus.

Parking permits may be purchased through the high school office or the school resource officer for \$10 each and shall be good for one academic year.

Replacement stickers may be purchased for \$10 each.

Students will be required to provide the following information when purchasing a student parking sticker:

- Student Name
- Drivers License Number
- Date of Birth

1. All students who drive and park on any LISD campus MUST submit to random drug testing. Any student who fails a drug test will receive the following:

- 1st failed test- parking permit pulled for 30 days- attend two sessions of alcohol and drug counseling.
- 2nd failed test- parking permit pulled for 60 days- attend five sessions of alcohol and drug counseling
- 3rd failed test- parking permit pulled for the remainder of the year.

2. Students are not allowed to park on the side of the roadway or on

adjacent property for the purpose of attending school. This includes the Central Baptist Parking Lot.

3. Parking permits must have an unobstructed view with the permit number facing the windshield.

4. For all licensed drivers, the cost of a parking permit is \$10.00 if purchased by September 15th.

5. For all licensed drivers, cost of permit is \$10 if purchased by the designated date established by the LHS resource officer.

Cost increases to \$15 if purchased after the set date, with the exception of students who earn their license during the school year. Newly licensed drivers will pay \$10.

6. Failure to adhere to parking rules and regulations will result in a parking fine in the amount of \$10 per incident.

7. Parking in an area such as visitor or faculty parking will result in a fine of \$15 per incident and may be subject to placement of a wheel lock/boot device.

**** Wheel lock/boot device removal fee is \$20.****

8. Once a student receives three (3) parking citations, their parking privileges will be revoked for a period of two (2) weeks.

9. All parking fines are to be paid within ten (10) days of issuance. If not paid, report cards will not be released to the student.

The Board or its designee may suspend a person from driving or parking a vehicle on any school property as a result of the person's violation of any rule adopted by the Board or its designee. Reinstatement of the privileges may be permitted and a reasonable fee assessed. *Education Code 37.106*

PARTIES, DANCES AND SOCIAL EVENTS

All social activities sanctioned by the school shall be under the supervision of the principal in charge, or his designate. Rules of conduct applicable to regular school time shall also be applicable to school-sponsored social events.

Junior - Senior Prom: Only juniors, seniors, and their dates are eligible to attend the prom. There will be no dates allowed below the ninth grade level. Dates who are not students at LHS must be registered ahead of time with the school. There will be no out-of-school dates allowed at the prom who have not been pre-registered.

PEP RALLIES

On days that pep rallies are being held, pep rallies will be held in the afternoon. Buses will run at normal times. Students are urged to attend pep rallies to help build school spirit. Students that attend must stay for the duration of the pep rally.

PEST CONTROL INFORMATION

NOTICE OF PEST CONTROL TREATMENT

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

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

ANY QUESTION CALL: MAINTENANCE AT 903-882-9481

PROHIBITED ITEMS

Do not bring the following items to school.

- Laser Pointers
- Technology devices that are not allowed in the LISD BYOD policy.
- Matches, lighters, alcohol, tobacco products or Vapor/E-Cig type devices are not allowed.

- Look alike weapons
- Skateboards, scooters, roller-blades, etc.
- Pornographic or sexually oriented material
- Fireworks, chemicals, stink bombs, or any other noxious chemical
- Herbs or other substances with the intent to alter the state of mind
- Laptop computers not for educational purposes

Note – Accidentally bringing a prohibited item to school: Students who accidentally bring a prohibited item to school should turn the item in to a teacher or administrator immediately before it is discovered or reported by another person. Students will not be disciplined the first time an item is accidentally brought to school and turned in unless the item is prohibited by law.

PROTECTION OF STUDENT RIGHTS

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

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

REPORTS TO PARENTS

Report cards, progress reports, student grades and other academic

information is available 24/7 through family access. Parents must acknowledge online forms prior to student schedules being released. Weekly tutorial sessions in mathematics, English, science, and social studies will be held outside of school hours to assist students who receive unsatisfactory academic progress.

SCHOOL BUSES OR OTHER VEHICLES

Riding a school bus or other school vehicle is a privilege, not a right. Therefore, in order to maintain safety for all students riding the bus, guidelines have been formed. Students who ride buses will receive a copy of the bus guidelines and rules from their bus driver. School bus drop off/pick up area will be closed from 3:15 - 3:45 pm.

SCHOOL COLORS

Blue and White

SCHOOL MASCOT

Eagle

SCHOOL SONG

All hail Lindale High
Best school beneath the sky;
We'll tread through your halls
We'll answer your calls,
We'll hold your standards high.

The Blue and the White,
Those colors so bright,
Are symbols for us,
To be always as just,
As the school we adore,
Our LINDALE!

SEARCHES BY TRAINED DOGS

A trained dog's sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car

provides reasonable cause of a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is currently present.

SEXUAL HARASSMENT

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

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

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

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

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

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

STUDENT RECORDS

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

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

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

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any

employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or facilities with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are: (1) working with the student; (2) considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504; (3) compiling statistical data; or (4) investigating or evaluating programs.

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

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

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing,

the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. A parent or the student has the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

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

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

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

STUDENT RIGHT TO PRAY

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

STUDENT SERVICES

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

- Lori Anderson - Title IX Coordinator for concerns regarding discrimination on the basis of sex, race, religion, color or national origin.
- Lori Anderson - Section 504 Coordinator for concerns regarding discrimination on the basis of disability.
- Lori Anderson – Liaison for Homeless Children and Youths
- Christy Clouse - Director of Special Education

The District also provides a variety of services to meet the needs of all students. A student or parent with questions about any of the following services should contact the Central Administration office at (903) 881-4100.

- Counseling – Individual and group counseling services are available to students. Counseling issues include social skills, divorce, academic concerns, grief and behavior.
- Dyslexia support - A comprehensive array of services to address the instructional needs, in the academic area of reading, for students identified with Dyslexia.
- ESL (English as a second language) – An English language program offered in all grades to students who speak another language in their home and have met the requirements for the program. The ESL program is designed to provide intensive instruction to develop oral and written comprehension and reading and writing in English.
- Gifted and Talented Program - The District's program for Gifted and Talented students is provided for those who excel or show potential to excel in general intellectual ability, specific subject matter aptitude,

creative and productive thinking and leadership ability. The screening process is designed to identify 3-5% of the population, as required by the Texas State mandate for gifted education. A student may be nominated for the Gifted and Talented Program at any time by teachers, counselors, parents or other interested persons. Students in grades 1-11 must be nominated by the fall cut-off date for possible placement the following fall. Kindergarten students must be nominated by the fall cut-off date for possible placement by March 1 of the current school year. If you wish to nominate a student for the gifted and talented program please contact:

Lisa Vader
Gifted and Talented Coordinator
P.O. Box 370 – Lindale, Texas 75771
903-882-2800
vaderl@lisdeagles.net

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

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

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

Please see Page 83-88 for information regarding Special Education and Section 504 Referrals.

August 27, 2007

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Required Written Statement to Be Given to a Parent of Each District Student

The Texas Education Code (TEC) §26.0081 amended by the 78th Legislature in 2003 requires the Texas Education Agency to produce and give to school districts, including charter schools, a written explanation of the options and requirements for providing

assistance to students who have learning difficulties or who need, or may need, special education services. The explanation must state that the parent is entitled at any time to request evaluation for special education services.

The statement must be distributed in a written form to each parent every year. It may be included in the student handbook, or through other means, such as a letter or newsletter to each parent.

The requirement was designed to address issues resulting from an amendment to TEC §29.004, which changed the trigger date for the 60-calendar day timeline for the completion of the full individual and initial evaluation of a student for special education services. Historically, the timeline started with the date of referral. The timeline now begins on the date the district receives informed written consent for the evaluation. The primary purposes of the written statement are to ensure that parents understand their right to request an evaluation of their child for special education services and to prevent any unnecessary or inappropriate delays in special education evaluations.

The statement was revised previously to include the identification of students who have behavioral as well as academic difficulties. The State's Behavior and Discipline Management Network for Students with Disabilities, through the Texas Behavior Support Initiative (TBSI), provides capacity building trainings and products for Education Service Center and Child-Serving Agency Network Representatives to use in regional level professional development and technical assistance activities with districts/charter schools and child-serving agencies. More information about TBSI can be found at <http://www.txbsi.org/>.

The current statement has been revised to include reference to Response to Intervention (RtI). RtI involves activities that typically occur in the general education setting as schools assist struggling students prior to and in lieu of a referral for a special education

evaluation. RtI as a model provides high-quality instruction and tiered intervention strategies aligned with individual student need, frequent monitoring of progress to make results-based academic or behavioral decisions, and the application of child response data to important educational decisions (such as those regarding placement, intervention, curriculum and instructional goals, and methodologies). For additional information regarding RtI, please see the TEA Division of IDEA Coordination's State Guidance web page at <http://www.tea.state.tx.us/special.ed/guidance/index.html>.

To facilitate the use of this statement, an electronic version is available on the TEA Division of IDEA Coordination's State Guidance web page under the link "Student Handbook Statement" at <http://www.tea.state.tx.us/special.ed/guidance/index.html>.

For any questions regarding this requirement, please contact your regional education service center special education component or the Division of IDEA Coordination at 512.463.9414.

Sincerely,

Susan Barnes

Associate Commissioner for Standards and Programs

Enclosure

SB:KC:ct

This correspondence is only available on the TEA Correspondence web page at <http://www.tea.state.tx.us/taa/>. A paper copy will not be disseminated through regular mail.

SUMMER SCHOOL

Summer school will be provided for selective core class credit recovery for a fee. The counseling office will determine who is eligible. Meals and transportation are not provided.

SUMMER INTERVENTION

Summer intervention will target students who need additional instruction for STAAR EOC exams. There is no fee for EOC enrichment. Meals and

transportation are not provided.

TELECOMMUNICATIONS & ALL ELECTRONIC DEVICES

Cell phones & iPods, etc. can be a major distraction at school. They can also be a very valuable tool for learning.

Telecommunication devices are not to be used in the building. Any device that goes off in class may result in a classroom disruption citation. Any device that is in violation of this rule can be confiscated and can be released only to a parent. Telecommunication devices are not to be used in the building during school hours (7:55–3:20). Students whose phones are confiscated by the administration and/or teacher will be released to the student at the end of the school day with an administrative fee of \$10 (for the first violation). Any second or subsequent electronic device infraction or more will require a parent or guardian to pick up the phone and an administrative fee of \$15. The infraction count starts over at semester.

Cell phones are strictly prohibited in testing areas. Any telecommunication violation during testing will result in a voided test and no credit will be given along with appropriate disciplinary action.

*Electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. (Texas Education Code 37.082 permits a school district to charge an administrative fee of not more than \$15 before releasing a confiscated cell phone or other paging device back to the student or parent.)

TESTING

The State of Texas Assessments of Academic Readiness (STAAR) (E.O.C.) End of Course is an annual assessment of student achievement in writing, reading, mathematics, science and social studies.

Students are required to achieve a passing score for the following exams as part of their graduation requirements:

STAAR/EOC exams are administered in the spring of each school year. Students needing to make-up an exam or improve their score will have opportunities to retake the STAAR in summer and in the fall of the following year.

Students needing to retake the STAAR, will be afforded opportunities and in some cases assigned tutorial time before and after school. Where multiple exams need to be retaken, students may be required to utilize an elective period within their instructional day to receive the adequate remediation they need to best prepare for upcoming exams.

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with their counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken during the second semester their junior year. Additional information concerning tests related to college admissions (PSAT, ACT, SAT, TSI and AP) may be found in the counseling office.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class; a student is required to use these books carefully. Books must be covered by the student, as directed by the teacher; a student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent or guardian. A student shall be given textbooks for use at school during the school day.

Failure to return textbooks or pay an appropriate fine for lost or damaged textbooks will result in transcripts and or diploma being held, additional textbooks being on campus use only, not being able to participate in extracurricular activities, or possible disciplinary consequences where

deemed necessary.

TRANSLATORS

If you need a translator for any parent involvement at your child's school, please contact their campus.

Si Usted necesita a un traductor para una conferencia en la escuela de su hijo(-a), por favor, contacte/llame a la escuela.

Lindale ISD Translator
High School – Sandy Francis

TUTORIALS

Tutorials are provided by Lindale High School teachers. The times are posted in each classroom. Students are encouraged to use that time to get a more individualized form of help.

Students who are not meeting minimum requirements can be required to attend tutorials with parental notification.

UIL AND EXTRACURRICULAR ACTIVITIES

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

A student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class other than an identified advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three (3) weeks. A student may practice or rehearse while suspended for academic reasons. The student regains eligibility when the principal and teachers determine that he/she has: (1) earned a passing grade [70 or above] in all academic classes other than those that are advanced; and (2) completed three weeks of suspension.

Any disciplinary behavior-related restrictions on participation are explained

in the DISCIPLINE section of this handbook. Also refer to the Student Code of Extracurricular Conduct.

Students involved in UIL and extracurricular activities are subject to random drug testing. Details of this program will be provided by the coach or sponsor of each activity.

A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

VEHICLES

Operation of an automobile on the campuses of the Lindale ISD is a privilege that may be revoked by an appropriate school administrator. Items that can result in revocation of the driving privilege include:

1. Reckless driving on or near a school campus
2. Using the car during school hours when use is not authorized by an appropriate school administrator.
3. Persistent illegal parking including parking in handicapped spaces or reserved spaces, etc.
4. Other situations that might arise that indicate to the appropriate school administrator that the privilege of driving on campus should be revoked.
5. Remaining in a vehicle after arriving on campus.
6. Failing a drug test.

In addition to revoking the driving privilege, school personnel will file a complaint with the local law enforcement agency for reckless or dangerous operation of a motor vehicle on or near a school campus.

Parking - Open parking spaces are provided for the convenience of our students. If you drive to school, park in a marked parking space only. DO NOT PARK in the teacher parking area, in spaces marked for disabled individuals (unless you have a permit for such parking) or on the grass anywhere.

Student Vehicles -The parking lot is off-limits to all students during the school day. If a vehicle on campus is reasonably believed to contain materials that violate school policy, it will be subject to search by school officials. A student is responsible for all items in his vehicle. It is the student's responsibility to secure his vehicle so that no unauthorized individual has access to it. Any student wanting to enter the parking lot after leaving a vehicle must have approval from an administrator. The school is not responsible for the security of any privately-owned vehicle. Only licensed drivers who have a parking permit may park on campus. A student in violation of any vehicle regulation is subject to disciplinary action. Any illegally parked vehicle may be towed or booted.

Driver's License Requirement - In order to license a driver under the age of 18 years, the DPS must have verification from the school that the person has attended school for at least 90 percent of the days in the fall or spring semester preceding the date of application, or is enrolled in a program to prepare persons to pass the high school equivalency exam. The law also requires the annual renewal of a driver's license for persons under 18 years of age. The requirements of the bill must be met at each renewal. (Title 116, Article 6687b, Sec. 7) Parents have the responsibility for seeing that these laws are observed and will, therefore, be notified when their son/daughter is absent whenever such notification is possible, unless the reason for the absence is known.

VISITORS

All visitors are to check in with the office upon coming to the campus. There is a sign in and sign out procedure. A visitor's badge must be worn by all visitors. Visitors other than parents/immediate family or district approved pastors are not allowed to eat lunch at LHS. Lindale High School is a closed campus for the safety of all students and employees.

Students are not to bring visitors to school. Parents are always welcome at LHS.

Spanish Translation - FERPA

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

1) El derecho para inspeccionar y revisar la educación del estudiante dentro de 45 días que el Distrito Escolar Independiente de Lindale reciba la demanda de acceso. Padres o estudiantes elegibles deben someter al principal escolar una demanda escrita que identifica el archivo que desean inspeccionar. El principal hará arreglos para el acceso y notificará al padre o estudiante elegible del tiempo y lugar dónde los archivos pueden inspeccionarse.

2) El derecho para pedir una enmienda de los archivos de educación del estudiante que el padre o el estudiante elegible creen es inexacto o engañoso. Padres o estudiantes elegibles pueden preguntar al Distrito Escolar Independiente de Lindale para enmendar un registro que ellos creen es inexacto o engañoso. Ellos deben escribirle al principal escolar y claramente identificar la parte del registro que ellos quieren cambiar y especificar porque es inexacto o engañoso. Si el Distrito decide no enmendar el registro pedido por el padre o el estudiante elegible, el Distrito notificará al padre o al estudiante elegible de la decisión y los aconsejará de sus derechos a una audiencia con respecto a la demanda para la enmienda. Información adicional con respecto a los procedimientos de la audiencia al padre o al estudiante elegible cuando se notifique del derecho a la audiencia.

3) El derecho para consentir al acceso de información personal identificable contenida en el archivo de educación del estudiante, excepto a la magnitud que FERPA autoriza descubrir sin el consentimiento. Una excepción que permite el acceso de información es para adiestrar a los oficiales con intereses educativos legítimos. Un oficial escolar es una persona empleada por el Distrito como administrador, supervisor, instructor, o miembro de persona de apoyo (incluso salud o personal médico y la unidad personal de la ley); una persona que sirva en la junta escolar, una persona o compañía con quienes el Distrito ha contratado para realizar una tarea especial (como un abogado, auditor, consultante médico o terapeuta) un padre o estudiante sirviendo en un comité oficial, como un disciplinario o en un comité de agravio, o ayudando a otro oficial

escolar para asistir en sus tareas. Un oficial escolar tiene un interés legítimo educativo si el oficial necesita revisar un registro de educación para cumplir con sus responsabilidades profesionales. Al solicitar, al Distrito Escolar Independiente de Lindale puede dar acceso a un registro de educación sin consentimiento a otros oficiales de otro distrito escolar en el que el estudiante busca o intenta inscribirse.

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

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

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

FERPA le permite al Distrito Escolar de Lindale para acceso de “información del directorio” sin el consentimiento del padre o el estudiante elegible. El acceso de información del directorio puede incluir en una escuela, directorio de la clase, un programa para un evento extracurricular, o en una insignia que se exigen a los estudiantes llevar o exhibir durante el día escolar y las actividades extra-curriculares.

El Distrito Escolar Independiente de Lindale ha identificado lo siguiente y la información personal identificable similar como “información del directorio”: nombre, dirección, número de teléfono, clasificación, fecha de asistencia en las escuelas del Distrito, altura y peso del estudiante involucrado en atletismo o programas extracurriculares similares, honores recibidos más recientes, instituciones de educación anterior, actividades extracurriculares en la que el estudiante esta involucrado y fotografías. El padre o el estudiante elegible pueden oponerse a cualquiera de estos datos de información del directorio. Si un padre o estudiante escoge oponerse a cualquier o a todos los datos de información del directorio tal persona debe notificar por escrito al Distrito de información del directorio de los datos que no deben estar en la información del directorio para el

estudiante. Cualquier objeción o datos de información del directorio debe ser recibida dentro de 10 días de cuando se ha recibido esta noticia.

SPANISH NOTIFICATION – CTE PROGRAMS

Notificación pública de Nondiscrimination adentro * programas de la educación de la carrera y de la tecnología

Programas de la educación de la carrera y de la tecnología de las ofertas de Lindale ISD en la educación de la tecnología de la ciencia de la salud, de la familia y del consumidor de las ciencias, la educación de comercialización, la educación de la tecnología, la educación comercial e industrial, la ciencia de la agricultura y la educación de la tecnología, educación del negocio. La admisión a estos programas se basa en la clasificación y el requisito previo del grado.

Es la política de Lindale ISD a no discriminar en base de la raza, del color, del origen nacional, del sexo o de la desventaja en sus programas, servicios o actividades vocacionales según los requisitos del título VI del acto de las derechas civiles de 1964, según la enmienda prevista; Título IX de las enmiendas de la educación de 1972; y sección 504 del acto de la rehabilitación de 1973, según la enmienda prevista.

Es la política de Lindale ISD a no discriminar en base de la raza, del color, del origen nacional, del sexo, de la desventaja, o de la edad en sus prácticas del empleo según los requisitos del título VI del acto de las derechas civiles de 1954, según la enmienda prevista; Título IX de las enmiendas de la educación de 1972; el acto de la discriminación de edad de 1975, según la enmienda prevista; y sección 504 del acto de la rehabilitación de 1973, según la enmienda prevista.

Lindale ISD tomará medidas para asegurar que la carencia de las habilidades de lengua inglesa no será una barrera a la admisión y a la participación en todos los programas educativos y vocacionales.

Para la información sobre las sus derechas o procedimientos del agravio, entre en contacto con a coordinador del título IX, dr. Jane ana Morrison, en la caja 370, 903-882-6157, y/o el coordinador de la sección 504, dr del PO.

Stan Surratt, en la caja 370, 903-882-6157 del PO.
Gerencia de la reconstrucción Sistemas De Información De la
Computadora De Negocio De los Sistemas De Información De la
Computadora De Negocio de la EDUCACIÓN del NEGOCIO I II Teclado.

Tecnología de la Ciencia de Salud

Anatomía y Fisiología

Tecnología de la Ciencia del Cuidado de Salud

Educación de Familia y Ciencias del Consumidor

Desarrollo Personal y Familiar

Desarrollo Infantil

Vida Individual y Familiar

Atavió

Ciencia de Nutrición y Comida

Albergue y Mobiliarios

Diseño Interior

Educación de Comercialización

Dinámicos de Comercialización

Gerencia de la Comercialización

Publicidad

Comercialización de Moda

Educación de Tecnología

Sistemas de Tecnología

Sistemas de Comunicación

Gráficos Arquitectónicos

Sistemas de Fabricación

Tecnología de Fabricación

Ciencia Agrícola y Educación de Tecnología

Introducción al Mundo de la Ciencia Agrícola y Tecnología

Ciencia de la Agricultura y Tecnología Aplicada

Introducción a Mecánicos de Agricultura

Mantenimiento y Mejoramiento Casero

Tecnología de la Fabricación de Metal Agrícola
Tecnologías de Estructuras Agrícolas
Ciencia Equina
Ciencia de Plantas y Animales
Mecánicos de Agricultura Avanzados
Comunicación Agrícola
Ciencia Animal
Producción Animal
Gerencia de Fauna y Reconstrucción
Ciencia Animal Avanzada

Educación de Negocio

Contabilidad
Sistemas de Información de Computación de Negocia 1
Sistemas de Información de Computación de Negocia 2
Educación de Teclado

Educación Comercial e Industrial

Comunicaciones Gráficas 1
Comunicaciones Gráficas 2
Fundamentales de Telecomunicación
Tecnologías de Telecomunicación

Lindale High School Extracurricular Code of Conduct

UIL AND EXTRACURRICULAR ACTIVITIES

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

A student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class, other than an identified advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP), may not participate in extracurricular activities for at least three (3) weeks. A student may practice or rehearse while suspended for academic reasons. The student regains eligibility when the principal and teachers determine that he/she has: (1) earned a passing grade [70 or above] in all academic classes other than those that are advanced; and (2) completed three weeks of suspension.

Any disciplinary behavior related restrictions on participation are explained in the DISCIPLINE section of this handbook. Also refer to the Student Code of Extracurricular Conduct. Students involved in UIL and extracurricular activities are subject to random drug testing. Details of this program will be provided by the coach or sponsor of each activity. A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

RANDOM DRUG TESTING PROGRAM FOR LINDALE ISD

1. Objectives

- A. To provide a deterrent to drug use for Lindale High School students.
- B. To provide a drug education program for those students who test positive for drug use and for those students who are at risk for drug use.

2. Plan

- A. To test a minimum of thirty students at least five times a year. Those dates will be

- determined by either the athletic director, principal, or athletic trainer.
- B. The students will be selected at random from a pool of all students involved in extracurricular activities and those choosing to park on the Lindale High School campus.
 - C. All active students (male and female) involved in Lindale ISD extracurricular programs or parking on campus at Lindale High School will be subjected to this testing program.
 - D. The method of screening is by an independent laboratory using an accepted immunological screening procedure. All drugs detected by the screen will be confirmed by the MS/GC before being reported as being detected.
 - E. Testing will be administered by qualified lab personnel and professional staff
 - F. Each student that is selected will be required to provide a urine sample or hair sample to the designee during the time constraints described in part four (4).
3. Drugs To Be Tested For:
- Amphetamines
 - Barbiturates
 - Benzodiazepine
 - Cocaine
 - Methaqualone
 - Opiates
 - *codeine, heroin, morphine, papaverine
 - Phencyclidine (PCP)
 - Tetrahydrocannabinols (THC) marijuana
 - Alcohol (at random)
 - Inhalants (at random)
4. Testing Procedures and Protocol
- A. Random Testing:

All students in extracurricular activities grades 7 -12 and those choosing to park on campus at Lindale High School will be eligible to be tested during the entire school year. A predetermined number of the participants' names will be randomly selected from a computer program at least 5 times per school year. They will be required to submit a urine sample or hair sample immediately upon request. All specimens will be collected, adhering immediately to a strict chain of custody.
 - B. All positive screenings will be confirmed by the student's admission and/or an additional test from a split sample which may include Gas Chromatography/Mass Spectrometry testing by an independent laboratory.
 - C. The lab personnel will take the specimens collected to the lab at the hospital. The hospital lab will send the specimens to an independent lab for processing. The independent lab will send the results to either the athletic director, principal, or athletic trainer.
 - D. Noncompliance by any student with the above testing procedures will be considered a violation of this policy. Noncompliance will also be reported to the athletic director and/or principal.
 - E. Any student who refuses to be tested or leaves the premises for any reason during testing will be referred to the athletic director and/or principal. Sanctions will be the same as a positive drug test result.
5. Confidentiality
- A. The collection and coding of specimen samples are executed in a manner insuring total confidentiality and proper identification.
 - B. Test results are known only by the students, parent/guardian, athletic trainer, athletic director, principal, head coach/sponsor and superintendent of schools.
 - C. All test results shall be destroyed when the student is no longer in school.
6. Sanctions for Positive Testing
- A. All offenses are cumulative for the student's career.
 - B. The following disciplinary measures will be taken for any student testing positive to a drug

test and/or any student reported by law officials as to have been involved with drug activity (selling, buying, use of, possession of drug paraphernalia).

- C. Any student that tests negative but shows traces of a controlled substance in the specimen will be required to be tested on each subsequent testing date. Parents will be notified.
- D. Any adulterant found in any sample will be treated as a positive test.

First Offense

Procedures:

1. Student must complete 2 sessions of counseling in a drug educational program.
2. Approval of athletic director or principal and coach/sponsor before reinstatement of privileges.
3. Notification of parent/guardian to discuss the student's sanctions.

Sanctions:

1. Suspension for a minimum of 30 days.
2. Student must be retested at the end of the 30 day suspension, test clean of any drugs and complete required counseling sessions before reinstatement.
3. Student will be required to drug test on each test date thereafter until cleared, and continue to be tested for three more tests. The student must test clean of any drugs and complete required counseling sessions before reinstatement.

Second Offense

Procedures:

1. Student must complete 5 sessions of counseling in a drug educational program.
2. Approval of athletic director or principal and head coach/sponsor before reinstatement of privileges.
3. Notification of parent/guardian to discuss the student's sanctions.

Sanctions:

1. Suspension for a minimum of 90 days.
2. Student must be retested at the end of the 90 day suspension. Student will be required to drug test on each test date thereafter until cleared, and continue to be tested for three more tests. The student must test clean of any drugs and complete required counseling sessions before reinstatement.

Third & Subsequent Offense

Procedures:

1. Student must complete 10 sessions of counseling in a drug educational program.
2. Approval of athletic director or principal and head coach/sponsor before reinstatement of privileges.
3. Notification of parent/guardian to discuss the student's sanctions.

Sanctions:

1. Suspension for 365 days
2. Student must be retested at the end of the 365 day suspension. Student will be required to drug test on each test date thereafter until cleared, and continue to be tested for three more tests. The student must test clean of any drugs and complete required counseling sessions before reinstatement.

Lindale ISD will not be responsible for any cost incurred during drug education.

EXTRACURRICULAR CODE OF STUDENT CONDUCT

I. Extracurricular Activities

The term “extracurricular activities” means, without limitation, all interscholastic athletics, cheerleading, drill team, academic clubs, CTE Student Organizations, special interest clubs, musical performances, dramatic productions, student government, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the District. The term includes any non-curricular event and membership or participation in groups, clubs, and organizations recognized and approved by the Board of Trustees and the school district and sponsored by the district or a campus. All extracurricular activity participants, including elected and appointed officers of all campus organizations, are subject to the provisions of this Extracurricular Code of Conduct.

II. Jurisdiction

Student participation in extracurricular activities is encouraged. Lindale ISD makes extracurricular activities available as an extension of the regular school program, with this important difference: participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Students engaging in extracurricular activities represent not only themselves, but also other students and the school district when performing, competing, or participating in extracurricular activities and while wearing uniforms or other clothing that identifies the student to the community or public in any setting as Lindale ISD students. For this reason, their behavior must be exemplary and reflect the finest attributes of the total Lindale ISD student body at all times and places.

Important goals of the extracurricular program are to give students direction in developing self discipline, responsibility, pride, loyalty, leadership, teamwork, respect for authority, and healthy living habits.

Because participation in extracurricular activities is a privilege and not a right, Lindale ISD is authorized to set higher standards for participants of extracurricular activities than it would for those students who choose not to participate in these activities. Therefore, this Extracurricular Code of Conduct extends beyond the Lindale ISD Student Code of Conduct not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline. This Extracurricular Code of Conduct will be enforced with all students grades 7-12 participating in extracurricular activities:

- regardless of whether school is in session;
- regardless of whether the offense occurs on or off school property or at a school related event;
- regardless of whether the student is directly involved with the extracurricular activity at the time the prohibited conduct occurs;
- regardless of whether the extracurricular activity is in season; and
- regardless of where or when the conduct occurs.

It is possible that a student who violates the Lindale ISD Student Code of Conduct will incur consequences from both the appropriate school administrator and from his or her coach or sponsor for the same particular violation. It is also possible that a student participating in extracurricular activities could violate the Extracurricular Code of Conduct and be subject to discipline by a coach or sponsor without having violated the Lindale ISD Student Code of Conduct.

III. Conduct Expectations

The following conduct is expected of all participants. Failure to meet these expectations can result in disciplinary action by the coach or sponsor:

- Student commitment to a team or organization is expected for the entire season or activity.

Students are encouraged to participate in more than one extracurricular activity; however students may not quit one sport or organization in order to participate in another while the sport or club that he or she quit is still active.

- Students who participate in extracurricular activities that involve competition among schools and school districts will conduct themselves in a sportsmanlike manner at all times. This includes behavior toward visiting teams or hosting teams as well as the opponent's fans. Lindale ISD participants will be noted for clean, tough, competitive play. Praise your opponents and play beyond your ability.
- Students should arrive to practices (including workouts), meetings, and events on time and prepared.
- Students who cannot be present for a practice(including workouts),meeting,or event should call the coach, sponsor, team captain, or club president as soon as they are aware that they will be absent. Missed practices, meetings, or workouts will be madeup;however, disciplinary action may still be taken if a participant is absent more than two times in a semester.
- Injured or ill students who are unable to participate, but are able to attend a practice (including workouts), meeting or event are required to dress appropriately and sit or stand with the rest of the group.
- Students are required to show respect at all times to coaches and sponsors.
- Students should refrain from wearing hairstyles or hair colors that draw attention to themselves. Male students participating in sports are required to be clean shaven.
- Students should follow the rules promulgated in the Lindale ISD Student Code of Conduct. Failure to do so may result in additional disciplinary measures related to the student's participation in extracurricular activities as determined by the coach or sponsor.

IV. Prohibited Conduct

Lindale ISD students who participate in extracurricular activities are prohibited at all times from: The following are considered **major** violations.

- * Possessing or using drug paraphernalia;
- * Possessing, selling, or delivering to another person look-alike drugs or items represented to be drugs or contraband of any kind;
- * Possessing, selling, giving, delivering to another person, using, or being under the influence of marijuana, alcohol, a controlled substance, or any dangerous drug;
- * Engaging in conduct that contains the elements of an offense relating to glue, aerosol paint, or volatile, mood-altering chemicals;
- * Stealing;
- * Any conduct resulting in arrest and/or Class B Misdemeanor or above citation from law enforcement office.
- * Inappropriate contact in public places, sexual gestures, or exposing parts of the body that are ordinarily covered up in public;
- * Assaulting or attempting to assault another person.
- * Unlawful carrying of weapons.
- * Mob action or demonstrations which disrupt the extracurricular or instructional program.
- * Membership in a gang or participation in a gang or gang like activity.
- * Any conduct that is punishable by placement in an AEP.

V. Procedures

The Principal, coach and/or sponsor will determine whether an Extracurricular Code of Conduct violation has occurred.

Upon determination of an Extracurricular Code of Conduct violation, the following individuals will be notified:

- The student and the student's parent(s) or guardian(s);and/or
- The appropriate school counselor/sponsor to provide counseling, support, and guidance in dealing with issues associated with alcohol, drugs, mood altering chemicals, and other prohibited activities.

Nothing in this Extracurricular Code of Conduct limits the authority of a coach or sponsor to impose reasonable sanctions, including extra workouts, for students who breach team or organization conduct expectations but do not engage in prohibited conduct.

VI. Disciplinary Action

Coaches and sponsors will review all the facts and circumstances surrounding a particular violation and impose appropriate disciplinary action. Coaches and sponsors will strive for consistency in meting out punishment for Extracurricular Code of Conduct violations, but will also exercise sound professional discretion. Violation of any of the above mentioned rules by a student participating in extracurricular activities will be subject to the following disciplinary action:

- suspension from all extracurricular activities for the following time periods:
 - Minor Offense – To be determined by coach; not to exceed 10 days
 - 1st Major Offense - 30 Days + 2 sessions of counseling before being able to be eligible
 - 2nd Major Offense - 90 Days + 5 sessions of counseling before being able to be eligible
 - 3rd Major Offense - 365 Days + 10 sessions of counseling before being able to be eligible
- removal from office in the case of a student office holder who commits an offense.

The principal will have the authority to increase or decrease the punishment based on his or her assessment of the situation.

VII. Insurance for Students in Extracurricular Activities

Lindale ISD is not responsible for injuries of its students who are participating in sports. However, Lindale ISD will carry insurance covering participation in practice or competition for athletes. The coverage for each injury will vary according to the accident. More detailed information can be obtained by calling the Lindale ISD office, (903)881-4050. We will answer any questions you have concerning our athletic program of insurance and injuries.

VIII. Acknowledgement

A condition to participating in any extracurricular activity or holding any office (elected or appointed) is to sign an acknowledgement that the student has read and understands the Extracurricular Code of Conduct. The student's parent or guardian must also sign an acknowledgement. The acknowledgement states that the signing party understands the consequences for engaging in prohibited conduct.

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

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

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and

evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

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

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

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

Contact Person for Special Education Referrals:

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

Contact Person: **Christy Clouse, Director of Special Programs**

Phone Number: **903-881-4030**

Section 504 Referrals:

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

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: **Christy Clouse, Director of Special Programs**

Phone Number: **903-881-4030**

The following websites provide information and resources for students with disabilities and their families:

[Legal Framework for the Child-Centered Special Education Process](#)

[Partners Resource Network](#)

[Special Education Information Center](#)

[Texas Project First](#)

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504:

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas

autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

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

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una

petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

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

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

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

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

Persona de contacto para las remisiones de educación especial:

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

Persona de contacto: **Christy Clouse, Director of Special Programs**

Número de teléfono: **903-881-4030**

Remisiones de la Sección 504:

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

Persona de contacto para las remisiones de la Sección 504:

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

Persona de contacto: **Lori Anderson, Director of Federal Programs**

Número de teléfono: **903-881-4000**

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

[Legal Framework for the Child-Centered Special Education Process](#)

[Partners Resource Network](#)

[Special Education Information Center](#)

[Texas Project First](#)