LEXINGTON HIGH SCHOOL

STUDENT/PARENT 2006-2007 HANDBOOK

Lexington ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.
### Lexington I.S.D. 2006-2007 School Calendar

#### Yearly Planner

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>9</td>
<td>New Teacher Staff Development</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>First Day of Instruction</td>
</tr>
<tr>
<td>September</td>
<td>4</td>
<td>School Holiday - Labor Day</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>End of 1st Six Weeks</td>
</tr>
<tr>
<td>October</td>
<td>9</td>
<td>Student Holiday - Columbus Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>November</td>
<td>3</td>
<td>End of 2nd Six Weeks</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December</td>
<td>20</td>
<td>End of 3rd Six Weeks</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td>January</td>
<td>1</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Staff Development Day - Student Holiday</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Staff Development Day - Student Holiday</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>First Day of Instruction - Second Semester</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Student Holiday - MLK Day - Staff Development Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comp. Day</td>
</tr>
<tr>
<td>February</td>
<td>16</td>
<td>End of 4th Six Weeks</td>
</tr>
<tr>
<td>March</td>
<td>1</td>
<td>School Holiday - Bad Weather Day</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Student Holiday - Staff Development Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comp. Day</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April</td>
<td>6</td>
<td>School Holiday - Good Friday</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>End of 5th Six Weeks</td>
</tr>
<tr>
<td>May</td>
<td>7</td>
<td>School Holiday - Bad Weather Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of 6th Six Weeks</td>
</tr>
</tbody>
</table>

Total School Days: 178 - Staff Development Days: 9 - Total Days: 187
**ALMA MATER**

To you, dear Alma Mater  
With courage strong and bold  
We’ll pledge our trust and honor,  
Wave on high your green and gold.

Your light will guide our future  
In pathways bright and free  
Remembering you our Lexington  
We’ll fight for victory.

**FIGHT SONG**

“When the Saints Go Marching In”
School Spirit

School Spirit! What is it?

It is almost impossible to define since it is a feeling or an atmosphere made of the feeling and behavior of students and community. However, there are many characteristics of good spirit, which are plainly visible to the visitor. It is that feeling of loyalty and pride toward your school. School spirit is that feeling that makes you keep trying, it is that feeling of joy when you win, or that feeling of pride in knowing that you have tried and have done your best if the clock runs out before you can win. It is the excitement of the game, the hushed respect for the school song, the appreciation shown for the effort of others; these feelings go toward making Lexington Eagles.

Mascot: Eagle
Colors: Kelly Green and Gold
LEXINGTON HIGH SCHOOL FACULTY AND STAFF

Principal
Rebecca Otte French

Assistant Principal
Sarah Garrison

Counselor
Denise Peterson

District Technology Director
Curtis Patschke

Secretary
Donna Lee

Registrar
Gail White

Athletic Director
Jason Holcomb

District Librarian
Debbie Johnson

High School Faculty

<table>
<thead>
<tr>
<th>Alexander, Jan</th>
<th>Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bale, Melissa</td>
<td>Special Education/ Theatre</td>
</tr>
<tr>
<td>Bartoli, Rebecca</td>
<td>English/Speech</td>
</tr>
<tr>
<td>Browder, Pam</td>
<td>English</td>
</tr>
<tr>
<td>Eichler, Donell</td>
<td>Technology/ Computers</td>
</tr>
<tr>
<td>Gist, Stacy</td>
<td>Band</td>
</tr>
<tr>
<td>Gonzales, Angela</td>
<td>IPC/Athletics</td>
</tr>
<tr>
<td>Guidry, Scott</td>
<td>Agriculture Science/DCP</td>
</tr>
<tr>
<td>Hacker, Krystal</td>
<td>Government/Economics/Athletics</td>
</tr>
<tr>
<td>Harden, Elenor</td>
<td>Spanish</td>
</tr>
<tr>
<td>Hengst, Jeanne-Anne</td>
<td>English/Yearbook</td>
</tr>
<tr>
<td>Holt, Donna</td>
<td>Math/Freshman Survival</td>
</tr>
<tr>
<td>Johnson, Robert</td>
<td>Science</td>
</tr>
<tr>
<td>Johnston, Kelly</td>
<td>Art</td>
</tr>
<tr>
<td>Kylberg, Michelle</td>
<td>English/Green &amp; Gold</td>
</tr>
<tr>
<td>Loper, Chris</td>
<td>Math/Athletics</td>
</tr>
<tr>
<td>Mohr, David</td>
<td>Criminal Justice/Outdoor Ed</td>
</tr>
<tr>
<td>Mostyn, Barbara</td>
<td>Special Education/Green &amp; Gold</td>
</tr>
<tr>
<td>Muhl, Kirk</td>
<td>Social Studies/Athletics</td>
</tr>
<tr>
<td>Munson, Josh</td>
<td>Science/Athletics</td>
</tr>
<tr>
<td>Ognowski, Alane</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Palachek, Tom</td>
<td>Math/Science</td>
</tr>
<tr>
<td>Patschke, Curtis</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Patschke, Curtis</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Patschke, Curtis</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Retzloff, Mary</td>
<td>Attendance/PEIMS Coordinator</td>
</tr>
<tr>
<td>Spillar, Brynn</td>
<td>Business/Computers</td>
</tr>
<tr>
<td>Stamport, Candice</td>
<td>Family Consumer Sciences</td>
</tr>
<tr>
<td>Turner, Chris</td>
<td>Social Studies/ Athletics</td>
</tr>
<tr>
<td>Vogler, Mary</td>
<td>Agriculture Science</td>
</tr>
</tbody>
</table>

Instructional Aides

<table>
<thead>
<tr>
<th>Dussetschleger, Linda</th>
<th>Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kubica, Vicky</td>
<td>Special Education</td>
</tr>
<tr>
<td></td>
<td>ISS</td>
</tr>
<tr>
<td>Ward, Connie</td>
<td>Library Aide</td>
</tr>
</tbody>
</table>
Lexington High School Bell Schedule
2006-2007

Morning Tutorials          7:30 –  7:45 a.m.
First Bell for Entry       7:40 a.m.
Tardy Bell                7:45 a.m.
Period 1                  7:45 –   8:35 a.m.
Period 2                  8:40 –   9:30 a.m.
Period 3                  9:35 – 10:25 a.m.
Period 4                  10:30 – 11:20 a.m.
Period 5                  11:25 – 12:15 p.m.
LUNCH                    12:15 – 12:45 p.m.
Period 6                  12:50 –  1:40 p.m.
Period 7                  1:45 –   2:35 p.m.
Period 8                  2:40 –   3:30 p.m.
Afternoon Tutorials       3:30 –   3:45 p.m.

The Lexington I.S.D. web page is:

www.lexington.isd.tenet.edu
LEXINGTON ISD

Character Education Program

BUILDING GOOD CITIZENS FOR TEXAS

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TRAIT</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER</td>
<td>HONESTY</td>
<td>Through a variety of activities, students will demonstrate trustworthiness, fairness and straight-forwardness of conduct in their own character development and interpersonal relationship.</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>RESPONSIBILITY</td>
<td>Students will exhibit moral, legal and mental accountability for their choices, regardless of pressures to do otherwise.</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>COMPASSION</td>
<td>Students will demonstrate empathy, and respect for others in school, life and career settings, accepting the right of all people to be treated with courtesy and dignity.</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>PERSEVERANCE</td>
<td>Students will acknowledge the importance of persistence while encountering negative influences, forms of opposition, or discouragement.</td>
</tr>
<tr>
<td>JANUARY</td>
<td>LOYALTY</td>
<td>Students will recognize the need to establish personal and career relationships and select causes based on positive ethical principles for which they can remain true.</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>JUSTICE</td>
<td>Students will exhibit fair and equitable behavior which is consistent with the laws and principles that govern a democratic society.</td>
</tr>
<tr>
<td>MARCH</td>
<td>SELF-RELIANCE</td>
<td>Students will believe in their own self-worth and learn to rely on their strengths. Students will also demonstrate knowledge of their skills, abilities, and impression on others.</td>
</tr>
<tr>
<td>APRIL</td>
<td>SELF-DISCIPLINE</td>
<td>Through activities, students will demonstrate positive patterns of behavior and the strength of mental and moral courage to accomplish tasks, manage time, and relate effectively with others.</td>
</tr>
<tr>
<td>MAY</td>
<td>INTEGRITY</td>
<td>Students will understand the importance of adherence to a code of conduct necessary for successful performance in the workplace and in their personal lives.</td>
</tr>
</tbody>
</table>
LEXINGTON INDEPENDENT SCHOOL DISTRICT
School/Parent/Student Compact

In Lexington Independent School District, parents, the entire school staff, and students will share the responsibility for improved student achievement.

**SCHOOL’S RESPONSIBILITY:**

We will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables all children to meet the State’s student performance standards.

- Teachers will teach the state-mandated curriculum, the Texas Essential Knowledge and Skills.
- Campuses will monitor instruction using a variety of student performance data to include norm-referenced testing, TAKS testing, benchmark testing, and the Texas Primary Reading Inventory among others.
- Principals will lead and monitor curriculum and instruction on their campus using PDAS, classroom observation, review of unit/lesson plans, grade-level and departmental meetings, and staff development.
- All staff will be committed to building the home-school connection through frequent reporting to parents on children’s progress, systematic two-way communication regarding school programs and other relevant matters, reasonable access to staff, opportunities for parents to visit classrooms and volunteer at school, and opportunities for parents and community members to participate in site-based decision making.
- School policy and procedures, including a code of conduct, will be enforced consistently to maintain an orderly and sage learning environment with a minimum of disruptions.
- The Board and administration will allocate resources to ensure high standards are met.

**PARENT’S RESPONSIBILITY:**

Parents and guardians will be responsible for working collaboratively with the school to support their children’s learning.

- Parents will monitor their child’s attendance.
- Parents will monitor homework completion and encourage their children to read.
- Parents will monitor their child’s compliance with the code of conduct and dress code.
- Parents will provide necessary school supplies or notify school of need for assistance.
- Parents will read correspondence, participate in parent-teacher conferences, and attend meetings to stay informed about campus programs and their child’s performance.
- Parents will volunteer time and talent as appropriate.
- Parents will complete surveys and/or provide input to enhance campus site-based decision making.

**STUDENT’S RESPONSIBILITY:**

Students will accept responsibility for doing their best at all times.

- Students will come to class on time and be ready to learn.
- Students will pay attention to their teachers and other adults trying to help them and will ask questions when they need help.
- Students will read at least 2 hours per week outside of class and exclusive of assigned homework.
- Students will complete homework assignments on time in a thorough and legible way.
- Students will attend tutorials or recommended opportunities for extra instruction.
- Students will give parents all written communications from the school and return all papers (surveys, signed homework, etc.) from parents to the school.
- Students will complete surveys and provide input to enhance campus site-based decision making.

I understand that improving our schools will require teamwork. I have read and pledge to uphold the responsibilities listed above.

Principal’s signature/date on behalf of the staff ___________________________  ________________
Parent/Guardian signature/date ___________________________  ________________
Student’s signature/date ___________________________  ________________
Table of Contents

School Calendar ................................................................................................................... 2
Alma Mater ............................................................................................................................ 3
School Spirit .......................................................................................................................... 4
High School Faculty ............................................................................................................. 5
High School Bell Schedule ................................................................................................ 6
Building Good Citizens for Texas ....................................................................................... 7
School/Parent/Student Compact ........................................................................................... 8
Table of Contents ................................................................................................................ 9-12
PREFACE ............................................................................................................................ 14
SECTION I IMPORTANT INFORMATION FOR PARENTS ........................................ 15
  QUICK REFERENCE: ........................................................................................................... 15
  PARENTAL INVOLVEMENT ............................................................................................. 15
    Working Together ........................................................................................................... 15
    Obtaining Information and Protecting Student Rights ............................................... 16
    “Opting Out” of Surveys and Activities ...................................................................... 16
      Display of your child’s artwork, projects, and other special work products: ...... 17
    As a parent, you also have a right: ............................................................................. 17
  GRADING GUIDELINES ................................................................................................. 18
  REPORT CARDS / PROGRESS REPORTS AND CONFERENCES ....................... 20
  STATE-MANDATED ASSESSMENT TESTS ................................................................. 21
  OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS ................... 21
  MEDICINE AT SCHOOL ................................................................................................. 21
  STEROIDS ....................................................................................................................... 22
  PSYCHOTROPIC DRUGS ............................................................................................... 22
  STUDENT RECORDS ...................................................................................................... 22
  STUDENT OR PARENT COMPLAINTS AND CONCERNS ....................................... 24
  RELEASE OF STUDENTS FROM SCHOOL ............................................................... 24
    Late Arrival to School .................................................................................................. 24
    Withdrawing from School ............................................................................................. 24
SECTION II CURRICULUM-RELATED INFORMATION ............................................. 25
  QUICK REFERENCE: ....................................................................................................... 25
  ACADEMIC PROGRAMS ................................................................................................. 26
  AWARDS AND HONORS ............................................................................................... 26
  CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT ............. 26
  STATE SCHOLARSHIPS AND GRANTS ................................................................. 27
PREFACE

To Students and Parents:

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

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

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

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

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

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

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

Both students and parents must be familiar with the Lexington Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. This document will be contained in a separate book, “The Student Code of Conduct.”

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

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

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices. [See Obtaining Information and Protecting Student Rights on page 15.]

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s policy manual is available in the school office or an on-line copy can be accessed through the district’s web-site: www.lexington.isd.tenet.edu.
SECTION I
IMPORTANT INFORMATION FOR PARENTS

This section of the Lexington High School Student Handbook includes information on topics of particular interest to you as a parent.

QUICK REFERENCE:
Where to look when you need information about…

- Parental involvement page 14
- Grading guidelines page 17
- Report cards/progress reports and conferences page 19
- State-mandated assessment testing page 20
- Other standardized testing: College Requirements page 20
- Medicine at school page 20
- Psychotropic drugs page 21
- Student records page 21
- Student or parent complaints and concerns page 23
- Release of students from school page 23

PARENTAL INVOLVEMENT

Working Together

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

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.

Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child’s academic progress and contact teachers as needed. [See Academic Counseling on page 27 and Academic Programs on page 25.]

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (979) 773-2254 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school. [See Report Cards/Progress Reports and Conferences on page 19.]
Becoming a school volunteer. [For further information, see policy GKG and contact Donna Lee, High School Secretary at 979-773-2254, ext 231.

Participating in campus parent organizations. Parent organizations include: Booster’s Clubs, Campus Improvement Teams, and District Improvement Teams.

Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Bruce Tabor, Assistant Principal at 979-773-2254, ext 282.

Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA and School Health Advisory Council on page 37.]

Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

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

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

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

“Opting Out” of Surveys and Activities
As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.
Display of your child's artwork, projects, and other special work products:

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

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

- To inspect a survey created by a third party before the survey is administered or distributed to your child.

- To review your child’s student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

[See Student Records on page 21.]

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.
• To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

• To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See Pledges of Allegiance and a Minute of Silence on page 49 and policy EC.]

• To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]

• To request in writing, if you are a non custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

• To request a transfer of your child to another classroom or campus if your child has been verified by the Ms. Rebecca French, High School Principal at 979-773-2254, ext 230 to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus.

• To request a transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. See policy FDD(LOCAL).

**GRADING GUIDELINES**

In grades 9 – 12 achievement is reported to parents as:

Per policy, no grade below fifty [50] may be recorded on the permanent record.

No grade lower than a 50 will be recorded on report cards six-week grades. Final exam grades can range from 0-100.

All teachers must document that all TEKS have been taught, and keep records on each student reflecting mastery or non-mastery of each essential element, and document that students who failed to master each essential element received remediation. Teachers are encouraged to use alternative performance assessments to document student progress.

Grades are based on 100%, a grade below 70% is failing. We use a point system. Every grade returned to students shall be from 0 to 100.

All papers returned to students should reflect a grade based on 100%. Exams, after grading, shall be returned to students, including a copy of the questions asked on the exam. These exams may be used for...
future study guides; exceptions to the above are semester examinations and is state mandated examinations. Exams shall be reviewed with students to ensure they have an opportunity to learn the correct answers and re-teaching shall be at the discretion of the teacher. However, our goal is to teach students the TEKS or skills and if a student does not master these TEKS or skills, it is necessary and teachers are expected to re-teach.

Suggested grading methods for on-going, daily/weekly grades are:

- Student products, Portfolio assessments, and teacher directed assessments
- Observation of skills being demonstrated
- Home project or assignment that can be demonstrated, explained, or clarified to the teacher to verify that the student did the work.

Verification of homework and grading of homework is the responsibility of the teacher.

Recommended exam construction:

- Exams should be objective [in effectiveness order]
  - Essay, analytical, or discussion questions
  - Fill in the blank
  - Matching
  - Multiple choice
  - True or false
- Level of difficulty – Exams should reflect the appropriate level of material for particular students.
- Exam questions should be clearly stated with the question objective clearly identified.
- Exams should reasonably be able to be completed in the allotted time.
- Teachers should teach what is going to be covered on the exam, and test what is taught.

To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade-level standards. Courses offered for High School credit are subject to the high school examination and grading policy.

Students shall receive credit for satisfactory make-up work after an absence, including absences as a result of suspension, but shall receive a zero for any assignment or test not made up within the allotted time. The highest grade for satisfactory make-up work after in or out of school suspension shall be a grade of 100.

Grades are calculated with 40% daily grades and 60% test and major project grades. There shall be a minimum of 10 daily grades and 3 major grades used in the calculations in all courses.

Semester grades for High School courses shall be calculated with the Semester Exam accounting for 1/7 of the semester grade. To calculate the semester grade, double each 6 weeks grade. Add those three numbers to the semester exam grade. Divide the total by 7.

Semester exams at the High School may be exempted based on a formula of attendance, discipline, and grades. In this case, the semester exams will not count for averaging purposes. The average of the three six week grades will be used for the semester grade average.
EXAM EXEMPTIONS

High School Final Exam Exemptions

Fall Semester Exemptions are for seniors only. Exam exemption eligibility is available to all students grades 9 –12 in the Spring Semester. Please remember that an exam exemption is an earned privilege, not a right and must have the approval of the course teacher. If a student has not passed an area of TAKS, he/she cannot exempt from the test in that area.

In addition all students must meet the following requirements:

A average (90+), no more than 3 excused absences
B average (80-89), no more than 2 excused absences
C average (70-79), no more than 1 excused absence

- Attendance records will be checked through December 8, 2006 for Fall Semester and May 11, 2007 for Spring Semester to determine eligibility for exemption, but absences incurred after these dates will count also.
- The exemption is for individual exams only. Students who do not check in for an exam will be counted absent, will be responsible for taking exams, and if they do not take the exam within one week a grade of ZERO will be recorded.
- Students must arrive to school at regular time and may not leave until they have completed their last exam for the day.
- ANY assignment to AEP will result in loss of exemption eligibility.
- Three (3) or more days in D-hall, ISS and/or Suspension will result in loss of exemption eligibility.
- Students who have exceeded the state guidelines for attendance will not be exempt from exams. (Students must be in attendance 90% of the days a class meets)
- Any unexcused absence will result in loss of eligibility.
- All students must attend the first period of each exam day and stay the whole exam period even if exempt.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every six (6) weeks.

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child’s performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See Working Together on page 14 for how to schedule a conference.]

Teachers follow grading guidelines approved by the Superintendent that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District’s grading policy. [See policy EIA.]
Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

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

**STATE-MANDATED ASSESSMENT TESTS**

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

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

**OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS**

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

**MEDICINE AT SCHOOL**

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

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

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

In accordance with a student’s individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

**STEROIDS**

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

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

**PSYCHOTROPIC DRUGS**

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

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

[For further information, see policies at FFAC.]

**STUDENT RECORDS**

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

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

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

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court,
control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.
- Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is 8731 North Highway 77, Lexington, TX 78947.

The address of the principals’ office is:

8731 North Highway 77, Lexington, TX 78947

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process defined by policy FNG. [See Report Cards/Progress Reports and Conferences on page 19, and Student or Parent Complaints and Concerns on page 23 for an overview of the process.]

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

Please note:

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

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher’s permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent.

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

Late Arrival to School

A student who is tardy to class by 10 minutes or less will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action. If a student is more than 10 minutes to a class, he/she will be counted absent for that class period  [See Attendance for Credit on page 34.]

Withdrawing from School

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

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

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

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

QUICK REFERENCE:
Where to look when you need help with…

- Academic Records                                page 25
- Awards and Honors                                page 25
- Class rank/top ten percent/highest ranking student page 25
- State scholarships and grants                     page 26
- Class schedules                                  page 26
- Computer resources                               page 26
- Correspondence courses                           page 27
- Counseling: academic                             page 27
- Counseling: personal                             page 27
- Credit by exam                                   page 27
- Distance Learning                                page 28
- Dual credit courses/college courses              page 28
- Career and technology programs                   page 28
- Extracurricular activities, clubs, and organizations page 29
- Grade classification                             page 29
- Promotion and retention                          page 30
- Graduation                                       page 30
- Homework                                         page 30
- Nontraditional academic programs                 page 31
- Special programs                                 page 32
- Summer school                                    page 32
- Textbooks                                        page 32
ACADEMIC PROGRAMS

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. [For more information, see page 27 of this handbook and policy EIF.]

AWARDS AND HONORS

[See Academic Counseling on page 27.]

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Class rank for seniors shall be based on a weighted grade point average using semester grades earned in grades 9-12. These semester grades shall be converted to grade points according to the District's weighted grade point scale.

Class rank shall be calculated at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used to determine the final semester grade for class rank purposes.

The following shall apply:

1. The eligible student having the highest weighted grade point average shall be declared the valedictorian, and the eligible student having the second highest weighted grade point average shall be declared the salutatorian. Only students graduating four years from the date of entering high school are eligible for valedictorian or salutatorian honors.

2. Grades points earned in the following subjects only shall be counted toward class rank and scholastic honors: English, mathematics, science, and social studies. Dual credit courses shall not be included in the calculation of the weighted grade point average.

3. Should a tie develop for valedictorian, co-valedictorians shall be declared and no salutatorian shall be recognized. Should a tie develop for salutatorian, all students involved in the tie shall be recognized.

4. To be eligible for recognition as valedictorian or salutatorian, a student must have been enrolled in the District high school for at least four semesters prior to graduation.

5. All transferred grades in English, mathematics, science, and social studies shall be accepted for class rankings; however, honors weights shall be awarded to grades transferred for honors courses only when the same honors course is offered in the District. Transferred letter grades shall be converted to numerical grades and then grade points before weighted grade point averages are computed for class rankings.
In the event a numerical value cannot be obtained for a letter grade, the high school principal shall make the following conversion:

a. Grades recorded as A-, A, A+, or their equivalents, shall be assigned the value of 92, 95, or 98 respectively.
b. Grades recorded as B-, B, B+, or their equivalents, shall be assigned the value of 82, 85, or 88 respectively.
c. Grades recorded as C-, C, or C+, or their equivalents, shall be assigned the value of 75, 77, or 79 respectively.
d. Grades recorded as D-, D, or D+, or their equivalents, shall be assigned the value of 70, 72, or 74 respectively.

Grades translated to have a value below the numerical value of 70 shall be considered failing and shall be assigned a value of 65.

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor (Ms. Denise Peterson at 979-773-2254, ext 239) for further information about how to apply and the deadline for application.

[For further information, see policies at EIC.]

**STATE SCHOLARSHIPS AND GRANTS**

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas higher education institutions within the state. The counselor can provide additional information about meeting the program’s eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ.]

**CLASS SCHEDULES**

Every effort will be made to comply with student requests for classes. Those requirements of State law will be met for all mandatory subjects. **Students who have failed one or more classes or any portion of the State Assessment, TAKS, may have their schedule selected by the administration, to insure graduation requirements are met in a timely fashion.** Student schedules cannot be changed if credit cannot be gained due to the 90% required attendance rule. Student’s schedules will reflect a full day of instruction. Requests for consideration for schedule changes for students will not be accepted after the end of the first week of each semester.

**COMPUTER RESOURCES**

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

Students and their parents should be aware that e-mail using District computers are not private and may be monitored by District staff. [For additional information, see policy CQ.]

**CORRESPONDENCE COURSES**

The District permits students to take correspondence courses [courses by mail] for credit. Students in grades 9 – 12 may earn credits toward high school graduation by these means. For further information and specific District policy in this regard, please contact the High School Counselor or High School Principal. These courses must be approved by the High School Principal prior to the credit being earned. [For further information, see policy EEJC.]

**COUNSELING**

**Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

**Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should schedule an appointment with the counselor, Ms. Denise Peterson.

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

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

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

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2006–2007 school year are the first Monday, Tuesday, and Wednesday in the months shown below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Any</td>
</tr>
<tr>
<td>June</td>
<td>Any</td>
</tr>
</tbody>
</table>

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

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the District or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

DISTANCE LEARNING

Please see the high school counselor for available courses and application. Distance learning classes are subject to availability/cancellation by the providing service.

DUAL CREDIT COURSES / COLLEGE COURSES

Please check with the high school counselor for information concerning dual credit. The high school principal must approve all such courses in advance. This only applies to high school students. Dual credit courses offered after school on high school campus are subject to the availability of college instructors and their schedules. Students may choose to enroll at off-campus locations to match their personal schedules, with administration permission.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in Agriculture Science, Criminal Justice, Family and Consumer Sciences, and Technology/Computers. Lexington 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.

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

GIFTED AND TALENTED PROGRAM

“Gifted and Talented student” means a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who exhibits high performance capability in an intellectual, creative, or artistic area, possess an unusual capacity for leadership, or excels in a specific academic field. [Education Code 29.121]

At Lexington High School students are served through “Pre AP” and “AP” classes.
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

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

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

Offices and Elections

Lexington High School has many opportunities for students to participate. Students should consult the constitution or by-laws of each organization for rules pertaining to office and election.

Grades earned for the purpose of acquiring high school credit, taken by Dual Credit, Concurrent Enrollment, Credit By Exam, Correspondence Course, Distance Learning or prior to entering the ninth grade, will not be calculated for Grade Point Averaging and Ranking. These grades and courses will be used to meet prerequisites and will be documented to the AAR.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Grade 10 (Sophomore)</td>
</tr>
<tr>
<td>12</td>
<td>Grade 11 (Junior)</td>
</tr>
<tr>
<td>18</td>
<td>Grade 12 (Senior)</td>
</tr>
</tbody>
</table>
PROMOTION AND RETENTION

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

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

In order to be promoted to grade 9, students enrolled in grade 8 in the 2007–2008 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

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

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

GRADUATION

Requirements for a Diploma

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

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

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

Graduation Programs

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

- Minimum Graduation Plan 26
- Recommended High School Program 26
- Distinguished Achievement Program 26

Certificates of Coursework Completion

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

Students with Disabilities

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

Graduation Activities

Graduation activities will include:

A formal commencement ceremony shall be held after the last day of school is completed. The time and place for the commencement shall be at the discretion of the District. The date shall be included on the District calendar. Students must have completed all requirements as set by the State and District to be eligible for commencement exercises. Students must have no outstanding charges to be eligible for commencement.

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See Student Fees on page 47.]

HOMEWORK

Students are required to complete homework as assigned. At the teacher discretion for excused extenuating circumstances, the student may be allowed to turn in work other than at the stipulated time. Failure to complete homework will result in a grade of zero unless designated by the teacher as “late work” which will receive a 10 point grade reduction per day that the homework is late. Assignments designated as “late work” MUST be turned in within 3 school days of the original due date for credit to be received.

No grade higher than 70 may be awarded for make-up work after an unexcused absence. After 3 days this work will not be accepted either and the student will receive a zero.

Teachers may assign additional work to assure students who have been absent have sufficient opportunity to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.
NONTRADITIONAL ACADEMIC PROGRAMS

[See Requirements for a Diploma on page 30.]

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Mrs. Sandy North, 979-773-2254, ext. 260.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Mrs. Sandy North, 979-773-2254, ext 260.

SUMMER SCHOOL

Summer school courses may be offered in the core classes for remediation. Information will be distributed in the spring.

TEXTBOOKS

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

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

QUICK REFERENCE:
Where to look when you need information about…

- Attendance
- Driver License Attendance Verification
- Makeup work
- Communicable diseases/Conditions
- Health-related matters
- Freedom from Discrimination
- Conduct
- Disruptions
- Law enforcement agencies
- Distribution of published materials or documents
- Dress and grooming
- Student fees
- Fund-raising
- Immunization
- Physical examinations/health screenings
- Pledges of allegiance and a minute of silence
- Prayer
- Safety
- Emergency school-closings information
- School facilities
- Searches
- Transportation
- Videotaping of students
- Visitors to the school
ATTENDANCE

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

Compulsory Attendance

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

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

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

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

Regular school attendance is essential for the student to make the most of his or her education— to benefit from teacher-led activities, to build each day’s learning on the previous days, and to grow as an individual.

It is also the law in Texas:

- A student between the ages of 6 and 18 **MUST** attend school unless the student is otherwise legally exempted or excused. A student absent without permission from school or from any class will be considered truant and subject to disciplinary action, which may include both school and court action.

- A student may not miss 10 days or 10 parts of days within a six-month period or on 3 or more days or parts of days within a four week period. Parents of students who fail to meet these expectations for attendance are subject to prosecution under section 25.093 of the Texas Education Code.

- To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer that 90 percent of the days the class is offered **CANNOT**...
receive credit for the class unless the ATTENDANCE REVIEW COMMITTEE finds the absences to be the result of extenuating circumstance, such as:

- An extracurricular activity or public performance, subject to approval by LISD’s Board of Trustees.
- A District-approved mentorship designed to meet requirements of an advanced measure to the Distinguished Achievement graduation program.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- A DOCUMENTED health care appointment – if the student begins classes or returns to school on the same day as the appointment. Note: Documentation (parent note, doctor note, etc.) for records is accepted NO LATER than TWO DAYS after the absence.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness; or illness or death in the family. Note: Parent notes for illness CANNOT exceed the 90% rule outlined above. Documentation (parent note, doctor note, etc.) for records is accepted NO LATER than TWO DAYS after the absence.
- A juvenile court proceeding documented by a probation officer or judge.
- An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.
- An APPROVED college visitation.

If the committee determines that there have been extenuating circumstances, it will decide how the credit may be regained if possible.

Please note:

- A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.
- In those rare circumstances when a student must be absent from school, the student – upon returning to school – must bring a note, signed by the parent, that describes the reason for the absence(s). This note must be in the office NO LATER than TWO DAYS after the absence.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher.

CAMPUS ADMINISTRATIVE PROCEDURE:

- A parent wishing to check-out a student from school must present a signed request to the principal or designee stating the reason for the withdrawal and the effective date.
- When returning to school after an absence, a student must bring a note, signed by the parent/guardian, that describes the reason for the absence, dates of absence, and a phone number where the parent/guardian can be reached for verification, if needed. Notes signed by students, even with the parent’s permission, will be considered forgery and the student will be disciplined.
• Admit slips must be obtained at the office after 7:30 AM and prior to 7:45 AM. The admit slip must be taken to the appropriate teachers and the admit slip is to be returned to the office when complete.

• Students who do not obtain an admit slip before the first tardy bell (7:45 AM) will be subject to after school detention assignment by the principal’s designee.

**Documentation (parent note, doctor note, etc.) for records is accepted NO LATER than TWO DAYS after the absence.**

**SPECIAL NOTE:**

Anytime a parent knows that their child is going to be absent from school or needs to leave school early they should call the High School office at (979)773-2254 ext. 231. Students are not allowed to call in their own absence or that of siblings, friends, etc. Attendance is extremely important and parents that do not call may receive a call from the school inquiring about their child’s absence. Excessive absences can result in credit being lost and/or criminal charges being filed against both the student and the parent.

• Unexcused absences are considered truancy. Students who are truant may receive school disciplinary measures as well as have charges filed on them and/or their parents.

• Students are responsible for making up their work when they are absent regardless of the reason for the absence.

• Only ONE APPROVED college visitation will be allowed per semester, for seniors only.

The school strongly encourages students to be in attendance. We ask that parents schedule appointments for doctors, dentist, etc., after school hours or on non-school times whenever possible.

**Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

• All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]

• A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.

• In reaching consensus about a student’s absences, the committee will attempt to ensure that its decision is in the best interest of the student.
The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.

The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

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

**Driver License Attendance Verification**

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

**MAKEUP WORK**

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

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

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

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

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student’s high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]
A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA.]

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

COMMUNICABLE DISEASES / CONDITIONS

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

The school nurse can provide information from the Texas Department of Health regarding these diseases.

Bacterial Meningitis

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

What is meningitis?

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

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

Where can you get more information?

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

**HEALTH-RELATED MATTERS**

**School Health Advisory Council**

Information regarding the District’s School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA.]

**Other Health-Related Matters**

**Tobacco Prohibited**

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

**Asbestos Management Plan**

The District’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Superintendent’s office. If you have any questions, please contact Mr. Chuck Holt.
Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)’s school assignment area may contact Allen Retzlaff.

FREEDOM FROM DISCRIMINATION

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

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

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

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

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

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

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

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.
A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG.

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Mr. Chuck Holt, Superintendent
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Sandy North, Special Programs Coordinator
- All other concerns: See the Superintendent

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

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Sandy North, 979-773-2254, ext 260
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Sandy North, 979-773-2254, ext 260
- Services for Students with Disabilities
- Parents of students with learning difficulties or who may need special education services may request an evaluation for special education. For more information contact Sandy North, 979-773-2254, ext 260.

**CONDUCT**

**Applicability of School Rules**

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

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

**Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District’s policy manual.
**Social Events**

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

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

**Disruptions**

As identified by law, disruptions include the following:

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

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

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

Cell phones must remain turned off during the instructional day.

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

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

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

Students Taken Into Custody
State law requires the District to permit a student to be taken into legal custody:

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

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations
The District is also required by state law to notify:

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

**DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

**School Materials**

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

The yearbook, The Eagle is available to students.

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

**Nonschool Materials … from students**

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

The principal has designated the bulletin board in the main hall as the location for approved nonschool materials to be placed for voluntary viewing by students. See policy FNAA.

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

**Nonschool Materials … from others**

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

Prior review will not be required for:

• Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

• Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL).

• Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.
General Guidelines for Student Dress and Grooming Guidelines

Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment.

Our district values and needs the support of parents/guardians in upholding the district and campus dress and grooming guidelines. The student and his/her parent(s)/guardian(s) may determine the student's personal dress and grooming standards provided that the student's dress and grooming:

- shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and
- shall not create a health problem or safety hazard for the student or others.

Using these general guidelines and the specific guidelines listed below, school administrators have the final decision in determining and enforcing student dress and grooming standards at school and at all school-related activities.

Individual organizations may develop and enforce additional dress and grooming guidelines that meet the standards of the group. These guidelines may be more restrictive than those established by the district. Grooming and dress requirements may be modified to fit special events. The principal or designee prior to the event should approve modifications to the normal school day requirements.

All students are required to adhere to the district dress and grooming guidelines, as well as to any additional guidelines developed and approved for any specific group and/or events. Exceptions will be permitted for bona fide religious reasons. Parents are expected to be knowledgeable and supportive of the dress and grooming guidelines.

Specific Guidelines/Restrictions

Students are not to wear clothing that is tight, loose, revealing, sagging, or short. Examples of unacceptable clothing according to this guideline include, but are not limited to, jogging shorts, spandex shorts, biker shorts or tights, mini-skirts, tank tops, tops with spaghetti straps, sleeveless apparel that is revealing, strapless/lowcut/backless apparel, deliberately cut or torn garments, or midriff tops. (Midriff tops are those that reveal bare skin on the mid-section of the body while standing or sitting.)

Students are prohibited from wearing garments that sag below the waistline. Pants or shorts must be fitted at the waist and in the crotch, not oversized or baggy. Pant legs should be no wider than the length of the shoe. Students are encouraged to wear belts with garments designed to be worn with a belt.

All garments including shorts, skirts, and dresses must be an appropriate and modest length -- at least mid-thigh or longer.

Students cannot wear garments with visual or written messages that are likely to cause a disruption to the school environment. Examples of such prohibited visual or written messages include, but are not limited to, drugs, alcohol, tobacco, weapons, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity.

A student is prohibited from wearing any form of dress or accessory identifying him or her with a gang or cult or symbolizing the beliefs of such a group.

Shoes should not detract from or interfere with the learning environment or present a safety or health hazard. Tennis shoes or closed toed shoes are preferred.
No type of head covering is to be worn inside the school buildings. Exceptions would be a cap or hat that is part of a uniform worn at a school activity or a head covering worn for religious or medical purposes. Examples of prohibited head covering according to the guidelines include, but are not limited to skull/wave caps, scarves, hairnets, visors, head/sweatbands and bandanas.

Sunglasses shall not be worn in any school building or be visible during the school day.

Students must wear appropriate underclothing. Clothing, which allows undergarments to be seen, is not allowed.

Noisy, distracting, and/or excessive jewelry or accessories, including wallet chains, medallions or pendants are prohibited. Rope chains or large metal chains may not be worn either around the neck or the body; as a watch chain; or as a belt. Earrings in pierced ears are allowed, but all other body piercing jewelry is strictly prohibited. Permanent or temporary tattoos, writing, or drawing on the skin will not be permitted. Body tattoos must be covered at all times.

The student's hairstyle and makeup must not detract from or interfere with the learning and school environment. Hair must be kept well groomed, neat, and clean at all times. Hair shall not interfere with the student's vision. Hair must be a natural color as determined by the campus administrator.

Male hair length may extend to, but not past, the bottom of the collar of a sports shirt or to the neckline of a t-shirt when combed down. The hair shall not be lower than the earlobe or below the eyebrow. Sideburns shall not extend below the earlobe. The face must be clean-shaven. No mustaches, goatees, or muttonchops will be allowed.

Backpacks should not detract from or interfere with the learning environment or present a safety or health hazard.

Students participating in school-related activities, such as extracurricular or UIL activities or other special functions, may have a different dress or grooming code required by the sponsor, coach, or administration.

Dress and Grooming Violations
Students who come to school in violation of the district and/or campus dress code will have the option of correcting the violation or being placed in in-school suspension until the infraction is corrected for the remainder of the day. School officials may use other appropriate consequences as designated in the Code of Conduct. Parents may be asked to bring appropriate attire to school to assist in correcting the violation. Students who have a question about the appropriateness of an item should discuss the specific issue with the appropriate staff member before wearing the item.

Compliance with these guidelines is expected every day including the first day at that campus. Students who are new to the campus, or students with extenuating circumstances, will be expected to be in compliance after a reasonable grace period. The students are expected to follow the appropriate district dress and grooming guidelines as well as any specific group guidelines. Exceptions will be permitted for bona fide religious reasons.
Prom/Senior Trip Code of Conduct

Boys-
- Boys must continue to meet all regular school dress code guidelines.

Girls-
- The following items cannot be worn:
  - Exposed midriffs
  - Back out below the waist line
  - Low cut in the front that reveals the bust line or below the bust line.
  - Bikini tops.
  - See-through garments. Keep private areas Private.
- If you wear short formals, the dress must still be in dress code.
- If you are not sure, see a campus administrator with a picture of the garment or the garment before prom.

All Students-
- Prom/Senior Trip is a privilege, not a right. The Prom/Senior Trip is a school activity, regardless of where it is held, and all school rules apply.
- All music and style of dance are to be of a nature appropriate for a school activity. Inappropriate, vulgar, or suggestive music and dance will not be allowed. Appropriateness will be the sole determination of the high school principal or assistant principal.
- For safety reasons, any student that has been disciplined for drinking, drug usage, fighting, or assaulting another student during the school year will not be allowed to attend.
- Students will follow the UIL No Pass, No Play guidelines to be eligible to attend the prom.
- Students that have been assigned (or in) ISS for 3 or more days during the Spring semester cannot attend Prom/Senior Trip.
- Students that have been assigned (or in) AEP for 20 or more days during the school year cannot attend Prom/Senior Trip.
- Students suspected of drinking will not be admitted.
- Alcohol or tobacco products are not allowed.
- Prom dates must be 20 or younger.
- All Prom out-of-town/district guests’ names must be turned into the office two weeks prior to Prom and the administration reserves the right to accept or reject any or all guests.
- Middle School or Elementary students are not allowed as Prom dates or otherwise.
- Any student absent from school on Friday will not be allowed admission to the Prom on Saturday.
- The Principal reserves the right to remove any student or guest that is being inappropriate, disruptive, or is dressed inappropriately.
- Students attending Prom/Senior Trip must comply with 90% state attendance Guideline.
STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See Buses and Other School Vehicles on page 53.]
- A fee not to exceed $50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

FUND-RAISING

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

Except as approved by the Superintendent, fund-raising by groups outside of school is not permitted on school property. [For further information, see policies FJ and GE.]
District Guidelines for Fund Raising

Purpose: To facilitate fundraising activities that provides revenue for District clubs and organizations while providing good quality products or services to the community.

All Fund Raising activities associated with the School District shall be approved as directed by Board Policy. A coordinated effort will be made across the district by the Principals and Committee Members to insure that the following guidelines are met.

General Guidelines:

- The District will approve all fundraising activities in advance.
- Provides a product or service that is valuable and accepted by the community.
- Provides a positive image for the club or group.
- Minimizes Intermediate Vendors (Fund Raising Companies)
- May be concession activities that are tied to existing school events.
- Do not overlap with similar fundraising.
- Encourages uniform method of collections (prior to or upon delivery)

IMMUNIZATION

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

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Contact the coaching staff for current information regarding physical examination requirements for participation in UIL sports. Please contact the coaching staff if in doubt about physical exam eligibility status.
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

1 continuous bell  
move quietly but quickly to the designated locations

2 bells  
return to the classroom

**Emergency Medical Treatment and Information**

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

**Emergency School-Closing Information**

In the event inclement weather makes it necessary to close school **BEFORE** the school day begins, a public service announcement will be made over radio and TV stations indicating the cancellation of classes for that day.

<table>
<thead>
<tr>
<th>Radio</th>
<th>TV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rockdale</td>
<td>KVUE - Austin - Channel 24</td>
</tr>
<tr>
<td>Austin</td>
<td>KEYE - Austin - Channel 42</td>
</tr>
<tr>
<td>Austin</td>
<td>KTBC - Austin - Channel 7</td>
</tr>
<tr>
<td>Austin</td>
<td>KXAN - Austin - Channel 36</td>
</tr>
</tbody>
</table>

**SCHOOL FACILITIES**

**Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Students are not to be in the building before 7:40 AM or remain in the building after school past 4:00 PM unless they are engaged in activities sponsored by authorized personnel. Exceptions are made for bad weather, students attending night courses at the High School, and for students seeking tutorial help or an admit slip. The library is open before school, during lunch and after school for study purposes. Halls are to be cleared during lunch, unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

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

All organizations, individuals and other school personnel wishing to use facilities must schedule them through the High School Office. A facilities use form must be completed. They will be placed on a District-wide facilities use calendar. First come/first served is the rule of thumb; however, school events will always take precedence over other activities.
Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student’s participation is confidential. See Kathy Lamb, 979-773-2254, ext 243 to apply.

Students must pay for cafeteria charges at the end of each six weeks. If the charges are not paid, the student will not be allowed to make further charges.

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

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the following times:

- Monday – Friday, 7:30 am – 7:45 am
- Monday – Friday, Lunch (12:15 pm – 12:45 pm)
- Monday – Thursday, 3:30 pm – 4:00 pm
- Monday – Friday, 7:45 am – 12:15 pm and 12:45 pm -3:30 pm with a teacher permit

Meetings of Noncurriculum-Related Groups

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

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

Vandalism

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

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

**Students’ Desks and Lockers**

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

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

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

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

**Vehicles on Campus**

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

**Trained Dogs**

Lexington ISD utilizes trained dogs on a random periodic basis.

**Metal Detectors**

[For further information, see policy FNF.]

**TRANSPORTATION**

**School-Sponsored**

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

The District shall not be liable for any injuries that occur to students riding in vehicles not provided by the District.

The Board shall permit students to take school-sponsored overnight trips for the following purposes:

1. Instructional purposes [field trips and excursions]. Approval for the trip shall be from the campus principal.
2. Senior trips that do not use scheduled class days or time. Approval for the trip shall be from the High School Principal.
3. Activities of school-sponsored or –sanctioned clubs or organizations. Approval for the trip shall be from the campus principal.
4. UIL or other sanctioned competitions. Approval for the trip shall be from the campus principal.
The Board shall permit students to take out-of-state school-sponsored trips for the following purposes:

- Activities of school-sponsored or –sanctioned clubs or organizations
- Approval for the trip shall be from the Board.

Other sanctioned competitions. Approval for the trip shall be from the administration

**Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Mr. James Marburger, 979-773-2254, ext. 259.

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

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

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

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

The District makes school bus transportation available to all students living two or more miles from the school or who must cross hazardous roads. This service is provided at no cost to students and is a privilege not a right. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Superintendents office at 773-2255.

Video cameras may be used in District vehicles and on district property to promote compliance with the rules of conduct. Videotapes are protected student records subject to the provisions in policies at FL.

Students are expected to assist District staff in ensuring that busses remain in good condition and that transportation is provided safely. When riding school buses, students must:

- Follow the driver's and/or bus monitor's directions at all times.
- Not open the emergency rear door at any time without permission of the driver or sponsor.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- Not deface the bus or its equipment.
• Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or outside of the bus.
• Not smoke or use any form of tobacco.
• Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.
• When students ride in a District van or passenger car, seat belts must be used at all times.
• Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

When a student violates the rules of conduct on school transportation, parents will be notified and the student will be disciplined as established in the Discipline Management Plan, Transportation Department Bus Rules listed in this handbook.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student’s Individual Education Plan [IEP] or other individually designed program.

TRANSPORTATION DEPARTMENT BUS RULES

Transporting your children is a great responsibility for all of us, especially for the bus driver; therefore, students that ride the bus must follow basic safety rules:

1. Be polite
2. Sit in your seat properly.
3. Talk softly.
4. Keep hands, arms and head inside of the bus at all times.
5. No drink containers allowed in the bus, except in lunch box.
6. Follow driver’s instructions
7. No foul language will be tolerated.
8. A note signed by the parent and verified in the school office must be obtained for a student to ride a different bus than the one assigned. No phone calls will be substituted for a written note.

The student must abide by the instructions of the bus driver in order to ensure a safe transportation system. If the student refuses to abide by the instructions of the bus driver, disciplinary action will be taken by the campus administration to include the following:

• FIRST OFFENSE:
  Student will be given a written warning and a notice will be mailed to the parent. The notice will inform the parent of future consequences for continued bus offenses.

• SECOND OFFENSE:
  Student will be excluded from riding the bus for five [5] school days and a letter will be mailed to the parent.

• THIRD OFFENSE:
  Student will be excluded from riding the bus for ten [10] school days and a letter will be mailed to the parent.

• FOURTH OFFENSE:
  Student will be excluded from riding the bus for thirty [30] school days and a letter will be mailed to the parent.
• **FIFTH OFFENSE:**

  Student will be excluded from riding the bus for the remainder of the school year and a letter will be mailed to the parent.

Any student who willfully creates a disturbance or deliberately disobeys the bus driver may be refused transportation by the campus administration. Any student who enters a bus after being excluded, shall be considered as trespassing, and shall be subject to criminal penalties as well as disciplinary action.

Disciplinary action is not limited by the above general guidelines and administration has the right to impose stricter punishments given the severity of the offense.

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

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

**VIDEOTAPEING OF STUDENTS**

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

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

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

**VISITORS TO THE SCHOOL**

**General Visitors**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal’s office.

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

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

**Visitors Participating in Special Programs for Students**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

State and federal law require the District to notify parents that you may object to the release of certain information about your child. After reading the following, please mark through any directory information on the form below that you do not want released and return the signed and dated form within ten school days of your child’s first day of instruction for this school year.

NOTICE TO PARENTS: DIRECTORY INFORMATION

"Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Lexington ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 25th, 2005. Lexington ISD has designated the following information as directory information: school district must include any directory information it chooses to designate as directory information for the district, such as a student's name, address, telephone listing, electronic mail address, photograph, honors and awards received, date and place of birth, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of your child, unless you direct the District not to release this information without prior written consent, as indicated below.

The District [may/may not] release my child’s name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.
Except as noted below (under EXCEPTIONS), I direct the District not to release to any third party the following information without my prior written consent. I have marked through the items I do not want released.

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

EXCEPTIONS

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media), the District has my permission to release the following information. I have marked through the items I do not want released.

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

Print name of student: __________________________________________________________

Signature of student: _________________________________________________________

Signature of parent: __________________________________________________________

Date: ________________________________________________________________________