LEXINGTON
Middle School
2006 - 2007
Parent/Student Handbook
# 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><strong>August</strong></td>
<td>9</td>
<td>New Teacher Staff Development</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Staff Development Day</td>
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<tr>
<td></td>
<td>11</td>
<td>Staff Development Day</td>
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<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><strong>September</strong></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><strong>October</strong></td>
<td>9</td>
<td>Student Holiday - Columbus's Day</td>
</tr>
<tr>
<td></td>
<td>12</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><strong>November</strong></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>
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<tr>
<td></td>
<td>25</td>
<td>Christmas Holiday</td>
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<tr>
<td></td>
<td>26</td>
<td>Christmas Holiday</td>
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<tr>
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<td>27</td>
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<tr>
<td></td>
<td>28</td>
<td>Christmas Holiday</td>
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<td></td>
<td>29</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td>6</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>End of 6th Six Weeks</td>
</tr>
</tbody>
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**January**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>2</td>
<td>Staff Development Day - Student Holiday</td>
</tr>
<tr>
<td>3</td>
<td>Staff Development Day - Student Holiday</td>
</tr>
<tr>
<td>4</td>
<td>First Day of Instruction - Second Semester</td>
</tr>
<tr>
<td>15</td>
<td>Student Holiday - MLK Day</td>
</tr>
<tr>
<td></td>
<td>Staff Development Day - Comp. Day</td>
</tr>
</tbody>
</table>

**February**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>End of 4th Six Weeks</td>
</tr>
</tbody>
</table>

**March**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School Holiday - Bad Weather Day</td>
</tr>
<tr>
<td>2</td>
<td>Student Holiday - Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>Comp. Day</td>
</tr>
<tr>
<td>12</td>
<td>Spring Break</td>
</tr>
<tr>
<td>13</td>
<td>Spring Break</td>
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<tr>
<td>14</td>
<td>Spring Break</td>
</tr>
<tr>
<td>15</td>
<td>Spring Break</td>
</tr>
<tr>
<td>16</td>
<td>Spring Break</td>
</tr>
</tbody>
</table>

**April**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>School Holiday - Good Friday</td>
</tr>
<tr>
<td>13</td>
<td>End of 5th Six Weeks</td>
</tr>
</tbody>
</table>

**May**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>School Holiday - Bad Weather Day</td>
</tr>
<tr>
<td>24</td>
<td>End of 6th Six Weeks</td>
</tr>
</tbody>
</table>

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Total School Days: 178  Staff Development Days: 9  Total Days: 187
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 1964, as amended; Title IX of the Educational Amendments of 1972. Chuck Holt, Superintendent has been designated to coordinate compliance with these legal requirements.

Other designated staff members you may need to contact include:

Section 504 of the Rehabilitation Act of 1973, as amended: Mrs. Sandy North

Liaison for Homeless Children and Youths, who coordinates services for homeless students: Mrs. Sandy North

Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Mrs. Sandy North

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation by the campus Student Assistance Team at any time.

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”

MASCOT:  Eagle

COLORS:  Kelly Green and Gold
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To Students and Parents:

Welcome to school year 2006–2007! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

The Lexington Middle 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 ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted in the principal’s office.

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect any 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 7].

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s policy manual is available in the school office or online at the following URL address:

http://www.lexington.isd.tenet.edu
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

Lexington ISD 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 safe 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.
Middle School Administration

Steven Coston - Principal
Katie Taylor – Secretary
Mary Retzloff – PEIMS
Karen Patschke – Nurse’s Aide

Sarah Garrison – Assistant Principal
Maggie Landry – Counselor
Curtis Patschke – District Technologist
Debbie Akin – ARD Facilitator

Middle School Faculty

Dana Barber  Adaptive Behavior Teacher for the District
Anna Bayer  7th Grade Math
Sharon Alston Bell  Life Skills Teacher for the District
*Denise Brademan  Computer Technology/UIL Coordinator
Judy Brown  8th Grade PAP Language Arts/GT for the District
Clarece Burns  Custodian
Riza Cooper  8th Grade Math
*Laura Coulter  8th Grade Language Arts
Jackie Dodd  Library Aide
Stacey Gist  Band
Cindy Jackson  6th & 7th Grade Language Arts
Debbie Johnson  District Librarian
Janie Johnson  6th Grade Math
Kellye Johnston  Art/Girls’ Coach
Mike Junek  7th Grade Science/Boys’ Coach
Sabrina Kaiser  Custodian
Chris Koester  6th Grade World Geography/PE/Boys’ Coach
Karen Kovar  Adaptive Behavior Aide
Cinndy Lewis  English Second Language
Ryan Marion  6th Grade Math/PE/Boys’ Coach
Jennifer Mohr  8th Grade Science/Outdoor Education
Lydia Morin  Life Skills Aide
Connie Moss  7th Grade Texas History/Teen Leadership
Hollee Muhl  6th Grade Language Arts/Teen Leadership
Monica Revette  6th Grade Science/Teen Leadership
Donna Ross  8th Grade US History/GT
Mary Sargent  Special Education/Content Mastery
Misty Vanwallegehem  Band
Erica Walther  Compensatory Education/Girls’ Coach
Karen Wren  Content Mastery Aide
LEXINGTON MIDDLE SCHOOL
2006 – 2007
BELL SCHEDULE

Staff on Duty        7:30 am
Entry Bell        7:40 am
Tardy Bell        7:45 am
Period 1        7:45 am to 8:35 am
Period 2        8:40 am to 9:30 am
Period 3        9:35 am to 10:25 am
Period 4        10:30 am to 11:20 am
Lunch        11:20 am to 11:50 am
Period 5        11:55 am to 12:45 pm
Period 6        12:50 pm to 1:40 pm
Period 7        1:45 pm to 2:35 pm
Period 8        2:40 pm to 3:30 pm
Buses Run        3:37 pm

Students MUST BE OUT of MS Buildings unless a staff member is supervising them!        4:00 pm

Advisory Period Schedule

<table>
<thead>
<tr>
<th>Minutes</th>
<th><strong>Student Responsibility</strong></th>
<th><strong>Staff Responsibility</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Turn in Agenda to Staff Member</td>
<td>Check Class Roll and Agendas</td>
</tr>
<tr>
<td></td>
<td>Watch Channel One</td>
<td>Monitor Students</td>
</tr>
<tr>
<td>15</td>
<td>DEAR (Drop Everything and Read)</td>
<td>DEAR (Drop Everything and Read)</td>
</tr>
<tr>
<td>20</td>
<td>Homework/Study</td>
<td>Assist Students with Homework or Problems</td>
</tr>
<tr>
<td></td>
<td>Read</td>
<td>Monitor Students</td>
</tr>
<tr>
<td>3</td>
<td>Daily Announcements</td>
<td>Monitor Students</td>
</tr>
<tr>
<td></td>
<td>Reflection</td>
<td>Make List of Legitimate Concerns</td>
</tr>
</tbody>
</table>
SECTION I
IMPORTANT INFORMATION FOR PARENTS

This section of the Lexington Middle 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 4
- Obtaining Information and Protecting Student Rights  page 5
- “Opting Out” of Surveys and Activities  page 6
- As a Parent, you have the right  page 6
- Communication Between Home and School  page 8
- Complaints by Student/Parents  page 8
- Computer Resources – Acceptable Use  page 9
- Technology  page 9
- Calendar and Upcoming Events  page 9
- Closed Campus  page 9
- Grading guidelines  page 10
- Grading Policy  page 10
- Benchmark Testing  page 11
- Re-teaching and Re-testing  page 11
- High School Credit  page 12
- Report cards/progress reports and conferences  page 12
- State-mandated assessment testing  page 12
- State Testing Schedule  page 13
- Instructional Television – Channel One  page 13
- Testing  page 14
- Medicine at school  page 14
- Steroids  page 15
- Psychotropic drugs  page 15
- Student records  page 15
- Student or parent complaints and concerns  page 16
- Release of students from school  page 17
- Late Arrival to School  page 17
- Withdrawing from School  page 17

PARENTAL INVOLVEMENT

Working Together

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

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

- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child’s academic progress and contact teachers as needed. [See Academic
Counseling on page 20 and Academic Programs on page 19.]

- 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 ext. 235 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See Report Cards/Progress Reports and Conferences on page 13.]

- Becoming a school volunteer. [For further information, see policy GKG and contact the principal.

- Participating in campus parent organizations. Parent organizations include:
  
  Athletic Booster Club
  
  Band Booster Club.

- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the principal.

- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA and School Health Advisory Council on page 33.]

- Offering to serve on the District or Campus Parental Involvement Committee. Contact the campus principal.

- 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 15.]

- 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 42 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 campus principal to be a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the campus principal for information.

- 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).
COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a child’s education is more than a “plus”: it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports, report cards, and student work for parents to review and sign. It continues into interaction: messages and phone calls from teachers, school open houses, back to school nights, or site-based committee meetings, for instance.

Communication might also include requests for conferences – initiated by the school or the parent – to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, nurse or principal should call the school’s office at 773-2255 ext. 235 for an appointment. Generally, a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times before or after school might be arranged as well.

We would encourage you to read your local newspapers for other items concerning our students. A calendar of upcoming campus events in maintained on the district’s web page at

www.Lexington.isd.tenet.edu

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or conference—with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy at FNG. The parent or student should first raise the complaint with the teacher and then the campus Principal. If unresolved, an APPROVED WRITTEN COMPLAINT and a request for a conference should be sent to the Superintendent. A BOARD APPROVED COMPLAINT PACKET IS AVAILABLE IN ALL ADMINISTRATIVE OFFICES. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees, members of the community elected to set policy and priorities for the District. Failure to follow the proper procedure may jeopardize the ability of the next person in the complaint process to properly consider the complaint, and thus disqualify them from the process.

General reviews of the correct steps are: [Please see FNG (LOCAL) for timelines.]

- Conference with the teacher.
- Conference with the principal.
- Written complaint and request to conference with the Superintendent.
- Written complaint and request to appeal to the Board of Trustees.

Some complaints require different procedures. Any campus office or the Superintendent’s office can provide information regarding specific complaint processes for the following:

- Discrimination on the basis of gender: FB
- Sexual abuse or sexual harassment of a student by an adult: FNCJ. [See the section on Sexual Harassment/Sexual Abuse in this handbook.]
- Loss of credit on the basis of attendance: FDD
- Teacher removal of a student for disciplinary reasons: FOAA.
• Removal of a student to a disciplinary alternative education program: FOAB.
• Expulsion of a student: FOD
• Identification, evaluation, or educational placement of a student with a disability: EHBA and FB. [See the section on Special Programs in this handbook.]
• Instructional materials: EFA.
• On-campus distribution of non-school materials to students: FMA.
• Complaints against District peace officers: CKE.

**COMPUTER RESOURCES – ACCEPTABLE USE**

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as TENET or the Internet. Prior to such authorization, the student and the student’s parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation. Violations of this agreement may prompt termination of privileges and other disciplinary action.

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

**TECHNOLOGY**

Each student and their parent are required to sign a REGULATIONS AND GUIDELINES FOR USE OF THE NETWORK/INTERNET. Failure to comply with the rules set forth in this document may result in disciplinary action as set forth in the Discipline Management Plan. [See Computer Resources – Acceptable Use]

**CALENDAR AND UPCOMING EVENTS**

A school calendar as well as a calendar of upcoming school events is available on the district web page at www.Lexington.ISD.Tenet.edu

**CLOSED CAMPUS**

Students may not leave their assigned campus at anytime after arriving unless the Principal grants permission and the student signs out in the office.

All visitors must report to the office in order to get permission to be on campus. The Principal has the right to refuse admittance to anyone and ask anyone to leave. Failure to leave after being instructed to can result in the Police being notified and/or trespass charges being filed.

Individuals and/or local businesses are not allowed to make food deliveries to students on campus. All other deliveries must be taken through the appropriate school’s office. Parents who wish to bring food to campus may only do so for their own child and must take those through the appropriate school’s
main office. Anyone wishing to make exceptions must have the permission of the appropriate school’s main office.

Upon arriving at school, students are to exit their vehicles and leave the parking lot area as soon as possible. Students are not to be in the parking lot during the school day without the Principal’s permission.

**GRADING GUIDELINES**

No grade below fifty (50) nor over one hundred (100) will be recorded on six-weeks report cards or on the permanent record of any student.

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

Grades are based on 100%, a grade below 70% is failing. Lexington Middle School uses a point system.

Every grade returned to students shall be from 0 to 100. Exams, after grading, shall be returned to students and shall include a copy of the questions asked on the exam. These exams may be used for future study guides. Exceptions to the above statement are 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 objectives and if a student does not master these TEKS objectives, it is necessary and teachers are expected to re-teach.

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

**Grading Policy**

Class Participation/Assignments/Homework/Short Assessments: 60%

Chapter/Unit/Project Assessments: 20%

Comprehensive Six Weeks Assessments: 20%

**Class Participation/Assignments/Homework/Short Assessments:**

The teacher will record a minimum of two grades per week into this category from the following areas: any class assignments, daily activities, homework, and student participation in the class. In addition, all teachers will record at least four quiz grades per six weeks grading period into this category. All quizzes will be in TAKS format and will include a minimum of 5 questions.

**Chapter/Unit/Major Project Assessments:**

This includes assessments completed at the end of a unit, chapter, or group of lessons. The teacher will grade the student’s project and record only one grade in this category. Smaller portions of a major project may be broken down and recorded in the previous category.

All teachers must include at least one short answer question (small paragraph containing three or more sentences) on all major assessments. ELA teachers will give required training to all teachers on the
grading rubric.

**Comprehensive Six Weeks Assessments:**

Six weeks assessments provide a transition for the students in grades six and seven when they get to the eighth grade. All six weeks assessments will be in TAKS format and will be comprehensive in content for the six weeks scope and sequence. The comprehensive core subject assessments will be scored through AEIS-IT by the campus technologist.

**Comprehensive Semester Exams:**

In order to prepare eighth grade students for high school semester exams, semester exams will be given the last wee of each semester. Teachers will spend time during each semester helping students to create their own study guide for the semester exam. The recommendation is to have a separate notebook that is kept in the classroom throughout the semester until semester review time and then given to students to study. Teachers will review the material in the notebook with the students between the six weeks exam and the semester exam to insure student success.

Each semester exam will cover 60% of the most recent six weeks material and 20% of the other two six weeks respectively. The semester exam will count for 20% of the semester grade.

Semester exams will not be given to sixth and seventh grade students.

**BENCHMARK TESTING**

Benchmarks will be given to all students, but will not be counted toward the student’s grade. These tests are for assessing a student’s potential and will be used by all teachers to plan for instruction.

**LMS Benchmark Dates:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th, 7th, &amp; 8th Grade Math</td>
<td>Thursday, August 17, 2006</td>
</tr>
<tr>
<td>6th, 7th, &amp; 8th Grade Reading</td>
<td>Friday, August 18, 2006</td>
</tr>
<tr>
<td>8th Grade Science</td>
<td>Monday, August 21, 2006</td>
</tr>
<tr>
<td>8th Grade Social Studies</td>
<td>Tuesday, August 22, 2006</td>
</tr>
<tr>
<td>7th Grade Writing</td>
<td>Thursday, November 16, 2006</td>
</tr>
<tr>
<td>6th, 7th, &amp; 8th Grade Math</td>
<td>Tuesday, January 9, 2007</td>
</tr>
<tr>
<td>6th, 7th, &amp; 8th Grade Reading</td>
<td>Wednesday, January 10, 2007</td>
</tr>
<tr>
<td>8th Grade Science</td>
<td>Thursday, January 11, 2007</td>
</tr>
<tr>
<td>8th Grade Social Studies</td>
<td>Friday, January 12, 2007</td>
</tr>
<tr>
<td>6th Grade Released Writing</td>
<td>Tuesday, February 20, 2007</td>
</tr>
<tr>
<td>7th Grade Writing</td>
<td>Tuesday, February 20, 2007</td>
</tr>
<tr>
<td>8th Grade (Released 9th Grade ELA)</td>
<td>Tuesday, February 20, 2007</td>
</tr>
<tr>
<td>6th, 7th, &amp; 8th Grade Math</td>
<td>Tuesday, April 17, 2007</td>
</tr>
<tr>
<td>6th, 7th, &amp; 8th Grade Reading</td>
<td>Wednesday, April 18, 2007</td>
</tr>
<tr>
<td>8th Grade Science</td>
<td>Thursday, April 19, 2007</td>
</tr>
<tr>
<td>8th Grade Social Studies</td>
<td>Friday, April 20, 2007</td>
</tr>
</tbody>
</table>

**RE-TEACHING AND RE-TESTING**

Not all students learn material the first or even second time the material is covered in class. Teachers are certainly encouraged to review material with students until they are successful. Re-teaching is a part of normal everyday instruction. At the same time, it is essential for other students in the classroom not to have their learning held-up and that they continue to be challenged. The decision to review and/or re-teach material in class is left to the teacher. Parents who are concerned about their child’s learning should contact the teacher and, if the problem persist, the campus principal.

Teachers and parents are encouraged to have students that are experiencing difficulties in class to ask for assistance in both the classroom and other designated times by the teacher.
Middle school students may retest at the teacher’s discretion. Retests are limited to one per original test given and the two grades will be averaged together to determine the grade recorded. All retests must be taken within 3 school days of the original exam. No retakes will be allowed following the end of a six-week grading period.

High School Credit

To earn high school credit in a course, a student must receive a grade of 70 based upon course-level standards. Courses offered for high school credit are subject to the high school examination and grading policy. Students will follow the high school grading policy for any course in which they will be receiving high school credit. Teachers will give the grading guidelines for all high school credit courses to each student enrolled in the course.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written 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 6 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.

Report cards and unsatisfactory progress reports do not have to be signed by the parent and do not have to be returned to the school.

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 and 11
• Social studies in grades 8, 10, and 11
• Science in grades 5, 8, 10 and 11 [See note below.]
• Any other subject and grade required by federal law

[See policy EKB.]

**State Testing Schedule**

**Tuesday, February 20, 2007**

TAKS Grade 7 Writing

SDAA II Enrolled Grade 7 Writing: Levels K/1, 2, 3/4, 5, 6/7

**Testing Window**

March 5 – 30, 2007

TEL-PAS, includes RPTE & TOP

RPTE II Online field test

**April (exact dates TBD)**

Students meeting participation criteria who are enrolled in grades 6-8 in reading, mathematics, writing, ELA, science, and social studies as appropriate.

**Tuesday, April 17, 2007**

TAKS Grades 6-8 Mathematics

SDAA II Enrolled Grades 6-8 Mathematics: Levels K-8

**Wednesday, April 18, 2007**

TAKS Grades 6-8 Reading

SDAA II Enrolled Grades 6-8 Reading: Levels K-8

**Thursday, April 19, 2007**

TAKS Grade 8 Science

TAKS I Grade 8 Science

**Friday, April 20, 2007**

TAKS Grade 8 Social Studies

TAKS I Grade 8 Social Studies

**Saturday, April 21, 2007**

All make-up sessions for TAKS/SDAA II test must be completed.

Grades 6-8 Mathematics

Grades 6-8 Reading

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**INSTRUCTIONAL TELEVISION - CHANNEL 1**

The District provides through a contract with Whittle Communications the opportunity for students to view a 12-minute educational program on current events and news items, two minutes of which contain commercial advertising. A parent who prefers that his or her child not view any commercial broadcast at school should notify the appropriate school office in writing. An appropriate alternative supervised assignment will be made for the student. This program is not available in all buildings or classrooms.
**TESTING**

To receive a high school diploma, students must successfully pass exit-level tests in English language arts, social studies, science, and mathematics. [See the section on Graduation]

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child. [See the section on Protection of Student Rights]

Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or a special education teacher. By law, limited English proficiency deferment for EXIT TAKS is not allowed, and this test shall be taken in the English language.

In Lexington High School and Middle School, the TAKS results are additionally used as a guide for eligibility for advanced course work such as Pre-Advanced Placement, Advanced Placement, Math Lab, Reading, and other courses.

**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.

When the parent has previously provided written consent to emergency treatment on the district’s form. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parent should discuss this with the school nurse or principal.

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. [See Policy FFAP]

**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, bodybuilding, 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.

The parent or an eligible student may prevent release of any or all directory information regarding a 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 go 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 Board members, the Superintendent, and principals), school staff members (such as teachers,
counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

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

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

A parent or eligible student may inspect records 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 N. Hwy 77, Lexington, TX  78947

The address(es) of the principals’ offices are:  8731 N. Hwy 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 13, and Student or Parent Complaints and Concerns on page 16 for an overview of the process.]

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

Please note:

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

The parent’s or eligible student’s right of access to and copies of student 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 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 more than 5 minutes will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action. [See *Attendance for Credit* on page 30.]

**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. The parent may obtain a withdrawal form 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 Programs page 19
- Admissions page 19
- Awards and Honors page 20
- Class Schedules page 20
- Computer Resources page 20
- Counseling page 21
- Credit by Exam page 21
- Extracurricular activities, clubs, and organizations page 22
- Offices and Elections page 23
- Promotion and retention page 23
- Students with Disabilities page 24
- Homework page 24
- Zeroes Aren’t Permitted page 24
- Tutorials page 25
- Special programs page 25
- Summer school page 27
- Textbooks page 28
- Yearbook page 28

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 20 of this handbook and policy EIF.]

ADMISSION

A student [or the student's parent or guardian] who wishes to enroll must contact the Lexington High School Office at 773-2255. All students must have the following on file:

- Birth Certificate [Copy]
- Social Security Card [Copy]
- Current Immunization Record [Copy]
- Emergency Reference Form
- Signed Handbook Receipt Form
- Proof of residency within the LISD School District
- Request for transcript and cumulative record
- Student registration form.
- Home language survey
- Migrant survey
- Signed Acknowledgment of receipt of offer for Free and Reduced Lunch Form
- Current and updated shot records

**AWARDS AND HONORS**

At the conclusion of each school year, awards are presented to the students at each grade level to include Attendance, Honor Roll, and specific class awards.

Student Honor Rolls are the ‘All A’ Honor Roll and the ‘All A-B’ Honor Roll. These students shall be recognized in the local media. Grade levels may have incentive programs based on grades, behavior and effort.

[See Academic Counseling on page 20.]

**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 full week of each semester. Class schedules change requests by instructors will not be accepted after the first 2 full weeks of any 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 is not private and may be monitored by District staff.

[For additional information, see policy CQ.]
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 5 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the secretary in the principal’s office.

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 include:

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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.]

**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.

State laws as well as rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition, govern eligibility for participation in many of these activities. 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 Middle 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.

Students will have an opportunity to run for class offices. Each student will receive notice of how to have this opportunity from the principal. Class officers shall be president, vice-president, secretary, and treasurer.
PROMOTION AND RETENTION

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on the course-level, grade-level standards (TEKS) for all subject areas and a grade of 70 or above in language arts, mathematics, and either science or social studies. [see policy EI]

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

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

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

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

Parents of students in grades 3, 5, and 8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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

HOMEWORK

Homework is considered an integral part of the curriculum, because it helps to develop responsibility on the part of the student and allows parents to stay apprised of the skills being taught. More information concerning homework requirements will be sent home by individual teachers. The following is a review of the program that the middle school will begin to implement this school year in order to help children deal with homework.

Zeroes Aren’t Permitted

Zeroes Aren’t Permitted is a program designed to strongly encourage students to complete missed assignments. Completing missing assignments provides an opportunity for the student to learn the objective and remove the zero from his or her grades.

Briefly, the process will work like this:

- Teachers will collect homework and classroom assignments in the manner they have established for their individual classrooms.

- Any student who does not turn in homework or classroom assignment (or does unsatisfactory work) has two chances to complete the missing assignment:

  1. The student’s work may be turned in to the teacher by 7:45 am the next school day. (Work turned in during this step will receive a 5 point deduction for being late.)

  2. If the work still is not turned in or is still unsatisfactory, the student’s advisor will notify the parent of the missing or unsatisfactory work. At this time, the student’s work must be turned in to the teacher by 7:45 am the next school day. (Work turned in during this step will receive an additional 5 point deduction for being late.)

- Parents, students, and teachers may initiate the Z.A.P. process at this point. Students and Parents must contact the teacher to request any Z.A.P. assignments. Mr. Sarah Garrison is our Z.A.P. coordinator. Z.A.P. sessions will be held Tuesdays from 3:35 pm to 5:00 pm in the middle school computer lab. Students must report to Z.A.P. Lab by 3:35 pm.

The success of the Z.A.P. process depends on the cooperation between home and school. Working together, we hope to eliminate the option of not doing homework because our children would rather wash it away in the sink. If you have further questions about the Z.A.P. process, please do not hesitate to call the school. Together, we will continue to give our children the best in education.

Tutorials

Tutorials are offered before and after school by appointment Monday – Thursday with individual teachers. All students are encouraged to attend tutorials when needed. Students who are failing courses in subject areas for which tutorials are offered may be required to attend tutorial sessions. Any student may attend tutorial sessions voluntarily.

Students have 20 minutes during Advisory Period to get help with homework.
**SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English limited learners, 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.

**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, possesses an unusual capacity for leadership, or excels in a specific academic field. Education Code 29.121

Identification and selection of students for the Gifted and Talented Program is determined through a comprehensive process consisting of three steps:

- Nomination
- Screening
- Selection

Administrators, Teachers, Parents, Community members, and/or Self-nomination may be made. Nomination form must be completed for each student and submitted to the campus counselor. The nomination period for students in Lexington ISD will be held each spring semester for two weeks. The two week period for the 2006-2007 school year will be: January 8 – 19, 2007. [see policy EHBB]

**Challenge Courses (Advanced)**

**Entry into Challenge Courses:**

1. GT students maintaining an 85 average or above in the subject area the previous year.

2. Students receiving a commended score on their TAKS test results as follows:
   - English Language Arts - 2400 or above in Reading TAKS test results.
   - Math - 2400 or above in Math TAKS test results.
   - Science - 2400 or above in both Reading and Math TAKS test results.
   - Social Studies - 2400 or above in Reading TAKS test results.

3. Student obtaining teacher approval and having a score on their TAKS test results as follows:
   - English Language Arts - 2300 or above in Reading TAKS test results.
   - Math - 2300 or above in Math TAKS test results.
   - Science - 2300 or above in both Reading and Math TAKS test results.
   - Social Studies - 2300 or above in Reading TAKS test results.

4. Student obtaining teacher approval, maintaining an 85 average or better in previous year’s
course in subject area, and having a score on their TAKS test results as follows:

- English Language Arts - 2200 or above in Reading TAKS test results.
- Math - 2200 or above in Math TAKS test results.
- Science - 2200 or above in both Reading and Math TAKS test results.
- Social Studies - 2200 or above in Reading TAKS test results.

**Maintenance Requirements for Challenge Course Participants:**

1. The student, parent(s), teacher, and counselor will enter into a contract that will be strictly enforced.

   (Students and Parents need to understand that work in these courses is expected to challenge the students and their organizational abilities. Students must be prepared to have extra reading and possibly more homework in these courses. If students are participating in any extra-curricular activities, there is a real possibility of the student having homework due the day after an extra-curricular event. All effort will be made by the teacher to assign any work due the day after an extra-curricular event at least two days in advance.)

2. The student must maintain an 85 average or better each six weeks.

3. The first six weeks that an 85 average or better is not maintained, the student will be put on academic probation and the parent will be contacted by the counselor.

4. While on academic probation, the student will attend tutorials with the teacher teaching that subject at least once a week.

5. If the student fails to maintain an 85 average or better the next six weeks, the counselor will reschedule the student to a regular course in that subject area.

6. If the student fails to maintain an 85 average or better during another six weeks period, the counselor will reschedule the student to a regular course in that subject area.

**Dyslexia**

Lexington Middle School has a designated teacher trained to screen and assist students with dyslexia and related disorders. Students qualifying will have their schedule adjusted to reflect a scheduled dyslexia class. [See policy EHB]

**English Limited Learner (ELL)**

The English as a second language (ESL) program is taught to enable the ELL to become competent in the comprehension, speaking, reading, and composition of the English language. The program emphasizes mastery of English language skills as well as mathematics, science, and social studies, as integral parts of the academic goals for all students to enable ELL students to participate equitably in school. The ESL program is a integral part of the total school program. This program is uses instructional approaches designed to meet the special needs of ELL students and the basic curriculum content of the program is based on the state essential knowledge and skills. [See policy EHBE]
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 his or her rights if the parent disagrees 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 at (979) 773-2254 ext. 260.

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

SUMMER SCHOOL

Summer school courses may be offered in the core classes for acceleration. Summer school information may be obtained through the counselor’s office. Information will be distributed in the spring. Summer school attendance is generally required for placement. [See Retention and Promotion on page 23.]

TEXTBOOKS

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

YEARBOOK

The Eagle is the official annual publication of the school. This book has pictures of each student and the various clubs, organizations, and athletic teams. Students who wish to purchase a yearbook will be notified when to order and when to expect delivery.

The final product is subject to review by the principal or designee. Pictures that fail to comply with the Student Code of Conduct, or reflect a negative image of the school shall not be allowed.
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.

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ATTENDANCE

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

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. 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. A student may not miss 3 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 than 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 for 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 for records is accepted no later than two school 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 shall not exceed the 90% rule outlined above. Note: Documentation for records is accepted no later than two school 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. Note: Documentation for records is accepted no later than two school days after the absence

• 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 absences. 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. A student who does not make up assigned work within the time allowed by the teacher (which will normally be 3 and never be more than 5 school days) will receive a grade of zero for the assignment.

**Campus Administrative Procedures**

• A parent wishing to checkout 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, which describes the reason for the absence, dates of absence, and a phone number where the parent/guardian can be reached for verification. Notes signed by students, even with the parent's permission, and 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 7:40 AM.
• The admit slip must be taken to the appropriate teachers and the admit slip will be returned to the office by the last period teacher.
• Students who do not obtain an admit slip before the first tardy bell (7:40 AM) will be subject to after school detention assignment by the principal’s designee.
• Note: Documentation for records is accepted no later than two school 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 Middle School office at (979) 773-2254 ext.235. Students are not allowed to call in their own absence or that of siblings, friends, etc. This call needs to be received in the office by 9:00am. 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.

Tardies

A student is considered tardy if they are not in the classroom and in their seats when the tardy bell rings. Students who are more than 15 minutes late will be considered absent for that class. Tardy disciplinary action will be determined by individual course by campus on a semester basis as follows:

1st Tardy in a class  The teacher warns the student and reminds them of the tardy policy.
2nd Tardy in a class  Teacher assigned detention not to exceed an hour.
3rd Tardy in a class  Teacher assigned detention not to exceed an hour.
4th Tardy in a class  Office referral. Consequences are up to and including ISS (to be determined by Campus Administrator).

* Each additional tardy will result in consequences up to and including ISS.

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, that describes the reason for the absence. A note signed by the student,
even with the parent’s permission, will not be accepted unless the student is 18 or older.

**Driver License Attendance Verification**

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

**MAKEUP WORK**

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

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

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

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

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

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. [see policies FOCA and FEA]

COMMUNICABLE DISEASES / CONDITIONS

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

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

Bacterial Meningitis

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

- What is meningitis?
  
  Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause meningitis. 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 Mr. 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 at (979) 773-2254 ext. 220.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mr. Chuck Holt at (979) 773-2254 ext. 220.
- All other concerns: See the Superintendent. Mr. Chuck Holt at (979) 773-2254 ext. 220.

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

Other designated staff members you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Mrs. Sandy North (979) 773-2254 ext. 229.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Mrs. Sandy North (979) 773-2254 ext. 229.

**Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see page 23 and contact Mrs. Sandy North (979) 773-2254 ext. 229.

**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.

For safety purposes, the District permits students to possess cell phones that do not have camera and text messaging capability. However, 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 school yearbook, The Eagle, is available to students.

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

**Non-school Materials … from students**

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

The principal has designated the bulletin board outside the principal’s office as the location for approved non-school materials to be placed for voluntary viewing by students. [See policy FNAA.]

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

**Non-school Materials … from others**

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

Prior review will not be required for:

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

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

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

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

**DRESS AND GROOMING**

**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:

1. shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and

2. 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/low-cut/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 or 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.

**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 the District provides uniforms.
- 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 46.]
- 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 Special Programs Director. [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.

**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)

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

**IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, the District can honor only official forms issued by the Department of State Health Services, Immunization Division. The immunizations required are: diphtheria, rubella (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]
**LOST AND FOUND**

Lost textbooks will be returned to the issuing teacher and then returned to the student.

Student property will be kept in lost and found. Items not claimed at the end of the school year will be disposed of to local charitable organizations.

**PHONE MESSAGES AND USAGE**

Students should arrange transportation issues outside of the school day. Students will only be allowed to use the phone in emergency situations and then only in the appropriate Middle School office with the permission of the principal or designee. No homework, no materials, transportation changes, no practice jersey, etc., does not constitute emergencies. Students who violate this guideline will be disciplined.

Students will not be taken from their classrooms to take calls in the office regardless of who is calling.

Please ask for the principal, assistant principal, or counselor if you have an Emergency.

Secretaries are not designated as errand runners. In no event will messages be delivered to any student that do not come from a parent or immediate relative that we are familiar with and that we know has the right to act on behalf of the parent. No messages from boyfriends/girlfriends or brothers/sisters will be delivered. Individuals who abuse this message system will lose the privilege to have their messages delivered/taken. Parents are encouraged to communicate their messages to their children outside the instructional day.

**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>
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</thead>
<tbody>
<tr>
<td>Rockdale FM 98.5</td>
<td>KVUE - Austin - Channel 24</td>
</tr>
<tr>
<td>Austin FM 100.7</td>
<td>KEYE - Austin - Channel 42</td>
</tr>
<tr>
<td>Austin FM 98.1</td>
<td>KTBC - Austin - Channel 7</td>
</tr>
<tr>
<td>Austin AM 1300</td>
<td>KXAN - Austin - Channel 36</td>
</tr>
</tbody>
</table>

SCHOOL FACILITIES

All organizations, individuals and other school personnel wishing to use facilities must schedule them through the appropriate 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.

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 and is present.

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

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

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

Our cafeteria provides nutritious meals to include both hot meals and a salad bar. Students who bring lunches are welcome to eat in the dining area. To help make it a pleasant place to eat, the student’s cooperation is necessary:

- Do not cut in line or save others a place.
- Return your tray and utensils to their proper location.
- Pick up litter and place it in disposals.

No child in need will be allowed to go hungry. [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

**Meetings of Non-curriculum Related Groups**

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

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’ Backpacks, Desks, and Lockers**

- Students will not be issued lockers at the Middle School. Each Student will be issues a set of textbooks to keep at home. PE and band lockers will be available for gym clothes and band instruments.

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:
1. 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 at (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.

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 transpiration, 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:

- Be polite
- Sit in your seat properly.
- Talk softly.
- Keep hands, arms and head inside of the bus at all times.
- No drink containers allowed in the bus, except in lunch box.
- Follow driver’s instructions
- No foul language will be tolerated.
- 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 *Middle School 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 three [3] school days and a bus referral will be mailed to the parent.

- **THIRD OFFENSE:** Student will be excluded from riding the bus for five [5] school days and a bus referral will be mailed to the parent. Prior to the student returning to the bus, a conference will be held with the student, parent, bus driver, and a campus administrator.

- **FOURTH OFFENSE:** Student will be excluded from riding the bus for ten [10] school days and a bus referral will be mailed to the parent. Prior to the student returning to the bus, another conference will be held with the student, parent, bus driver, and a campus administrator.
• **FIFTH OFFENSE:** Student will be excluded from riding the bus for thirty [30] school days and a bus referral will be mailed to the parent. Prior to the student returning to the bus, another conference will be held with the student, parent, bus driver, and a campus administrator. Notice will be given that any further offenses will result in removal of bus riding privileges for the remainder of the school year.

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.

**VALUABLES**

Students should not bring excessive [over $20.00] amounts of money, expensive jewelry, audio systems, cameras, video systems or other valuable articles to school. If it is necessary to bring a valuable item to school for an event or class, leave them in the office for safekeeping during the time they are not needed. Do not leave them in the locker. The school is not responsible for any valuable items at school.

**VIDEOTAPING OF STUDENTS**

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

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

A parent who wants to request that an administrator view a 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.
GLOSSARY

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

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

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

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

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

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

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

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

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

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

**SAT** refers to the second of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.
Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

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

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

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

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

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

Character Education Program

BUILDING GOOD CITIZENS FOR TEXAS

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TRAIT</th>
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<tbody>
<tr>
<td>SEPTEMBER</td>
<td>HONESTY – 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 – 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 – 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 – Students will acknowledge the importance of persistence while encountering negative influences, forms of opposition, or discouragement.</td>
</tr>
<tr>
<td>JANUARY</td>
<td>LOYALTY – 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 – 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 – 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 – 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>
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<tr>
<td>MAY</td>
<td>INTEGRITY – 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>
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</table>