



LAKE TRAVIS
INDEPENDENT SCHOOL DISTRICT
Every heart. Every mind. Every day.



**Student-Parent Handbook
And Student Code of Conduct**

2009-2010

August 24, 2009

Dear Lake Travis High School Students, Parents, and Guardians:

I hope everyone enjoyed a restful and much deserved summer break. Although it has quickly come to an end, I could not be more excited about the start of another school year full of opportunities for your student to grow and learn.

Lake Travis High School style I know we will continue down the path of excellence, and I look forward to taking this journey together. To achieve such great endeavors it is truly a team effort and all of your contributions are appreciated. For those of you joining us for the first school year, "Welcome!" I would like to extend an invitation to each of you to join us in a collaborative effort for your child's success by participating in the many wonderful opportunities available for parent participation on our campus. From joining the PTA, to participating as a campus volunteer, or even serving on one of our campus advisory teams, there is a place for you. Regardless of your level of participation, just being an informed and caring parent will allow us to work together to see the success of your student.

The *2009-2010 LTHS Student-Parent Handbook* will assist you in learning more about Lake Travis High School and the many programs and opportunities available to our students. The appendix of the handbook contains our Honor Code and Student Code of Conduct, which establishes the rules and expectations for superior behavior that will apply to our students throughout the school year. It is our hope that all students and parents read this handbook and become familiar with its entire contents as to be aware of all that comes with being a productive member of LTHS.

Please feel free to contact me or another staff member if there is anything we can do to ensure that your student has a positive and rewarding high school experience. I truly look forward to meeting each of you as we work together to make 2009-2010 the year where we touch "Every heart. Every mind. Every day."

Sincerely,

Kimberly Brents
Principal, Lake Travis High School
(512) 533-6117
brentsk@ltisdschools.org

PREFACE

The LTHS STUDENT-PARENT HANDBOOK and CODE OF CONDUCT contain information needed by both students and parents during the school year. The Student-Parent Handbook contains information about the school with which you should be familiar. Information in this book is based upon campus or district policy or procedures, Texas Education Agency regulations, or state law. The LTHS Student Code of Conduct is the district's discipline management plan required by TEA. This section contains the consequences for wrong or inappropriate behavior and is intended to promote school safety. Information in this section is either required by state law or has been approved by the LTISD Board of Trustees.

If the information in the Student-Parent Handbook conflicts with information in the Student Code of Conduct, the latter shall take precedence. More information about the high school may be obtained from the High School Course Catalog and other sources of information. Policy changes will be made as necessary; students are asked to note such changes in their handbook. Information, rules, and clear expectations are the foundation for harmony and good human relations. Students and parents are urged to become familiar with this Handbook, Code of Conduct, and other school information. Furthermore, students and parents are encouraged to ask questions and make constructive suggestions relevant to their school.

District Policies and Regular School Board Meetings

The Policy-On-Line service of the Lake Travis Independent School District's Board Policy Manual is provided for the convenience of persons interested in the school district. The manual includes policies adopted by the LTISD Board of Trustees, administrative regulations, and/or exhibits prepared by the administrative staff and reviewed by the Policy Committee. The Internet address for the District's home page is: <http://www.ltisdschools.org>. Since policy is subject to change, you may request a copy of the most current Policy(s) text by calling Human Resources at 533-6024. LTISD has posted the dates and times for all regular meetings of the board of trustees on the school website, and in the foyer of the central administration building.

In addition to the policies included in this publication, regulations from the Texas Education Agency and the University Interscholastic League and standards from the Southern Association of Colleges and Schools will be followed in the administration of the school district.

Lake Travis Independent School District

Board of Trustees Adopted

STRATEGIC PLAN CORE COMMITMENTS

- I. *Provide world-class curriculum and educational opportunities for all students.*
- II. *Utilize open communication and collaboration with and among staff, parents, business, and community members to ensure unity and ownership in the vision and goals of the district.*
- III. *Establish an educational environment defined by high expectations that promote responsibility and accountability of students, staff and parents, and one that nurtures and motivates students to pursue their full potential in academic performance and citizenship.*
- IV. *Integrate a technologically advanced educational environment and support system that promotes student learning and overall efficiency and effectiveness of district operations.*
- V. *Recruit, develop, and retain the highest quality faculty and staff.*
- VI. *Provide a safe and secure educational setting for students and staff.*
- VII. *Vigorously pursue enhancement of the district's capacity to provide conditions for quality teaching and learning within the parameters of fiscal capacity and responsibility.*

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Non-Discrimination Statement

In its efforts to promote nondiscrimination, LTISD 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 legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Diane Frost, Deputy Superintendent and Susanna Russell, Executive Director of Administrative and Human Resource Services.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Myra Pettit, Assistant Superintendent of Curriculum and Instructional Services, and Becky Burnet, Director of Special Services
- All other concerns regarding discrimination: Contact Deputy Superintendent, Dr. Diane Frost, at 533-6030.

Supplemental Communication Options available to our visual or hearing impaired patrons

A person who is deaf, hard-of-hearing or speech-disabled relying on TTY usage, voice carry-over, or hearing carry-over may contact Lake Travis ISD using Relay Texas Communications assistance by dialing 1-800-735-2989. Blind or visually impaired callers may receive assistance by calling 1-877-826-9348. Callers needing Spanish to English translations may seek assistance by dialing 1-800-662-4954.

Lake Travis High School Staff

Kimberly Brents	Principal	A203	533-6117
Mark Robinson	Associate Principal – Instruction	A208	533-6118
Karen Reich	Associate Principal – Administration	A210	533-6120
Roy Hudson	Assistant Principal (N-Z)	A108	533-6122
Andy Paulson	Assistant Principal (G-M)	A116	533-6192
Angela Frankhouser	Assistant Principal for (A-F)	A115	533-6137
Chad Morris	Athletic Coordinator	CAC	533-6085
Christine Hickman	Receptionist	A104	533-6166
Debbie Black	School Secretary	A204	533-6119
Donella Chalmers	Attendance Clerk	A104.1	533-6146
Lisa Leyva	Asst. Attendance Clerk	A104	533-6171
Barb Stokowski	Asst. Principals' Secretary	A114	533-6123
Wendy Onken	Assoc. Principal's Secretary	A212	533-6157
Allison Fanning	Counseling Secretary	A117.2	533-6114
Vicki Holt	Registrar	B100	533-6113
Carol Schroer	Assistant Registrar	B100	533-6116
Kathleen Netherly	Lead Counselor	B104	533-6168
Susan Endendyke	Counselor	B103	533-6112
Keyla Ruiz	Counselor	B101	533-6147
Julie Engelman	Counselor	B106	533-6149
Elizabeth Clark	Counselor	B102	533-6111
Elizabeth Stearns	Librarian	Library	533-6131
Di Brophy	Library Aide	Library	533-6061
Alana Thames	School Nurse	F207	533-6124
Debi Cline	Duplication Clerk	A101/102	533-6151
Kay Penrod	Financial Clerk	A209	533-6115
Carl McClendon	Technology Coordinator	L103	533-6127
KJ Bartosh	Performing Arts Center Manager	PAC	533-6175
Kevin Cotton	Student Resource Officer	A113	533-5957
David Tosh	Student Resource Officer	A113	533-6125

Dr. Rockwell Kirk

SUPERINTENDENT
Central Office

533-6020

IMPORTANT CONTACTS

Liaison for Homeless Children and Youth, who coordinates services for homeless students: Dr. Diane Frost, 533-6019. Parent Involvement Coordinator, working with parents of students participating in Title 1 programs: Dr. Diane Frost, 533-6019

2009-2010 BOARD OF TRUSTEES

Susan Tolles, President
Jason Buddin Vice-President
Alan Williams, Secretary
Mayo Davidson, J.D., Member
Guy Clayton, Member
Fred Goff, Member
Lisa Johnson, Member



**LTHS REGULAR BELL SCHEDULE
2009-2010**

1st Period 8:45 - 10:15
2nd Period 10:22 - 11:52
3rd Period 11:59 - 2:08 w/ Lunch

11:59-12:32 <u>“A” Lunch</u> 12:37- 2:08 Class	11:59-12:42 Class 12:42-1:17 <u>“B” Lunch</u> 1:22-2:08 Class	11:59-1:28 Class 1:33-2:08 <u>“C” Lunch</u>
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4th Period 2:15 - 3:45

“GO TIME” and “PEP RALLY”! Schedule

1st Period 8:45 - 10:05
2nd Period 10:12 - 11:32
3rd Period 11:39 - 1:32 w/ Lunch

11:37-12:07 <u>“A” Lunch</u> 12:12- 1:32 Class	11:39-12:07 Class 12:12-12:42 <u>“B” Lunch</u> 12:47- 1:32 Class	11:39-12:55 Class 1:02- 1:32 <u>“C” Lunch</u>
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GO TIME! (Thursdays) 1:39-2:18

4th Period Class (Pep Rally Fridays) 1:39-2:59

4th Period Class 2:25-3:45

PEP RALLY 3:06-3:45

LUNCHESES

- A:** F, G, J, and K Halls
- B:** B, C, D, and E Halls
- C:** H & L Halls & Ag, Gym, Field House, & D105

CONTENTS

ACADEMIC DISHONESTY

Please see HONOR CODE.

ACCEPTABLE USE POLICY

Please see appendix.

ADMISSIONS

A student (or the student's parent/guardian) who is seeking enrollment in the District for the first time should contact the Registrar's office. Documents required are:

1. Proof of residence (contract for property/house or lease agreement)
2. Immunization records
3. Copy of birth certificate
4. Copy of social security card
5. Withdrawal form from previous school
6. Report card for 9th graders or official transcript for 10th, 11th, and 12th graders
7. Proof of identity of person enrolling student

AEP / Alternative Education Placement

Not later than the third class day after a student is removed by the school principal or principal's designee shall a scheduled conference with the appropriate administrator, the student's parent or guardian, the teacher removing the student from class, if any and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal. The student may not return to the regular class pending the conference.

DAEP classes will be held from 9:30 AM – 4:45 PM, Monday through Friday. When possible, students will be allowed to continue with his/her assignments from his/her current schedule. Students who are on a long term placement may be assigned a computer-based or teacher generated assignments. Electives will not be offered; however, special assignments will be required.

Students assigned to AEP shall be expected to attend class every day and all school rules shall apply. If a student is chronically absent without good cause or has disciplinary problems, then the administration may initiate expulsion procedures. In addition, if students do not make adequate progress during their AEP class time or do not put forth effort, then credit will be denied for one or more courses. Students assigned AEP will be considered trespassing if student is on campus other than in the AEP classroom.

ALTERNATING BLOCK SCHEDULE

Lake Travis High School will operate on an alternating block format with four 90-minute classes meeting every other day. Four 9-week grading periods comprise the school year. (See the section under "Grades" for more information regarding the grading system on this schedule.) Most courses will meet every other day, all year (36 weeks). If a course is "double-blocked" it will meet every day, all year, and will consume two of the eight total blocks.

The student calendar will be divided between "A" days and "B" days. These days will alternate every school day so that if a school week ends on an "A" day, the next school week will start on a "B" day. Non-school days including weekends and holidays are not designated as an "A" or "B" day so if a school week ends on a "B" day with a holiday the following Monday, the next school day (Tuesday) would be an "A" day.

A link to the "A" day / "B" day student calendar will be available at our school website: www.ltidschools.org

ANNOUNCEMENTS

Daily announcements will be made available in the cafeteria on the video screen, as well as outside the counseling center. Students are encouraged to read them carefully. Announcements are also sent to all teachers via e-mail and posted to the high school website daily.

Daily announcements will be made available in the cafeteria on the video screen, as well as outside the counseling center. Students are encouraged to read them carefully. Announcements are also sent to all teachers via e-mail and posted to the high school website daily.

ASBESTOS

Lake Travis Independent School District has adopted policy-requiring implementation of an Asbestos Management Plan as prescribed under the Asbestos Hazardous Response Act of 1986. Information regarding the District's Asbestos Management Plan is available upon request through the District's Director of Maintenance and Operations at 512-533-6060.

ATHLETICS

The following pertains to students wanting to participate in athletic programs at Lake Travis High School. Each student (See Coach for details):

- Must have an annual physical to participate in athletics activities.
- Must purchase required athletic gear to participate in athletics. Any required fee or deposit might be waived if the student and parent are unable to pay. (Application for such a waiver may be made to the Principal.)
- Must be enrolled in athletics year round if an athlete is participating in a team sport. Must not be absent more than 10 times per period per year for the purpose of participation in extracurricular activities. Students are allowed five extra absences for post district extracurricular activities.
- Must be present 51% of the school day other than for a documented health care appointment to participate in school-related activities on that day or evening.
- Must be enrolled as a "full-time" student.
- Must sign and comply with the District Rules for Participation in Extracurricular Activities.

ATTENDANCE - GENERAL

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 school each day [if a student 18 or older has more than 5 unexcused absences per class in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing].

School employees will investigate and report violations of the state compulsory attendance law to the appropriate court system. A student absent from school without permission from any class &/or from required special programs, such as TAKS tutorials, Saturday School, or other required tutorials will be considered truant in violation of the law and subject to disciplinary action.

- Students absent 5 or more times in any given class per semester will automatically be denied credit unless make-up hours have been completed or an attendance appeal has been granted. When students are at-risk for losing credit, an automated phone message will be sent and letters will also be mailed to the home address.
- Students are required by state law to attend at least 90 percent of the days of a class per course in order to receive credit, or in order to be eligible to receive a Texas Learners Permit, Driver's License or to attend a Texas Driving School.
- Students must present a signed and dated note from a parent, physician, or dentist to the attendance clerk on the day of his/her return to school following an absence, regardless of age. Notes received more than 3 days after the absence will not be documented as excused absences. Notes signed by the student, without a parent or doctor's signature, will not satisfy attendance requirements. Students who are 18 years of age or older and are not living at home, may apply through Assistant Principal's office for a waiver of this policy.
- Medical and dental appointments may only be waived as an absence if the student is; present a portion of the day and brings a note from the doctor verifying the appointment. It is expected, however, that students schedule these appointments so that they do not interfere with classes. Waived medical and dental appointment absences will not count against a student for final exam exemptions.
- In the event that a student knows in advance that he/she must be absent for 3 or more days, the parent or student should complete an "Extended Absence Form" at least 3 days prior to the date of the absence. The student should then present the form to each of his/her teachers. At this time, after consultation with the teacher, a contract will exist between the teacher and student as to what and when make up work will need to be completed by the student. The student or parent should keep a copy of this contract on file should any questions arise. The Principal must approve all extended absences (2 days or more) in advance. These absences may result in a student needing to make up hours and loss of exemption status.
- A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and approved non-UIL activities are subject to these restrictions.
- An absence from school with consent of the parent for any reason other than those listed below is considered an unexcused absence.

Excused absences are recognized for the following reasons:

- Illness, quarantine of the student or the immediate family-a doctor's note may be required after three or more consecutive days. A parent may call the school and request assignments after three consecutive absences.
- Death of an immediate family member or a family emergency which could not be anticipated
- Participation in a school sponsored activity
- Participation in medical or dental appointments – written verification required
- Observance of a religious holiday under TEC 25.087
- Participation in activities related to Child Protection Services or Juvenile Justice System
- Teen parent absences to take care of his or her child
- Absences related to migrant workers

- Days missed as a runaway
- Participation in a substances abuse rehabilitation program
- Homeless as defined by law

Students with excessive absences may apply for an appeal to the Attendance Appeal Committee through the Attendance office. The Attendance Appeal Committee will accept the following as extenuating circumstances for the purpose of granting credit for a class:

- Extended absences resulting from any cause acceptable to the Principal such as personal illness or death in the immediate family;
- Documented health care appointment, requiring a student to miss 3 or more consecutive days;
- Observance of religious holidays;
- Other emergency situations acceptable to the Principal and properly reported by the parent.

If the attendance committee finds that there are not extenuating circumstances for the absences, the student must make-up attendance hours for absences.

Make-Up Hours

Students who are denied credits for a course due to excessive absences are provided the opportunity to makeup the absences. In order to receive credit, make-up hours must be made up during the first nine weeks of the following semester. Seniors must make up all hours owed prior to graduation. All other students may make up remaining Spring hours during the Summer Attendance Camp. If hours are not made up within the nine weeks, credit will not be awarded and student will have to re-take the course.

Make-up hours can be made up through the Saturday Sessions, Make-Up Hours Camp and the Summer Attendance Camp ONLY. Make-up hours will not be allowed to be made up with individual teachers. Students can earn hour-for-hour attendance credit for time served in each of these options: Saturday School - sessions run from 10:00 A.M. - 4:00 P.M. and can be segmented in increments of three hours (i.e. 10:00 A.M.-1:00 P.M.); Attendance Camps will be offered once a semester and normally run from 4:00 P.M.-8:00 P.M.

There will be a fee associated with making up hours. Full Saturday Sessions will run \$20 per day / \$10 per half day. Attendance Camp and Summer Attendance Camp rates will be made available during the applicable semester.

All fees are subject to change at the school's discretion.

Extracurricular and UIL Absences

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular 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.

ATTENDANCE – COMPULSORY LAW

Overview

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as

well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in 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.

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

ACCELERATED / COMPENSATORY PROGRAMS

A student must also attend:

1. An extended-year program, if the student has been identified as likely not to be promoted as provided by Education Code 29.084 [see EHBC];
2. Tutorials the student is required to attend under Education Code 29.084 [see EHBC];
3. An accelerated reading instruction program to which the student has been assigned under Education Code 28.006(g) [see EKC];
4. An accelerated instruction program to which the student is assigned under Education Code 28.0211 [see EIE];
5. A basic skills program to which the student is assigned under Education

Code 29.086 [see EHBC]; or

6. A summer program provided:
 - a. To a student placed in in-school suspension or other alternative setting, other than a disciplinary alternative education program (DAEP), who has been offered the opportunity to complete each course in which the student was enrolled at the time of removal. [See FO]
 - b. To a student removed to a DAEP who has been offered an opportunity to complete coursework, before the beginning of the next school year. [See FOCA]

Education Code 25.085

EXEMPTIONS

Students who meet one or more of the following conditions shall be exempt from compulsory attendance requirements:

1. The student is at least 17 years of age and has been issued a high school equivalency certificate or diploma.
2. The student attends a private or parochial school that includes in its course a study of good citizenship. A student in a home school shall be exempt from compulsory attendance if he or she is pursuing in good faith a curriculum consisting of books, workbooks, other written materials (including those that appear on an electronic screen of either a computer or video tape monitor), or any combination of these. The curriculum shall be designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship. *TEA v. Leeper, 893 S.W.2d 432 (Tex. 1994)*
3. The student is eligible to participate in the District's special education program under Education Code 29.003 and cannot be appropriately served by the resident district.
4. The student has a temporary and remediable physical or mental condition that renders attendance infeasible and has a certificate from a qualified physician that specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence needed for remedial treatment.
5. The student has been expelled in accordance with legal requirements in a school district that does not participate in a mandatory juvenile justice alternative education program. [See FOD]
6. The student is at least 17 years old and is attending a course of instruction to prepare for the high school equivalency examinations and:
 - a. Has the permission of the student's parent or guardian to attend the course;
 - b. Is required by court order to attend the course;
 - c. Has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the child;

or

d. Is homeless as defined by 42 U.S.C. 11302.

- 7. The student is enrolled in the Texas Academy of Leadership in the Humanities.
- 8. The student is enrolled in the Texas Academy of Mathematics and Science.
- 9. The student is at least 16 years old and in attendance upon a course of instruction to prepare for the high school equivalency examinations, provided that the student is recommended to the course of instruction by a public agency that has supervision or custody of the student under a court order or the student is enrolled in a Job Corps training program under the Job Training Partnership Act (29 USC 1501).
- 10. The student is specifically exempted under another law.

Education Code 25.086

- 11. The student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence.
- 12. The student has a documented appointment with a health care professional during regular school hours, if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. A student whose absence is excused for an appointment with a health care professional shall not be penalized for the absence.

Education Code 25.087; 19 TAC 129.21

TEMPORARY
ABSENCE

A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent of the school in which the person is enrolled. *Education Code 25.087(a)*

NOTICES TO PARENTS

WARNING NOTICE

The District shall notify a student's parent in writing at the beginning of the school year that, 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 on three or more days or parts of days within a four-week period, the student's parent is subject to prosecution under Education Code 25.093, and the student is subject to prosecution under Education Code 25.094 or to referral to a juvenile court in a county with a population less than 100,000.

NOTICE OF ABSENCES

The District shall notify a student's parent if the student has been absent from school, without excuse under Education Code 25.087, on three days or parts of days within a four-week period. The notice must:

1. Inform the parent that:
 - a. It is the parent's duty to monitor the student's school attendance and require the student to attend school, and
 - b. The parent is subject to prosecution under Education Code 25.093; and
2. Request a conference between school officials and the parent to discuss the absences.

The fact that a parent did not receive the notices described above is not a defense to prosecution neither for the parent's failure to require a child to attend school nor for the student's failure to attend school.

Education Code 25.095

NON-ATTENDANCE

PARENT LIABILITY

If a warning notice is issued, a parent or person standing in parental relation with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Education Code 25.094, the attendance officer [see FED] or other appropriate school official shall file a complaint against him or her in an appropriate court, as permitted under Education Code 25.093.

AFFIRMATIVE DEFENSE - PARENT

It is an affirmative defense to prosecution that one or more of the absences required to be proven was excused by a school official or should be excused by the court. A decision by the court to excuse an absence for this purpose does not affect the ability of the District to determine whether to excuse the absence for another purpose.

Education Code 25.093

STUDENT LIABILITY

A student who is required to attend school under the compulsory attendance laws and fails to attend school on ten or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period may be prosecuted for truancy in:

1. The constitutional county court of the county in which the individual resides or in which the school is located, if the county has a population of two million or more;

2. The justice court of any precinct in the county in which the student resides;
3. The justice court of any precinct in the county in which the school is located;
4. The municipal court in the municipality in which the child resides; or
5. The municipal court in the municipality in which the school is located.

Education Code 25.094(a), (b)

CONDUCT IN
NEED OF
SUPERVISION

Conduct indicating a need for supervision includes the absence of a child on ten or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period from school. *Family Code 51.03(b)(2)*

AFFIRMATIVE
DEFENSE -
STUDENT

It is an affirmative defense to prosecution for truancy or to an allegation of conduct in need of supervision that one or more of the absences required to be proven was excused by a school official or should be excused by the court or that one or more of the absences was involuntary. A decision by the court to excuse an absence for this purpose does not affect the ability of the District to determine whether to excuse the absence for another purpose. *Education Code 25.094(f), (g); Family Code 51.03(d)*

DISTRICT COMPLAINT
OR REFERRAL

If a student fails to attend school without excuse on ten or more days or parts of days within a six-month period in the same school year, the District shall:

1. File a complaint against the student or the student's parent or both in a county, justice, or municipal court for an offense under Education Code 25.093 or 25.094, as appropriate, or refer the student to a juvenile court in a county with a population of less than 100,000; or
2. Refer the student to a juvenile court for conduct indicating a need for supervision under Family Code 51.03(b)(2).

The District may take the actions listed above if a student fails to attend school without excuse on three or more days or parts of days within a four-week period, but does not fail to attend school for the time specified above. *Education Code 25.0951*

BACTERIAL MENINGITIS

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

WHAT ARE THE SYMPTIONS? 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 causes 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

See prompt medical attention.

FOR MORE INFORMATION

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. 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: www.cdc.gov and the Texas Department of Health: www.dshs.state.tx.us.

CAV'S IN SERVICE

LTHS values and encourages active student participation and volunteerism in our school and community. In conjunction with the LTHS PTA, eligible LTHS Seniors will be recognized at graduation for outstanding volunteer community service hours accumulated during their enrollment at LTHS. Students achieving this honor will receive an additional recognition cord to be conferred at graduation. To qualify, a graduating senior must have accumulated 100 hours of recognized and approved volunteer community service hours while attending LTHS. Students can begin accumulating volunteer service hours effective June 1st of the start of their freshman year (including eligible summer activities performed during the summer following their 8th grade graduation

The community service volunteer sponsor will set a timeline for final consideration of student service hour submissions prior to graduation. The deadline for submission will be communicated to participating students, but will occur no earlier than 4 weeks prior to graduation. The student is responsible for accurate and timely submission of all volunteer service hours. The format and method of submission will be distributed to students during the first 9 weeks of each the school year. Seniors must have all forms turned in by May 1st, 2009 to be considered for graduation recognition.

CELEBRATE FREEDOM WEEK

LTHS participates in Celebrate Freedom Week which is scheduled by law to occur during last full week of classes during the week in which September 17th occurs. Instruction should include study of the intent, meaning, and importance of the Declaration of Independence and the United States Constitution, Including the Bill of Rights, in their historical context. Students with conscientious objections, children of representatives of foreign governments, or children who have a written request from a parent or guardian may be exempted from the activity.

ELECTRONIC DEVICES CELL PHONES, PAGERS, PDA'S

For safety purposes, the district permits students to possess telecommunications devices, including mobile cell phones; however, these devices must remain turned off during the instructional class time, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school is strictly prohibited. A student who uses a telecommunications device during instructional class time shall have the device confiscated. The [student/parent] may pick up the confiscated telecommunications device from the assistant principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law.

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Students shall not use or have visible electronic devices during instructional class time. Electronic devices will be confiscated and sent to the assistant principal's office if they are on during class.

Students in violation of this policy will be subject to disciplinary action in accordance with the Student Code of Conduct: Per district policy [FNCE Legal].

If the infraction occurs during a testing situation, the student(s) involved will be held academically responsible for academic dishonesty, regardless of the messages being sent or received.

CHANGE OF ADDRESS OR PHONE NUMBER

The Registrar's office should be notified immediately of a change of home or business phone number or of a change of address. Up-to-date information is essential for the school to successfully handle emergencies and to maintain communication with parents. In case of emergencies, it is helpful to submit cell phone numbers and any changes as well.

CLASS RANK

A student's rank in class (RIC) will be reported in the traditional true mathematical fractional rank manner. Honors and Pre-AP courses are awarded additional points as follows: 90-100: + 10 points 80-89: + 8 points 70-79: + 6 points. AP courses are awarded additional points as follows: 90-100: + 15 points 80-89: + 12 points 70-79: + 9 points. These points do not appear on the student's report card or transcript; however, they are used by the computer data system to calculate a student's overall grade point average and rank in class.

In order to compete for the honors of valedictorian and salutatorian, a student must be enrolled at Lake Travis High School campus for his or her entire junior and senior year. To be eligible to be in the top 10%, a student must be in attendance at an accredited public or private high school during their entire junior and senior year. Only students in the Distinguished Achievement Graduation Plan who complete four years of high school will be eligible to be valedictorian or salutatorian. Students graduating early should see their counselor regarding class ranking.

CLUBS

Student clubs and performing groups such as band, choir, drill, and athletic teams may establish rules of conduct - and consequences for misbehavior - that are stricter than those for students in general. If misbehavior is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. All extracurricular activities are also subject to the rules and regulations of the University Interscholastic League. Candidates for student elections such as student council, class officer, homecoming court, prom court, and other recognition must be eligible under UIL guidelines.

UIL AND SCHOOL SPONSORED

- Art
- Band
- Choir
- FFA
- National Honor Society
- Newspaper
- Orchestra
- Student Council
- UIL Accounting

- UIL Calculator
- UIL Computer Science
- UIL Current Events
- UIL Debate/Speech
- UIL Journalism
- UIL Literary Criticism
- UIL Mathematics
- UIL Micro-Computer Application
- UIL Number Sense
- UIL OAP / Theatre Productions
- UIL Ready Writing
- UIL Science
- UIL Spelling
- UIL/TFA Interpretation/Speech
- Yearbook

ATHLETICS

- Basketball
- Cross Country
- Football
- Golf
- Power Lifting
- Soccer
- Softball
- Swimming
- Tennis
- Track
- Volleyball

CLUBS – REQUEST TO START

Students wishing to meet on school premises shall file a written request with the campus principal or designee. The request shall be signed by a minimum of ten students and shall designate a professional employee who has agreed to serve as the faculty sponsor. Written parental permission is required in order for a student to participate in the club or organization. The request shall contain a brief statement of the group's purposes, goals, and activities; a list of the group's members; a description of any funding or other assistance received from, or affiliation with, any non-students or non-student groups; and a schedule of its proposed meeting times. Requests shall be approved annually by the principal and Superintendent subject to availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings otherwise permitted by law. Notices of meetings shall be posted in a manner determined by the principal.

No club or organization shall be authorized, which, by virtue of its purposes, goals, or activities, promotes, encourages or condones, directly or indirectly, participation in any conduct by students that is classified as criminal offense under Texas law, or that poses a risk to their health, safety, or welfare (including, but not limited to, sexual activity by minors).

School personnel shall not promote, lead, or participate in the meetings of non-curriculum-related student groups. The principal may assign staff to monitor student meetings, as needed, and may establish reasonable written guidelines for the conduct of meetings to maintain order and discipline, protect the well-being of students and faculty, and ensure that student attendance is voluntary. The sponsor is present for the sole purpose of monitoring student behavior. [Per Policy FNAB Local]

CODE OF CONDUCT

See Appendix

COLLEGE DAYS

Seniors may use up to two school days for the purpose of visiting prospective colleges; juniors may use one day for the purpose of visiting prospective colleges. College trips must be approved in advance by the attendance office and must be requested on an official application form, which is available in the attendance office. College days may not be taken during exams, or in conjunction with Thanksgiving, Winter Break, Spring Break, or Easter Holidays. College days will not count for purposes of determining final exam exemptions provided the following procedures are followed:

- If prior approval is obtained from the attendance office,
- The college visitation form is completed with all signatures and returned to the attendance office one week prior to the visitation date,
- And written documentation from the University/College admissions office is provided to the attendance office.

COMMUNICABLE DISEASES

Parents of students are asked to telephone the school nurse when a student is diagnosed with a communicable or contagious disease. Students with the following diseases should contact the school nurse before returning to school: chicken pox, diphtheria, fever (100.4 or greater), viral gastroenteritis, head lice (pediculosis), viral type A hepatitis, impetigo, influenza, measles (rubeola), German measles (rubella), bacterial meningitis, viral meningitis, mumps, pink eye (conjunctivitis), poliomyelitis (polio),

ringworm of the scalp, salmonellosis, scabies, shigellosis, streptococcal sore throat, scarlet fever, pulmonary tuberculosis, and whooping cough (pertussis).

CONFERENCES (TEACHER – PARENT)

Each teacher is assigned one class period per day to be used for parent conferences as well as planning and preparing for class work. In general, teachers are also available daily to schedule conferences between 8:00-8:30 AM. Parents are encouraged to call the teacher to schedule a conference during this time. Parents or family members may call 533-6100 and request to be connected to a teacher's voice mail in order to leave messages or directly e-mail the teacher. Teachers should have 24 hours notice prior to a parent conference.

CORRESPONDENCE COURSES

Students in grades 9-12 may earn a maximum of 2 credits by correspondence. Students are automatically enrolled in required high school courses unless they have presented a correspondence credit prior to their final semester. Grades from correspondence courses, credit by exam and dual credit are not included in GPA. Seniors taking correspondence courses should complete all course work and submit grades to the Registrar at least 30 days prior to graduation date to be eligible for graduation at the end of the term. A student who takes a correspondence course at any time is responsible for ensuring that the course is completed and reported to the LTHS Registrar's office, in order to receive credit by January of their senior. No senior can elect to fulfill a graduation requirement by correspondence during the spring semester of their senior year.

COUNSELING & GUIDANCE

Academic Counseling

Students are encouraged to talk with school counselors, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the minimum, the recommended and the distinguished achievement programs. Students who are interested in attending college, university, or training school or pursuing other advanced education should work closely with the counselors so that they may take the high school courses that will best prepare them for further training. Counselors also provide information about entrance examinations required by many colleges and universities.

Personal Counseling

School counselors are available to help students with a wide range of personal concerns. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should sign-up for an appointment with the counselors' secretary in the counseling and guidance center.

CREDIT BY EXAM

A student may gain credit for a course by passing a proficiency examination on the TEKS (Texas Essential Knowledge and Skills) of the course. Students who are taking Credit by Exam to accelerate (no prior instruction) must score a 90 or above to receive credit. Students who are taking Credit by Exam for remediation (prior instruction) must score a 70 or above to receive credit. A student may not use credit by exam to regain eligibility for UIL purposes. Credit by examination is available for most courses through The University of Texas and Texas Tech University for a reasonable fee (In addition see School Board Policy EEJB [Local]). The district, gives exams for courses at the high school. The high school will administer Credit by Exam from September 2009 – February 2010. Dual Credit course

work is coordinated through Austin Community College, and is available for students who wish to obtain college credit while still in high school. Interested students should see their respective counselor for further information. Credit by Exam and Dual Credit **are not** included in GPA. Any senior attempting credit by examination must complete testing by May 1, 2010. Please refer to the Counseling Calendar for dates regarding Credit by Exam dates.

CREDIT RECOVERY

Credit recovery programs may be made available for students who are behind in credit accrual. Credit recovery is determined on an as needed basis. Credit recovery is a computer-based recovery program. Please see a counselor for more information on credit recovery guidelines. Credit recovery is also available during summer school and during Saturday School.

DELIVERIES

Students will not be able to have balloons, cakes, flowers, etc. delivered to them during the school day. All deliveries of this nature will be held in the main office until the end of the school day.

DETENTION

Since detention is an integral part of the school discipline process, a student who violates the school's rules of conduct may be assigned before-school or Saturday Detentions. Persistent failure to attend assigned detentions may result in placement in In-School-Suspension and possible DAEP placement for failing to accept discipline management techniques.

DIRECTORY INFORMATION

Lake Travis ISD will release "directory information" about students to any person who submits a written request for the information. "Directory Information" means information that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone number, photograph, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees/awards received, and the most recent previous school attended. Audio/video recordings of performances (e.g., band, orchestra, choir, plays, musicals, or skits) are treated as directory information.

Parents/adult students have the right to refuse release of any or all categories of directory information. Written notice of this refusal should be given to the principal no later than two (2) weeks after the opening of school or the student's enrollment date. Parents/adult students may refuse to release directory information for use in Lake Travis ISD print publications, or the school's and/or district's web site, or the local media by completing the form enclosed with the *Student Code of Conduct* each year. In considering this matter, parents should also realize that the Lake Travis High School PTA publishes a district-wide student directory each year. These are made available for purchase for the general public.

DISRUPTIONS

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, disruption, riot, cafeteria food fights, sit-in, walkout, blocking of entrances, etc. Written materials, handbills, party flyers, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the principal. Proper authorities will confiscate all such materials. Violators shall

also be subject to disciplinary action from the school.

DISTRIBUTION OF MATERIAL

School-sponsored newspapers and/or yearbooks are under the complete supervision of the journalism teacher and campus principal or designee*. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or non-student without the approval of the principal and in accordance with campus regulations. The principal must sign posters before being posted in the appropriate student information centers. All written material over which the district does not exercise editorial control that is intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapproval's may be appealed by submitting the disapproved material to the superintendent. Material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the board at its next regular meeting when the student shall have a reasonable period of time to present his or her viewpoint.

DISTRIBUTION OF NON-SCHOOL LITERATURE

For purposes of this policy, "distribution" means the circulation of more than ten printed copies of material from a source other than the District. The District's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and allowing access to assigned lockers. Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control. Each school campus shall designate an area where materials that have been approved for distribution by students in accordance with this policy may be made available or distributed. Campus principals may develop reasonable time, place, and manner restrictions regarding the distribution of materials at designated areas.

PRIOR REVIEW. All written material over which the school does not exercise control and that is intended for distribution to students shall be submitted to the building principal or designee for prior review according to the following procedures:

1. In order to be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
2. Using the standards below at *limitations of content*, the principal or designee shall approve or reject submitted material within two school days of the time the material is received.
3. The student may appeal the principal's decision in accordance with FNG (LOCAL), beginning at Level Two.

Students who fail to follow these procedures may be disciplined in accordance with the FO series and the Student Code of Conduct.

LIMITATIONS ON CONTENT Non-school materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
4. The materials contain defamatory statements about public figures or others.

5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA (LEGAL).
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA (LEGAL).

DRUG DOGS

The District may use specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances defined in FNCF (LEGAL), and alcohol. This program is implemented to maintain a safe school environment conducive to education.

Visits to schools and school-related functions shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it. Searches of vehicles shall be conducted as described. Students shall be informed of the District's policy on searches as outlined above at the beginning of the school year and shall be specifically notified that:

1. Lockers may be searched by trained dogs at any time.
2. Vehicles parked on school property may be searched by trained dogs at any time.
3. Unoccupied classrooms and other areas may be searched by trained dogs at any time students are not present.

If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

DRESS CODE (STUDENT)

Students may wear uniforms associated with approved campus extracurricular activities, as directed/approved by the principal or sponsor.

It is impractical to list every possibility of dress and grooming. **The principal shall apply the Grooming Code and make all final decisions regarding what is acceptable and appropriate considering the age and activities of the students.**

The High School Dress Code is established to create a successful learning environment, model good citizenship, instill discipline, prevent disruptions, minimize safety hazards, and teach respect for authority. Administrators have final authority concerning the clothing worn on school property.

1. General
 - A. Students may not wear very tight, very loose, oversized, revealing or very short clothing. Pants must be worn at the waist.
 - B. Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, accessories having drug, sexual emblems, tobacco or alcoholic beverage references or designs.

- C. Form fitting garments such as Spandex may only be worn with another layer of clothing, which meets dress code.
 - D. Pajama pants or bedtime attire(including slippers) are not allowed.
2. Shirts and Blouses
- A. Crop tops, tube tops, halters and spaghetti straps are unacceptable (anything less than two inches is considered a spaghetti strap).
 - B. Low cut blouses, tops, sweaters etc. with plunging necklines are not allowed.
 - C. Midriff must be covered (both while standing and sitting).
 - D. Men: Sleeveless shirts should extend to the edge of the collarbone and fit appropriately under the arm.
3. Dress, Skirts and Shorts
- The minimum length must be no shorter than the tip of the longest finger with student's hand fully extended down the side of the student's leg.
4. Pants
- Pants should be the appropriate size for the student. Students shall not wear pants that, when fastened, sag below the waist (no visible undergarments). All pants must fit around the waist and be properly fastened. No wide legged pants (no wider than 8" diameter).
5. Accessories
- A. *Shoes must be worn at all times.*
 - B. *Hair should be kept neat, clean and reasonably styled.*
 - C. *Proper undergarments should be worn, but not visible.*
 - D. *Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.*
 - E. *Chains or spiked jewelry are unacceptable (including wallet chains).*
 - F. *No excessive or distinctive make-up.*
 - G. *Tattoos must be covered at all times.*
 - H. *Piercings are to be appropriate and shall not be distracting.*

The school administrator(s) may alter the dress code at any time based on any inappropriate or disruptive trends. Any student dress that indicates an affiliation with a gang, group, or organization that is not school approved is forbidden. This may include colored articles of clothing, professional team sports wear, or distinctive lettering or script that signifies an unapproved group association as identified by the school administrator. The administrator in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate those standards may be removed or excluded from the activity for a period determined by the administrator or sponsor and may be subject to other disciplinary action.

DRILLS – EMERGENCY INFORMATION

Lake Travis High School conducts emergency drills designed to assure the orderly movement of students and personnel to the safest area available. Even though these are almost always for practice,

it is very important for students and teachers to treat them seriously. Emergency procedures must be done quickly and quietly. Teachers will take their classes to the appropriate areas and give appropriate instructions. From time to time, lock down and building evacuation drills will be performed.

Emergency Drills

Lake Travis ISD conducts **fire, tornado, evacuation, lock-down**, and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. Even though these drills are almost always for practice, it is very important for students and teachers to treat them seriously. Maps and instructions are posted in each classroom. Each teacher will explain these in class and regular practice drills will occur. Staying quiet and paying close attention to instructions during drills is mandatory. When the alarm is sounded, students must follow the direction of teachers or administrators quickly, quietly, and in an orderly manner. In the event of a campus emergency, students will either be instructed to remain in their room (lock down), proceed with tornado procedure, or evacuate the building for fire or emergency.

Emergency Evacuation Procedure/Fire Drill: Emergency evacuation procedure will be used any time that remaining in the building might pose a danger to students. Examples: **fire, bomb threats, environmental /toxic disasters**. The purpose of an emergency evacuation is to remove students from the building and to safety as quickly as possible. In the event that an evacuation is necessary, instructions will be given to evacuate the building. Students should line up and proceed in an orderly manner to the designated area. The teacher should insure that all students are accounted for and bring an attendance strip with them, if possible. Students should remain quiet at these locations and quiet until further instructions are given. Once at the designated location, students should remain lined up by teacher in class order for a quick accounting of all students and to facilitate a bus evacuation if necessary.

Lock-Down Procedure: Emergency lock-down will occur for the following: unauthorized/hostile person(s) on campus, catastrophic injury or accident, or any other situation requiring students to remain in the safety of the classroom. In the event of a lock-down drill, the teacher should immediately lock the door and have the students remain seated and away from the windows. The teacher will take roll immediately and account for any missing students. Students in library or computer labs should remain with the instructor. Students in hallway or restroom should proceed to the nearest available classroom until "all-clear" announcement is given.

Tornado Drill: In the event of a tornado emergency, students will be given instructions over the P.A. system. When necessary, students will take a defense position "duck and cover" (students on knees in a fetal position with hands over their exposed head and neck). An "all clear" announcement will be made when it is safe to resume normal activity.

DRIVER'S LICENSE & LEARNER'S PERMIT

A Verification of Enrollment (VOE) Form is a state mandated form that provides documentation of enrollment status and attendance for a student applying for an instructional permit and/or a license to operate a motor vehicle. Most driving schools will request a VOE Enrollment form before a student can enroll in their program. ARTICLE 6687B, as amended by H.B. 850, 71st legislature I9TAC §61.43 ABSENCES states that a student must be in attendance 90 percent of the days the class is offered. For students in grades 9-12, absences may be aggregated on the basis of a semester or a scholastic year.

School enrollment and attendance is required as a condition of licensing a student to operate a motor vehicle. A student must clear all outstanding school obligations prior to receiving a VOE form.

This requirement applies to persons under 18 years of age unless a high school diploma or its equivalent has been obtained.

A student must meet one of the following two requirements to be eligible to receive an instruction permit and/or a Texas driver's license to operate a motor vehicle.

1. The student has been enrolled for at least 45 days, and is currently enrolled in a program to prepare persons to pass the high school equivalency exam (GED), and has attended the GED program at least 30 days prior to licensing.
2. The student is enrolled in a public or private school and has attended school for at least 80 days in the fall or spring semester preceding the date of application. SBOE rule 19 TAC §61.43. Absences should be used in determining 80 days of attendance. Students must meet the attendance requirements for each class in which they are enrolled. (A private or parochial school includes home schools).

*******IMPORTANT NOTICE*******

Students needing a Verification of Enrollment (VOE) form to obtain a driver's permit, license or attend a driving school will need to fill out a written request in the Attendance Office. A mandatory TWENTY-FOUR HOUR NOTICE is required to obtain this form. Students who will become of age over the summer will need to obtain this form BEFORE May 21, 2010. A student must clear all outstanding school obligations prior to receiving a VOE form.

EARLY RELEASE

The school recognizes several emergencies that create a legitimate need for release from school:

- Illness that manifests itself after a student has reported to school. The school nurse will review and verify the conditions after which the student may be released from school pursuant to prescribed procedures.
- Verified appointment with a physician or dentist. Appointment cards from the respective doctor or dentist are required when the requests are made. If there is no appointment card, a note must designate the doctor's name, phone number and the appointment time so this can be confirmed. Students must report to the attendance office when they return to school and the early dismissal note must be stamped by the doctor's office.
- If a student misses an entire period or a portion of a period over 30 minutes because of early release, the student will be counted absent for the entire period.
- All students must obtain a pass from the nurse/attendance office and properly sign out before leaving campus.

ELIGIBILITY

An individual is eligible to participate in a League varsity contest as a representative of a participant school if that individual:

1. Is not a high school graduate
2. Is a full-time, day student in the participant high school, the student must be present 51% of

- the school day in order to participate a contest held during that particular day or evening.
3. Has been in regular attendance at the participant school since the sixth class day of the present school year or has been in enrolled and in regular attendance for 15 or more calendar days before the contest or competition (student becomes eligible on the fifteenth day)
 4. Has the required number of credits for eligibility during the first six weeks of school

ACADEMIC REQUIREMENTS (No Pass, No Play)

Eligibility for UIL Participants For The First Six Weeks –

UIL participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met:

- Students beginning grades nine and below must have been promoted from a lower grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits, which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits, which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits, which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the 12 months preceding the first day of the current school year.

Students who are not in compliance with these provisions may request a hardship appeal of their academic eligibility through the UIL state office.

Eligibility For All Extracurricular Participants After The First Six Weeks Of The School Year -

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any academic class (other than an identified advanced class) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three school weeks of ineligibility.

All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are eligible until classes resume in January. The same is true for summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week.

Students lose eligibility for a three school week period. For purposes of the law, "three school weeks" is defined as 15 class days. Ineligible students no longer regain eligibility immediately. They must wait seven calendar days after the end of the grading period. Students who were eligible shall not lose eligibility until seven calendar days after the end of the grading period EXAMPLE: Grading period ends on Friday at 4:00 p.m. Students shall not regain or lose their eligibility until the following Friday at 4:00 pm. The 9 weeks grade determines eligibility (not the course average).

EMERGENCY MEDICAL TREATMENT

Parents shall complete a medical emergency form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary. These forms will be provided in the first day packet to students. These forms will be mailed home and should be returned to the school prior to the start of school, but no later than the first day of classes.

EMERGENCY SCHOOL CLOSING

In the event weather conditions or emergencies make it necessary to close school, information will be posted on the district web site as well as the following stations will be notified to announce school closing:

Radio - KVET 98.1FM, KLBJ 590AM

TV - KVUE-24 (ABC), KTBC-7 (FOX), and KXAN-36 (NBC) and KEYE-42 (CBS)

EXAMS

Protecting the integrity and fairness of the examination protocols is essential. The following rules apply to ensure that the testing process is equitable to all students, and that no unfair advantage can be gained. During the administration of a midterm or final examination, all students must remain in the classroom to the end of the class period. There will be no early dismissal from final exams. Only the principal or an associate principal can approve exceptions to this policy. All students will be required to write the honor code declaration on all exams.

Make-Up Policy

It is strongly advised that families do not schedule activities that conflict with final examinations. Requesting to take exams early or missing exams for travel or personal reasons is not acceptable. Only the school principal or associate principal for curriculum may approve advanced make up of midterm and final exams. Approval will only be granted for family emergencies, funerals, and extreme cases where extenuating circumstances warrant administering advanced examinations. Make-up exams after the examination date will only be granted for cases where the absence is due to illness or a death in the family. Written verification from a doctor and/or other verification may be required on return to school.

Exemptions

- Freshmen and Sophomore students may exempt any 2 exams in the fall and 2 exams in the spring. However, they may not exempt the same subject exam in both the fall and spring unless they are claiming a TAKS exemption.
- Junior and Senior students may exempt any 3 exams in the fall and any 3 exams in the spring.

To qualify for a fall or spring exemption, a student must have

1. An average of 85 or better and no more than 2 absences in the class they wish to exempt.
(For the purposes of absences for exemptions, please note that 3 tardies = 1 absence)
2. No discipline referrals resulting in ISS, out-of-school suspension, or removal to DAEP.
3. No outstanding obligations such as parking fines or lost/damaged textbooks.

Important Note: School-related absences do not count against final exam exemptions. Senior College Day visits with verification from the college do not count against exemptions. Documented partial-day medical and dental appointment absences will not count against final exam exemptions. All other absences are counted.

Students are either eligible or ineligible for an exemption in each class and the teacher's gradebook is the final word on the matter. Students who receive final exam exemptions must submit a parent signature confirming parental knowledge of the waiver. Forms for this purpose will be distributed prior to final exams. Students must also sign the exemption roster for the class for attendance purposes, failure to do so will void the exemption. Forms for this purpose will be distributed prior to final exams.

A student may opt to take a final regardless of his/her exemption status.

Additional exam exemptions may be granted based on performance on the student state assessments (TAKS) test. Information concerning these additional exam exemptions will be conveyed to students at the start of the spring semester prior to the administration of the first TAKS exam.

EXEMPTIONS FROM INSTRUCTION

A parent or guardian may remove his/her child from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher a written statement authorizing the removal of the child from the class or other school activity.

A parent or guardian is not entitled to remove the child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester. This policy does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the District and TEA.

EXTRACURRICULAR & UIL ABSENCES

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular 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.

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

EXTRACURRICULAR ACTIVITIES

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

- Be eligible and in good standing according to all UIL rules and regulations for participation.
- A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and approved non-UIL activities are subject to these restrictions.
- Any disciplinary behavior-related restrictions on participation are included the Student Code of Conduct, and the District Rules for Participation in Extracurricular Activities.
- A student must be enrolled as a "full-time" student for UIL eligibility.

- Members of the Homecoming court, prom courts and other such recognition of students are subject to the rules of UIL eligibility.
- Students assigned to ISS may be ineligible for UIL or extracurricular competition until the ISS assignment has been successfully completed and the student has been released by the principal or designee.

A student who misses class because of participation in an activity sponsored by an unapproved organization will receive an unexcused absence.

EXTRACURRICULAR STANDARDS OF BEHAVIOR [FO Local] See also Appendix

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on any basis.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the actual beginning of classes. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Organizational standards of behavior of an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of organizational standards of behavior of an extracurricular activity or for violation of the Student Code of Conduct.

FEES

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

- Club dues
- Security deposits
- The materials for a class project the student will keep
- Physical education and athletic equipment and apparel
- Voluntary purchases of pictures, publications, class rings, etc.
- Student accident insurance.
- Instrument rental, insurance on school-owned instruments, and uniform maintenance
- Replacement of student identification cards
- Fees for damaged or lost school-owned books and/or equipment
- Attendance make-up hours

- Credit recovery programs
- Parking fees
- Lab materials

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

Food and Nutrition

Breakfast will be served from 8:00 a.m. until 8:30 a.m. daily.

LTHS operates a CLOSED campus for safety reasons. During the designated lunchtime, students should be in the cafeteria or patio area only. Students requiring tutorials, etc. will be allowed to do so when they present the monitor with a signed and dated teacher note, and before and after school. Teachers, sponsors, or staff are not allowed to release students for lunch off campus. Students are not allowed to eat in the hallways or classrooms at any time.

Student lunch prices for 2009-10:

- Breakfast: \$1.70
- Lunch: \$3.35

FREE AND REDUCED LUNCH PROGRAM

The District participates in the National Free and Reduced School lunch Program and offers free and reduced-price lunch and breakfast based on a student's financial need. Information can be obtained from the counselor's secretary at 533-6114.

FUNDRAISING

Student clubs, classes, organizations and parent groups will occasionally be permitted to conduct fundraising drives. All clubs/organizations must go through the Student Activities Director (Debbie Black), at least 30 days before the event and receive permission to sell any item(s) as a fundraising activity. Except as approved by the principal, fundraising is not permitted on school property.

It is not legal for a school district, campus or student group to conduct a raffle for a fundraiser. Raffle type fundraising can be done by charitable organizations (i.e. booster clubs that have 501c status).

GANGS

Affiliation with a gang, secret society, or any unapproved student group is forbidden. The school administrator(s) may alter the dress code at any time based on any inappropriate or disruptive trends. Any student dress that indicates an affiliation with a gang, group, or organization that is not school approved is forbidden. This may include colored articles of clothing, professional team sports wear, or distinctive lettering or script that signifies an unapproved group association as identified by the school administrator. Student participating in gang activity may be removed from campus and placed in an alternative education program (DAEP).

GRADE CLASSIFICATION

Students are classified according to the number of units earned toward graduation as of the first day of each school year. Students will not be re-classified until the end of the each school year.

<u>Credits Earned by the 1st day of school</u>	<u>Grade Placement</u>
6	10
12	11
18	12

NOTE: Students that are classified as sophomores or juniors at the start of the school year, will be reclassified at the completion of the first semester if they meet the credit requirement to rise to the next grade. Freshmen will only be reclassified at the end of the year.

GRADES

Grading - The academic grade not only measures the degree of achievement in absolute terms but also measures the student as he/she compares with others in a particular area. Such factors as tests, daily assignments, quizzes, projects, etc., are considered in compiling this grade.

- Grade Scale - The following scale of grades is used in the high school to indicate the quality of the work of each student.
 - A 90 - 100
 - B 80 - 89
 - C 70 - 79
 - F 69 or below

- Semester Averaging – A student who fails the first semester of a two-semester course with a 65 or above can earn credit for a full year by passing the second semester with a grade high enough for an overall 70 average. Example: English I A, 65; English I B, 75 – 1 credit because semester averaging is allowed. Semester averaging is not allowed, however, if a student fails the second semester, and the second semester must be repeated regardless of the first-semester grade; for example, English I A, 90; English I B, 65 – only ½ credit for the first semester. Both semester grades will count in the grade-point-average.

- Report Card/Grading Corrections – State law (HB149) provides that an examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with school district grading policy, as determined by the board of trustees. The board’s decision may not be appealed. In the case of an error or an omission of a course or a grade on a student’s report card, it is the responsibility of the student to report such error(s) immediately to the teacher. The teacher will then initiate change of grade procedures with the Registrar. Correction to the final grade/credits must be made within six months after the issuance of the last report card or the card will be considered correct and final.

- Progress Report / Report Cards – Progress Reports and Report Cards will be sent out approximately every 3 wks to be signed by a parent/guardian and returned. Teachers also update students of their progress through individual grade reports. To check on the progress of your student, contact their teacher via email or phone. Grades can also be viewed online at *Parent Connect* on the LTHS homepage.

Grading Periods

- Lake Travis High School is on an Alternating Block Schedule with the ability to earn ½ credit in

the fall semester and ½ credit in the spring semester for most courses. The grading periods are based on 9wk sessions with the following weights:

Fall Semester = 0.5 credits (for most courses)

- 1st 9 wks: 40%
- 2nd 9 wks: 40%
- Midterm Exam: 20%

Spring Semester = 0.5 credits (for most courses)

- 3rd 9 wks: 40%
- 4th 9 wks: 40%
- Final Exam: 20

Transfer Credit Policy

Course Credit from an Accredited State, National, or International School (Revised as of 04/10/03)

Lake Travis High School shall grant course credit from any state, national, or international accredited educational institution providing that (1) the course credit is recorded on an official transcript of that educational institution, (2) the course is a recognized credit course in the State of Texas as identified in the official State credited course listing published each year by the Texas Education Association, and (3) the course meets the State of Texas TEKS (Texas Essential Knowledge and Skills) for the specific course.

Lake Travis High School shall accept a numerical grade as shown on the educational institution's official transcript for those courses meeting the above three criteria for GPA (Grade Point Average) and RIC (Rank In Class) except for grades from non-American educational institutions. In addition, Lake Travis High School shall award honor points, Honors and Pre-AP courses are awarded additional points as follows: 90-100: + 10 points 80-89: + 8 points 70-79: + 6 points. AP courses are awarded additional points as follows: 90-100: + 15 points 80-89: + 12 points 70-79: + 9 points. for the purpose of GPA and RIC for any grade that meets the above three criteria if the educational institution's official transcript designates the course as honors, Pre-AP, AP, Pre-IB, IB, or accelerated. In the case of accelerated courses, the transferring institution's official transcript must indicate that honor points or a multiplier factor are given for those accelerated courses before Lake Travis High School will award honor points for such courses.

Courses that prepare students for an Advanced Placement Program Exam through rigorous academic work preparing students for college and for an AP exam are considered Pre-AP and AP courses. The Advanced Placement Program is a worldwide cooperative educational endeavor between secondary schools and colleges and universities. Courses, curriculum, and instruction are developed by the secondary schools to ensure a rigorous academic program that prepares the students for college and for an AP exam. The College Board administers the AP program, including approving and developing AP exams as well as providing support for both the secondary and collegiate level programs. For a transfer student to receive honor points for such courses, the educational institution's official transcript must indicate Pre-AP or AP for the courses.

Courses that prepare students for an International Baccalaureate Exam through rigorous internationally recognized curriculum are considered Pre-IB and IB. International Baccalaureate Organization in Geneva, Switzerland governs the program with the International Baccalaureate Curriculum and Assessment Center in Cardiff, Wales administering the program as well as providing the development of the exams and providing support for the secondary programs. For a transfer student to receive honor points for such courses, the educational institution's official transcript must indicate Pre-IB or IB for the courses. If the educational institution will not provide a numerical grade, Lake Travis High School shall assign the following numerical grades for letter grades:

Letter Grade Conversion Table

A+	98	A	95	A-	92
B+	88	B	85	B-	82
C+	78	C	75	C-	72
D+	68	D	65	D-	62
F	50				

Transfer Credit will be awarded for any grade that is a "D" unless credit is reflected on the transcript. In that case, LTHS will honor that credit. Credit will not be awarded for failing grades. Course credit earned through credit recovery will received a "P." Any "P" pass shall not be granted grade points; however, credit shall be granted for any course receiving a "P" pass and meeting the above three criteria as stated in the first paragraph.

Course Credit for Correspondence Courses

Course credit for correspondence courses successfully completed at an accredited public educational institution or institution approved by the Texas Commissioner of Education is limited to a maximum of two (2) credits. No grade points shall be granted for the purpose of GPA and RIC for any correspondence course including any transfer correspondence course credit on an institute's official transcript; however, if a letter or numerical grade is assigned on the educational institution's official transcript, a numerical grade shall appear on the Lake Travis High School transcript. If the grade is a letter grade, a numerical grade shall be recorded following the letter grade conversion in Section I. If the grade for a correspondence course is failing, no failure will be recorded on the Lake Travis High School transcript.

Course Credit for Dual Credit Courses

Dual credit for approved courses as listed in the most recent Lake Travis High School Course Catalog shall be accepted for a grade of "C" or higher as shown on the institution of higher learning's official transcript. No grade points shall be granted for the purpose of GPA and RIC for any dual credit course including any transfer dual credit course credit shown on the institute's official transcript; however, if a letter or numerical grade appears on the higher learning institution's official transcript, or on the transferring institute's official transcript, a numerical grade shall appear on the Lake Travis High School transcript. If the grade is a letter grade, a numerical grade shall be recorded following the letter grade conversion in Section I. If the grade for a dual credit course is failing, no failure will be recorded on the Lake Travis High School transcript.

Course Credit for Summer School Courses

Course credit for summer courses successfully completed at an accredited state, national, or international educational institute that meet the three basic criteria as stated in Section I shall be granted. No grade points shall be granted for the purpose of GPA and RIC for any summer school course including any transfer summer school course credit as shown on an institute's official transcript; however, if a letter or numerical grade appears on the institution's official transcript or on the transferring institute's official transcript, a numerical grade shall appear on the Lake Travis High School transcript. If the grade is a letter grade, a numerical grade shall be recorded following the letter grade conversion in Section I. If the grade for a summer school course is failing, no failure will be recorded on the Lake Travis High School transcript.

Course Credit for Credit-by-Exam

Course credit shall be granted by Lake Travis High School by passing a proficiency exam of the TEKS (Texas Essential Knowledge and Skills) of the specific course if the student has had previous formal instruction in the specific course. No grade points shall be granted for the purpose of GPA and RIC for any credit-by-exam

course including any transfer course credit for credit-by-exam; however, if a letter or numerical grade appears on the testing institution's official transcript or grade report, or on the transferring institute's official transcript, a numerical grade may appear on the Lake Travis High School transcript. If the grade is a letter grade, a numerical grade shall be recorded following the letter grade conversion in Section I. If the grade for a credit-by-exam course is failing, no failure will be recorded on the Lake Travis High School transcript.

Course Credit for Credit-for-Acceleration

Course credit shall be granted by Lake Travis High School by passing a proficiency exam of the TEKS (Texas Essential Knowledge and Skills) with a grade of 90 or higher for the specific course if the student has had no previous formal instruction in the specific course. No grade points shall be granted for the purpose of GPA and RIC for any credit-for-acceleration course including any transfer course credit for credit-for-acceleration on an institute's official transcript; however, if a letter or numerical grade appears on the testing institution's official transcript or grade report, or on the transferring institute's official transcript, a numerical grade may appear on the Lake Travis High School transcript. If the grade is a letter grade, a numerical grade shall be recorded following the letter grade conversion in Section 1. If the grade for a credit-for-acceleration course is below a 90, no grade will be recorded on the Lake Travis High School transcript.

Course Credit for Home School

Course credit shall be granted by Lake Travis High School for high school home school courses that meet the three basic criteria as stated above shall be granted provided that the student is able to pass a credit-by-exam for the specific course. Determination of a course meeting the TEKS (Texas Essential Knowledge and Skills) shall be made based upon the curriculum as presented by the home school. No grade points shall be granted for the purpose of GPA and RIC for any home school course including any transfer course credit as shown on an institute's official transcript for such a course; however, if a letter or numerical grade appears on the testing institution's official transcript or grade report for the home school course or on a transferring institute's official transcript, a numerical grade may appear on the Lake Travis High School transcript. If the grade is a letter grade, a numerical grade shall be recorded following the letter grade conversion in Section I.

Course Credit for Middle (Junior High) School Courses

Course credit shall be granted by Lake Travis High School for all high school courses taken at middle (junior high) school that meets the criteria. No grade points shall be granted for the purpose of GPA and RIC for any 9th grade student entering a high school program after for any middle (junior high) school course including any transfer middle (junior high) school course credit as shown on an institute's official transcript; however, if a letter or numerical grade appears on the institution's official transcript or on the transferring institute's official transcript, a numerical grade shall appear on the Lake Travis High School transcript. If the grade is a letter grade, a numerical grade shall be recorded following the letter grade conversion in Section I. If the grade for a middle (junior high) course is failing, no failure will be recorded on the Lake Travis High School transcript.

Transcript Assessment

The school registrar is responsible for a transcript assessment and the award of any and all credits including honor points for any transfer student within thirty (30) days of receipt of an official transcript form a student's former school following transfer policies as outlined in this document.

The school registrar may seek assistance from the Associate Principal and/or the building principal in a transcript assessment.

Any language translation for an official school transcript in a language other than English will be at the expense of the student/parent.

A student may appeal the school registrar's transcript assessment to the Associate Principal with the final decision resting with the building principal who may appoint a committee consisting of: a counselor, a teacher, and an administrator to review the transcript assessment based upon transfer policies as outlined in this document.

Policy Change

Any policy change to the Lake Travis High School transfer course credit and grade policy becomes effective with an entering ninth grade high school class. Students in a graduating class must follow the policies in place as of the ninth grade year of that graduating class.

Policy change may be accomplished by presenting in writing proposed change with rationale to either the Associate Principal or the Principal. Such a request will begin the process of review by a principal appointed committee. If the review committee approves the proposals then the proposed changes would be presented to the campus CAT committee for its review and approval or rejection.

If the campus CAT approves the policy changes, then the new policy will become effective for all entering ninth grade students the next school year.

Questions and Interpretation of Policy

Questions and requests for policy interpretation concerning the existing policy should be directed to the Lake Travis High School's registrar.

Appeal of Policy Interpretation

An individual may appeal the Lake Travis High School registrar's policy interpretation to the Associate Principal with final resolution of interpretation resting with the building principal.

GRADUATION

Early Graduation Scholarship Program

To be eligible for the Early High School Graduation Scholarship program, a student must successfully complete the recommended or an advanced high school program (SB1366).

Personal Graduation Plans

As required by SB 1108, sections 7 & 14, a personal graduation plan will be administered for any student 6-12 who has failed a state assessment instrument or is not expected to graduate by the end of the fifth school year after enrolling in 9th grade. The personal graduation plan must identify educational goals for the student; include diagnostic, monitoring, and intervention information, and other evaluation strategies.

Graduation Requirements (see appendix)

In order to graduate from high school, students must successfully complete a certain number of units and pass an examination of basic skills. The State of Texas requires all students to complete a certain series of courses. Lake Travis High School graduation requirements exceed the minimum requirements of the State of

Texas.

Specific credit requirements are outlined in the Lake Travis High School Course Catalog. Students with disabilities may be permitted to graduate with ARD committee recommendation under the provisions of the IEP and with the consent of the ARD committee and their parents.

All students, must complete all course work and requirements needed for graduation in order to participate in the commencement ceremony. The State of Texas offers tuition credit to students graduating in three (3) years or less. Details of this program may be obtained through the counseling department. All early graduates are eligible to participate in the commencement ceremony. A student may not graduate from LTHS as a foreign exchange student.

The Texas Grant Program provides tuition and fees for financially eligible high school graduates who complete the Recommended or Distinguished Achievement Programs.

GIFTED & TALENTED

The gifted program at Lake Travis High School is served through a variety of programs and courses employing individual, mainstream, part-time homogeneous, and full-time heterogeneous groupings with enrichment and is the last part of the Lake Travis I.S.D. Discovery Program for gifted and talented students. All district discovery gifted and talented policies and procedures are followed.

Identified GT students are served through group and individualized instruction in the classroom as well as through special programs. These special programs include extension of the regular classroom program, accelerated pacing, enrichment activities, Pre-AP and AP classes, dual credit coursework, and exams for acceleration.

All students who have previously been identified as gifted and talented are admitted into the program. Teachers, parents, or students may nominate students for the program. Nominated students will have the option to participate in assessment to determine eligibility for the program according to district guidelines.

In order for students to remain active in the GT Program, they must participate in Honors, Pre-AP, AP or Dual Credit Coursework. Students who do not participate in any of these courses will receive a letter noting that they are choosing to "furlough" those requirements for a year. If a student furloughs for more than one year they are considered inactive and may be exited from the program.

The high school program includes the following (with the primary program or vertically aligned honor, Pre-AP, and AP programs):

- Credit-by-Exam
- Credit-for-Acceleration
- Early College Start Program
- Dual Credit Enrollment with ACC & UT
- Concurrent Enrollment with ACC & UT
- Correspondence Courses with UT & Texas Tech
- Distance Learning with ACC
- Online Courses with UT

- Early High School Graduation
- Early College Admission
- Vertical aligned honor, Pre-AP, and AP programs in: Art, English, Debate, Math, Science, Computer Science, Social Studies, and Foreign Language
- Co-Curricular/Multi-Cultural program in English & World Geography, English & World History, and in English & U.S. History
- Academic competitions through various organizations such as: U.I.L., N.F.L., FFA, FHA, etc.
- Gifted & Talented Recognition Program

A GT student wishing to receive GT Recognition at graduation for his/her GT work must meet four criteria during their high school career. A criteria may be repeated and include:

- AP class with a final non-weighted grade of 80 or higher (three AP classes may be used for three criteria)
- Recognition through the National Merit Scholarship Program of Commended Scholar or higher
- Regional placement (1st – 6th) for U.I.L. academic, band, drama, choir, orchestra, and/or forensics
- Qualifying for TFA State and/or for NFL Nationals in any forensic event
- Art competition for V.A.S.E. at the regional or higher level
- Successful completion of an Advanced Independent Study following the independent study and credit guidelines
- Separate publication in a nationally-recognized journal or magazine (can be print article, photo, or art publication); no internet publication will be accepted.

GT Graduation Recognition

Identified GT students are eligible to receive the following special GT Graduation recognitions:

- Recognition at the senior awards ceremony
- Receipt of a GT Graduation Certificate
- Recognition in the graduation program

In order to receive this recognition, the GT student must meet four of the following criteria.

GT Graduation Recognition Criteria

- Up to three of the criteria may come from successful completion of an AP class (with a final, un-weighted grade of a B or higher) and/or passing the AP exam with a score of 3 or higher.
- At least one of the criteria must come from meeting one of the standards listed below: *(students may not repeat any of these as part of their 4 criteria, i.e., two 2nd place finishes at the regional level = 1 criteria)*
 - Completion of an advanced GT independent study.
 - National Merit Scholar - Commended or higher designation.
 - Publication in an approved nationally or state recognized journal or magazine (can be print article, photo, or art publication). No Internet publication will be accepted.
 - Individual Regional Placement (1st -6th) or any Individual Statewide Recognition or Qualification in any UIL Competition, including academics, arts, athletics, band, cheer, choir, dance, forensics (speech and debate), orchestra, or theatre.

Seniors who are in year one of a GT furlough and meet the above criteria will be eligible for recognition. Seniors who are in year two of a GT furlough are considered inactive and will not qualify for the GT recognition.

Students must complete the required criteria and submit the appropriate documentation to the counseling office prior to May 1st of their senior year.

HOME SCHOOLING

When the district becomes aware that a student is being or will be home-schooled, the Superintendent or designee will request in writing a letter of notification from the parents of their intention to home-school using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship. If the parents refuse to submit the letter of notification or if the district has evidence that the school-age child is not being home-schooled within legal requirements, the district may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law. A written notice of home schooling should be completed prior to withdrawal.

HONOR CODE (see appendix)

HOT LINE

Students may call **533-6135** to anonymously report any campus related safety concern or problem.

IMMUNIZATION

All students are required by state law to be immunized against certain diseases. The immunizations required include tetanus/diphtheria (3 doses with 1 dose since age 4 and within last 10 years), polio (3 doses with 1 dose since age 4), measles (2 doses since age 1), mumps (1 dose since age 1), rubella (1 dose since age 1), hepatitis b (3 doses), varicella (or date of disease). Students new to the district must have a Tuberculosis Risk Survey (in registration packet) completed by guardian. The school nurse will notify you if a TB skin test is required. Proof of immunization must include the date of vaccination (month, day, year) with a signature from a licensed physician or public health clinic. These records may be faxed to the school nurse (533-6101). If your child receives an immunization during a sports physical or emergency treatment, please forward proof of immunization to the school nurse so your child's record remains current.

The law allows physicians to write a statement that the vaccine required would be harmful to the health of the child and must specify a time period or lifelong exemption. An exemption affidavit for reasons of conscience (including religious) may be obtained from the Texas Health Department (www.ImmunizeTexas.com) and submitted with parent or guardian's notarized signature to receive a 2 year exemption from immunization requirements.

All immunizations should be completed by the first date of attendance. Children of military families moving to Texas from out of state are permitted provisional enrollment for 30 days awaiting transfer of immunization records.

INSURANCE

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Premiums will be paid, and claims will be submitted directly to the insurance company. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the District students and parents must purchase the student accident insurance or show proof of insurance or sign a form rejecting the insurance offer and waiving any claim against the District for any injury that may result.

IN SCHOOL SUSPENSION (ISS)

See Student Code of Conduct

LETTER JACKETS

Athletic/UII coordinators will supervise and organize all letter jacket requests, orders and distributions. Eligible students may purchase letter jackets. Letter jackets are not paid for utilizing school program budgets. A student may receive only one jacket but with multiple awards. Students may earn letter jackets through various extra curricular activities. Ultimately, individual coach/sponsor will determine student eligibility. Each organization will have written guideline eligibility. For UII academic letter jackets, eligibility and fitting will occur in May of the academic year. Questions concerning letter jackets should be directed to the associate principal of administration or campus athletic director.

LIBRARY USE

The staff of the Lake Travis High School Library provides educational support services and popular reading materials to students and teachers. During the school year the library is open:

Monday through Friday 8:00 a.m. until 4:00 p.m.

Students are encouraged to use the library during the school day. In order to maintain a scholarly environment in the library, the following policies have been adopted:

- During the school day, a student who wishes to use the library must obtain a hall pass from his or her classroom teacher, or obtain a library pass from the main office, attendance office, or the counseling center. As lunch is also a class period, students leaving the cafeteria must have an administrator's pass to use the library.
- Upon arrival during a class period a student shall turn in his or her pass at the circulation desk and sign-in. Students should remain in the library until the end of the period. If a student needs to leave the library prior to the end of a class period he or she must obtain a pass from a library staff person.
- Computer access to the Internet is available for students having an Acceptable Use Policy (AUP) on file. Students must check out an Internet Surfer at the desk before using the computers. Students are not to change computer configurations, play games, download files or programs or access personal email accounts, not provided by Lake Travis ISD. Failure to adhere to these rules will result in loss of computer privileges. Students must use their personal logon to use library computers.

Students have free access to all materials in the main room of the library. Student participation in the selection of books is encouraged and book acquisition requests may be referred to the librarian any time.

Access to and circulation of audio-visual materials in the media room is restricted to faculty.

The Lake Travis High School rules and codes of conduct apply to students using the library at any time. Since the library is a shared study area, containing valuable materials, students must maintain a quiet and orderly atmosphere, which respects the rights of all users and protects library resources. Students should clean up work areas and straighten furniture prior to leaving the library.

Most materials circulate for two weeks. Magazines and reference materials that are published monthly are non-circulating. Materials placed on reserve by a teacher may be checked-out overnight, with that teacher's approval.

Students must check the overdue list regularly, to insure that overdue materials have been returned. Students may be prohibited from exam exemptions or checking out additional materials if library materials are outstanding, or if compensation has not been made for damaged materials. Lost or damaged materials must be paid for before student records are cleared. This will include any middle school obligations. A non-refundable \$3.00 processing fee will be added to the cost of lost material.

LOCKERS

Student lockers will be issued during the first week of school upon request. Information for student requesting a school locker will be announced over the P.A. during the first week of school. Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers.

Students may only use the locker individually assigned to them. Students **MAY NOT** change lockers at any time during the year unless permission is granted by administration. Students will be held responsible for graffiti or damage to lockers.

The built-in lock mechanism on these lockers is provided for students' convenience and security. Any malfunction of these locks should be reported to the Assistant Principal's office. Students are not to tamper with the lock mechanism. Tampering with lockers will be dealt with as vandalism under "Student Code of Conduct." Once assigned, students will be responsible for that locker for the remainder of the school year.

LOST AND FOUND

A "Lost and Found" department is located in the assistant principal's office at the receptionist's desk. Found articles should be turned in promptly and lost articles should be claimed within a reasonable time (**10 days**). All items not claimed by the end of each term will be donated to charity.

MAKE UP WORK

Students have a period of time equal to the length of the absence to turn in makeup work or to have developed a plan with the teacher for making up the work.

When a student is absent, it is important that the student takes the responsibility to see that all projects, essays, research projects and other assignments are completed and turned in to the teacher. A student is responsible for meeting with the teacher to obtain and complete makeup work. The work must be turned in at a time specified by teacher.

- Truancies-Non-Attendance: Students are required to make up all work missed.
- Absences for extracurricular and other school sponsored events: Makeup work must be completed and turned in either the day prior to the absence or the first day after the absence at the discretion of the classroom teacher.
- Makeup Requests: For absences of three or more days, makeup work may be obtained through the office. Allow 24 hours notice for work to be collected.

Retest Policy:

Students in a regular class, as opposed to a more rigorous advanced honors, Pre-AP, or AP class, will have the option of arranging with their teacher to retake an exam that was failed given the following conditions.

- The student must have completed the original test review and studied for the test.
- The student must attend a tutorial or prepare for the retest as outlined by the teacher.
- The student must take the retest at the agreed upon time.
- The original grade will be averaged with the retest grade for a maximum final grade of 70.
- The retest policy does not apply to midterms and final exams.

Students have a period of time equal to the length of the absence in which to turn in makeup work or to have developed a plan with the teacher for making up the work. A student absent for a previous scheduled test must make up the test on the day that they return to class.

MEAL TICKETS

Students may purchase meals in advance through the cafeteria by the week or month. Checks must be made payable to Lake Travis High School Cafeteria and must reflect the amount of purchase only. Payments may also be made on-line via the Lake Travis ISD website.

MEDICINES ON CAMPUS

A student who requires prescription medication during the school day must bring a written request (forms are available in the nurse's office) from their parent or guardian and the medication in its properly labeled bottle, to the school nurse. All distribution of medications will be administered through the school nurse's office.

PER DISTRICT POLICY, THE SCHOOL IS NOT PERMITTED TO SUPPLY ANY MEDICATION FOR ANY STUDENT.

If a student requires nonprescription medication (sent by parent) to be administered by the nurse for longer than seven (7) days, the district requires a physician's statement requesting such.

High school students may carry and self-administer their own nonprescription medication if the following criteria are met:

1. The medication (including but not limited to: Ibuprofen and acetaminophen, vitamin supplements, and homeopathic remedies) must be in the original properly labeled container and easily identifiable.
2. The student must bring a written request (forms are available in the nurse's office) and the medication, to the nurse who will verify that the student knows how to properly self-administer it.
3. The student cannot share their medication with another student.
4. The student should not bring any medication to school, which can be administered at home, for adequate dosing.

Student's possessing medicines (including prescription, over-the-counter, herbal, or organic materials used for illicit purposes) in a manner not consistent with the district or campus policy may be disciplined for possession of a controlled substance or intent to distribute, regardless of whether or not the student has a prescription for the medicine. Examples: expired medications, altered medications (ground to powder, etc), medicines not in original packaging, medicines packaged in a manner consistent with illicit distribution (foil, baggies, or deceptive packaging).

MESSAGES FOR STUDENTS

Every effort is made to preserve instructional time and minimize classroom interruptions, we urge parents to

call and leave emergency messages only. Messages WILL NOT be relayed to students during class. Note: Students are responsible for reading announcements on the projector screens throughout the building; specifically, in the cafeteria lines.

NATIONAL HONOR SOCIETY

Sophomores, juniors and seniors are selected for membership in the National Honor Society based on their character, scholarship, leadership, and service. Each year, sophomores, juniors and seniors with cumulative grade averages of 90 and above as reported by the Registrar are asked to submit an application packet for membership. The faculty reviews each of the candidates in the areas of **character, service and leadership**. The decision regarding admission to the National Honor Society is made by a vote of a faculty council appointed by the principal. Neither the principal nor the NHS faculty advisor participates in the selection process.

OFF CAMPUS-STUDENTS

Students classified as seniors can be scheduled off campus for one period of the day. All off-campus students are expected to vacate the campus after their final class. Students scheduled off 1st or 5th should not report to campus until the start of their first class as well as leave immediately after the student's final class of the day.

If your student has a unique, extenuating circumstance that requires them to remain on campus during their off-campus time, please give me or the counselor a call so we can help him/her find a viable solution. I hope this information will help you and your child coordinate their off-campus time.

OFFICE AIDE

Office aide periods are limited to students classified as high school seniors. Local credit and a grade will be given for the office aide class; however, the grade will not be part of a student's GPA. Students may have only one office period class per semester and students do not have a choice in assignments. The associate principal's office will assign office aides to administration, counseling department, and other departments deemed necessary.

OUT OF TOWN TRAVEL

When students go to a school activity off campus (out of town games, etc.), school rules are in effect for those activities. It is both illegal and a violation of school rules to possess or consume alcohol on any school grounds in the state of Texas, or at any school related event.

On out of town trips, students that are not members of the extra-curricular activities may not visit participants at their hotel, nor in any way interfere with the extra-curricular participants or activity.

Out of Country, school-sponsored trips are prohibited by school board policy.

PARENTAL RIGHTS

Parents have a right under the Federal Education Privacy Act (FERPA):

- To request information regarding the professional qualifications of your child's teachers.
- 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.
- 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.

Parents can 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.

PARKING ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicion exists to do so. Students are responsible for the security of their vehicles.

- Students must possess a valid LTHS parking permit in order to park on campus. Forms are available in the assistant principal's office. Before a permit is issued, each student must fill out the form and present a current Texas driver license and proof of insurance.
- The LTHS permit should be hung from the rearview mirror and visible at all times from the front of the vehicle.
- Failure to properly display a permit will result in a \$10 fine for each offense. Parking in undesignated areas will result in a boot with a fine of \$25.
- Failure to pay fines or repeated violations may result in loss of driving privileges.
- **Permits are not transferable from one student to another.** Students are NOT to allow others to use their permit and any unregistered vehicle parked on campus with another student's permit will be subject to disciplinary action and/or suspension of parking privileges.
- Students will be held responsible for any prohibited items found or seen in their cars.
- Only state inspected and insured vehicles will be allowed in the parking lot.
- Students must park in the designated area between the hours of 7:30 AM and 4:30 PM. All vehicles must be parked on the paved area and in a marked space, not reserved for school personnel or handicapped persons. Teacher and administrative lots are off limits; Parking along fire lanes is not permitted.
- Students are expected to park straight and not take more than one space.
- Students are not to leave the building to go to their car during the school day without permission from an administrator.
- Students are to leave their cars as they arrive on campus and immediately enter the building.
- Students leaving campus during their school day without permission from an administrator are subject to disciplinary action and loss of driving privileges.
- Reasonable, proper, and safe driving is expected at all times. All students are required to obey all traffic signs.
- All unauthorized vehicles or suspended vehicles will be towed at owner expense or a disabling boot will be applied to the axle. Removal of the boot may be achieved by contacting the Assistant Principal's office and a fine of \$25 will be charged. Failure to pay the fine will result in the vehicle being towed.

- Any decision concerning the revocation or suspension of parking and driving privileges rests with the campus administration.
- Students who change vehicles during the year need to update their vehicle information in the Assistant Principal's Office.
- **LTISD does NOT guarantee available parking.**
- All fees and fines are subject to change
 - ❖ PARKING TAGS: \$50.00
 - ❖ VIOLATIONS: \$10.00
 - ❖ BOOT REMOVAL: \$25.00
 - ❖ REPLACEMENT TAGS: \$25.00

Parking permits may be obtained in the assistant principal's office.

PEST CONTROL

Lake Travis Independent School District has adopted policy requiring implementation of an Integrated Pest Management Plan as prescribed under the Texas Structural Pest Control Regulation. As part of this plan, pesticides are periodically applied indoors and outdoors. Information on the times and types of applications or other elements of the District's IPM Plan are available upon request through the Director of Maintenance and Operations 512-533-6060.

PHYSICAL FITNESS ASSESSMENT

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

PLEDGE, MOMENT OF SILENCE

LTISD will recite the Pledge of Allegiance and the Texas State Pledge followed by a minute of silence each school day prior to the regularly scheduled announcement time. SB83 requires students to recite the pledges to the United States and Texas flags once each school day. Students may be excused from reciting a pledge on request of the student's parent or guardian. The legislation also requires school boards to provide for a minute of silence following the pledges during which student may reflect, pray, meditate, or engage in another silent activity that is not distracting to other students. School employees are required to ensure that students remain silent and do not distract other students.

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.

Celebrate Freedom Week

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]

PROGRESS REPORTS

Progress reports will be issued at the end of the third week of each grading period. Students will be held

responsible for delivering this document to their parent/ guardian and returning the signed portion. In addition, if a student is borderline or failing for that grading period, a report will be mailed to the address on file with the registrar.

PUBLIC DISPLAYS OF AFFECTION

Students must refrain from obvious public displays of affection at school. If students do not respond to a warning, it will be handled as a disciplinary infraction.

REPORT CARDS

Written reports of students' grades and absences shall be provided to the parent/guardian once every nine weeks. Notes of interest and reminders to the parents and students will be included at the bottom of the students' report cards.

REPORTING CHILD ABUSE

District employees receive information regarding the reporting of sexual abuse as well as the District plan to address child abuse at beginning of the year staff development. It is the District's requirement that employees who suspect or have information regarding child abuse contact the Texas Department of Family and Protective Services. Additional information and resources regarding Child Abuse and Neglect can be accessed at the Child Welfare Information Gateway (<http://www.childwelfare.gov/can/>). Included on this web site is a directory listing toll-free numbers maintained by various crisis organizations.

RESTROOM PRIVILEGES

Under normal conditions, students should exercise the privilege of using restrooms before school, between classes, and after school. Students experiencing a physiological problem, which necessitates special arrangements, should consult with the teacher regarding the matter. If the problem persists, the teacher should notify the nurse who can contact the parent for further information. **Students must have an official hall pass to go to the restroom.** Students who abuse this may not be allowed out of class unless an extreme emergency occurs.

SAFE HOMES

The concept of this program is parents working together to take a zero-tolerance approach to children's potential access to alcohol and drugs in each of their homes. This program is being collaboratively sponsored by the LTHS PTA, LTMS PTA and HBMS PTO and has volunteer representatives from every school in our district.

Safe Homes simply asks parents to sign a pledge not to serve or allow minors to consume alcohol or use drugs in their homes, to supervise kids closely when they get together and to communicate regularly with other parents. The target audience is our Middle School and High School students and parents.

The Safe Homes program is designed to do three things: Empower parents who feel overwhelmed. This is done with public newspaper advertising that explains the law, offers alternatives and promotes the fact that there is a Safe Homes group here. Encourage and unite participating parents by publishing the names (in school directories) of all those who sign a good faith pledge not to serve drugs or alcohol to minors in their homes, and to supervise groups of minors who visit their homes. Educate parents and teens with programs at schools and churches. High School students will receive community service hours for attending these programs and get double hours if they attend with their parents.

At the beginning of each school year, your student will bring home a Pledge sheet asking for your commitment to make your home a "Safe Home". The pledge is considered to be a good-faith promise, not a legal contract. In signing and returning this agreement, you are giving permission for your name and phone number to be made public in the LTISD Directory so that parents have a list of "Safe Homes" for their children. There will be a fall and spring program for students and parents to attend. Students will receive 2 community service hours for attending and 4 community service hours if they bring their parents. These hours can be applied to the CAVS in Service program.

We believe that the issue of drugs and alcohol that faces our community will get as big as we tolerate and we're here to let everyone know that we will NOT tolerate it. We hope that you will all support this program and help make your children's hours spent away from home much safer. Together we CAN make a difference. For more information see the school website.

SATURDAY SCHOOL

Saturday School (SS) serves the following purposes:

- Tutorials (as arranged by classroom teachers)
- Attendance make up. (Subject to availability). If a student fails to meet the 90% state compulsory attendance requirements, then that student may make-up hours for individual classes during regularly scheduled Saturday Detentions. Hour-for-hour make-up time needs to be completed for each class under the 90% requirement. Students are encouraged to work closely with the attendance clerk to ensure accuracy. A student can make up 6 hours of attendance credit for attending a full day of Saturday School. Students attending Saturday School for make-up purposes may be charged a \$20.00 fee for 6 hours, or \$10.00 for 3 hours. All fees are subject to change at administrator's discretion.
- Detention as assigned for disciplinary infractions for half or full day.
- Individual credit recovery programs. (Subject to availability).

Saturday School is supervised on Saturdays 10:00 a.m. to 4:00 p.m. The parent/guardian is responsible for the student's transportation to and from school when SS is assigned. Students will not be permitted to enter after 10:00 a.m. The student must bring a sack lunch if scheduled for a full day. Students may be assigned Saturday School for violation of school policies. Misbehavior in, tardiness to, or absence from SS may result in additional consequences. Students who are dismissed early or removed from SS are responsible for notifying their parents by phone and may not loiter on campus. Other than for disciplinary measures a student must pre-register for Saturday School.

SCHEDULE CHANGES

Schedule changes will only be considered based on: inappropriate placement, lack of prerequisites, error in enrollment, or a scheduling conflict.

LTHS Schedule Change Policy

Each year, students are registered individually and given ample opportunities to make scheduling choices and changes. In an effort to ensure that school starts smoothly and progresses with minimal classroom disruption, the following schedule change policy will be implemented.

- I. Students are allowed to make schedule changes during the assigned two-week add / drop period in May assuming there is availability in the requested course(s).
- II. All students must attend their assigned classes the first full week of the semester. They are given the opportunity to make course or level changes during the second week of the semester assuming adequate space is available and the change does not negatively impact other courses.
- III. Students are allowed to drop from a Pre-AP/AP course at the end of the first six weeks if adequate space is available in the regular level class. The change must occur before the third day of the seventh week. No changes will be made for the remainder of the first semester.
- IV. Students are given the opportunity to make schedule changes at the end of the first semester if they are failing a class in which they cannot recover, if they are dropping from a Pre-AP/AP class to a regular class, or if they are making athletic period changes. These changes are handled on an individual basis and can only occur if space is available in the classes impacted.
- V. Teachers cannot be selected or changed at any time. Students are randomly assigned teachers through the computer generated scheduling process.

SCHOOL ADVISORY HEALTH COUNCIL

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Additional information regarding the district's School Health Advisory Council is available from the Kathleen Hassenfratz, Character Education Coordinator. [See also policies at BDF and EHAA.]

SCHOOL EVENTS

The rules of good conduct and grooming shall be observed for school events. When allowed to attend, guests will be expected to observe the same rules as students attending the event. The person inviting the guest will share responsibility for the conduct of the guest. Students attending an event may 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. Students may not loiter in or return to parking lots during a school event. The school administration reserves the right to alter the dress code and expectations for behavior, as appropriate, based on the nature of the event.

SCHOOL RESOURCE OFFICER (SRO)

The SRO unit is a program designed by the Travis County Sheriff's Department in conjunction with Lake Travis Independent School District to place a specially trained and qualified officer on Lake Travis Independent School District school campuses. Specifically responsible for, but not limited to, creating a safe learning and working environment for students, teachers, and administrators by developing and maintaining programs designed to encourage positive behaviors to prevent illegal behavior.

The District will use a specially trained non-aggressive dog to sniff and alert to the current presence of concealed prohibited items, illicit substances defined in FNCF, and alcohol. The K-9 program implemented to maintain a safe school environment conducive to education.

Visits to schools and school-related functions shall be unannounced. The dog shall be used to sniff the air in unoccupied classrooms, book bags, in vacant common areas around student lockers, and around vehicles parked on school property. The dogs shall not be used with students. If the dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search for the apparent cause of the alert. If contraband of any kind is found, the student shall be subject to appropriate disciplinary action. The student's parent or guardian shall be notified if any prohibited articles or materials are found as a result of the search conducted in accordance with the policy.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them.

SEARCHES

School officials may search lockers and vehicles parked on school property if there is reasonable cause to believe they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or vehicles parked on school property. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them.

Students have full responsibility for the security of their lockers and vehicles parked on school property.

Students are informed that the District's policy on searches is as follows:

1. Lockers may be searched by trained dogs at any time.
2. Vehicles parked on school property may be searched by trained dogs at any time.
3. Unoccupied classrooms and other areas may be searched by trained dogs at any time students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the LTISD Student Code of Conduct.

SECTION 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the right of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504 Coordinator at 533-6000 or by mail at 3322 Ranch Road 620 South; Austin TX 78738.

AVISO DE IDENTIFICACIÓN DE ESTUDIANTES INCAPACITADOS BAJO LA SECCIÓN 504

Bajo la Sección 504 del Decreto de Rehabilitación de 1973, el Distrito Escolar esta obligado a identificar, referir, evaluar, y proporcionar servicios educativos apropiados y gratuitos a los estudiantes incapacitados que califican bajo esta ley. Si usted desea mas Información sobre los derechos de padres de niños incapacitados, o si tiene preguntas sobre la identificación, evaluación y colocación de niños en el programa de Sección 504, favor de ponerse en contacto con el Coordinador de 504 del Distrito al numero 533-6000, o por correo a la siguiente dirección: 3322 Ranch Road 620 South; Austin TX 78738.

SECURITY BEFORE SCHOOL

Students are not permitted in the building before 7:30 a.m. or after 5:00 p.m., except when in the presence of a faculty or staff member. Parents should not leave students at the school outside these hours because staff is not available to supervise them. Once a student is on campus, they may not leave without administrative approval.

SEXUAL HARRASSMENT

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

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

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, administration, or Superintendent, who serves as the district's Title IX compliance officer.

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

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

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

SPECIAL EDUCATION

Special education is specifically designed instruction to meet the unique needs of a student with a disability. Services, as determined appropriate by the Admission, Review, and Dismissal (ARD) Committee, are available in many different instructional settings ranging from speech therapy and/or modifications in general education classes to classes with specially trained teachers who can provide alternative curriculum, support, and/or structure. Parents access the program through a referral process set up at each school. Questions regarding the program should be directed to the campus administration, campus assessment specialist, or the district special education director.

Special Education Office: (512) 533-6460

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the 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 Becky Burnet at 533-6464.

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).]

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, and students with disabilities. Students or parents with questions should contact the Counseling Department.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Students participating in UIL athletic competition may be subject to random steroid testing.

STUDENT COUNCIL

The Student Council is the vehicle for student government and student activities. The student leadership council will consist of the elected student council officers and the individual elected class officers for each grade. The student council officers are responsible for the general governance and enforcement of parliamentary procedures. Each 2nd period class is represented by an elected class ambassador to student council who will periodically serve to communicate and provide input to the student council cabinet. The student council cabinet will provide members to serve on the campus advisory team (CAT).

STUDENT DROP OFF / PICK UP

At peak arrival time in the morning (8:00-8:45), students should be dropped off at the front rotunda entrance.. Parents should pick up their students in this designated area and then exit the campus by way of the loop road. All other parking lots and the streets around the campus are NOT to be used for student drop-off and pickup at peak times. Failure to comply with this guideline will result in disciplinary action.

STUDENT HOLIDAYS

September 7	Labor Day Holiday
October 2	Two hour delayed start / Staff Development
October 26	Student Holiday/Staff In-service
November 23 – 27	Thanksgiving Holiday
December 21- Jan 1	Winter Break
January 18	Staff Development
February 15	Bad Weather Day
March 15 - 19	Spring Break
April 2	Good Friday Holiday
May 21	Two hour delayed start / Staff Development
May 31	Memorial Day Holiday
June 3	Last Day of School
June 4	Bad Weather Day

NOTE: February 15th, 2010 and June 4th, 2010 are designated as our bad weather days for this year. If we do not have to use day due to bad weather, then students will have this day off.

NOTE: TAKE YOUR CHILD TO WORK DAY WILL TAKE PLACE IN JULY. THERE WILL BE NO EXCUSED ABSENCE FOR THIS DURING THE REGULAR SCHOOL YEAR.

STUDENT QUESTIONING

CHILD ABUSE INVESTIGATION: When the event is part of child abuse investigations conducted by the Department of Protective and Regulatory Services or other lawful authority, the principal shall cooperate fully with the officers' requests regarding the conditions of the interview or questioning.

STUDENTS TAKEN INTO CUSTODY: Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [see GRA], and then deliver the student.

The principal shall immediately notify the Superintendent or designee and shall notify the parent or guardian. If the officer or other authorized person raises objection to notifying the parents at that time, the Superintendent shall be notified and a decision will be made regarding notification of the parents.

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA (LOCAL)

STUDENT RECORDS

Lake Travis ISD recognizes the inherent right to privacy of students in the district. The district has adopted policies which meet all requirements of the Family Educational Rights and Privacy Act (FERPA) and state and federal laws pertaining to access to student records. Copies of these policies are available from the office of the superintendent.

Parents and adult students (18 years and older) control the access to records. Parents of adult students continue to have a right to see and copy records so long as the child is dependent for federal income tax purposes, even if the student does not want them to. To access records, contact the school principal and/or the special education director, if applicable. If you disagree with information in the records or believe any information is incorrect, you can request a correction. Contact the principal with concerns about any general education records; contact the special education director with any concerns about special education records.

In cases involving divorced parents, both shall have the right to review records unless a court has specifically removed such a right. The assignment of custody of the child (children) to one parent does not automatically preclude the other parent from examining school records. Documentation must be provided by the parent, if custodial concerns arise.

In some circumstances, Lake Travis ISD can and will provide access to or copies of education records without parent/adult student authorization. The most common circumstances are: request for records from another public or private school or institution of higher education to which the student seeks to enroll; release of records to comply with a lawful subpoena (district will make reasonable efforts to notify parent prior to complying); or release of directory information upon written request.

A student's school records are private and are protected from unauthorized inspection or use. A cumulative

record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, 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.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or trustees of the district, or cooperatives of which the district is a member or facilities with which the district contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or a handicapped student's Individual Education Plan (IEP);
3. Compiling statistical data; or
4. Investigation or evaluating programs.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. (See Family Educational Rights and Privacy Act, page 18).

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

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this

process. Parents or students have the right to file a complaint with the U. S. Department of Education if they feel that the district is not in compliance with the law regarding student records.

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

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

Transcripts are obtained from the Registrar's office.

SUMMER SCHOOL

LTHS offers a fee-based summer school program for students who need credit recovery. Please consult with a school counselor for more information.

SURVEYS (STUDENT)

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 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.] 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 collected 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.

TARDIES

Each student should enter the classroom ready to begin work before the tardy bell rings. The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Tardiness or early release hinders the proper conduct of such activity, imposes a distraction that leads to a loss of instructional time for students properly in attendance.

If a student misses 15 minutes of a class period, the student will be counted absent for the entire period.

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

TECHNOLOGY ACCESS

All students at LTHS have access to the Internet for academic purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign an Acceptable Use Policy (AUP) user agreement regarding use of these resources. This policy requires that students not access, send or post pornography, illegal, obscene, sexually oriented, threatening, or harassing material or information that is damaging to another's reputation. Violations of the policy will result in disciplinary action up to and including expulsion and criminal charges.

The Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you or your parents might find objectionable. Parents are encouraged to have a discussion with their children concerning access to appropriate materials. While the District will take reasonable steps to restrict access to such material, it may not be possible to absolutely prevent such access. It is the users responsibility to follow the rules for appropriate use.

Students may not download games or programs on district calculators.

Personally identifiable information may not be placed on websites without written permission from the student's parent for each occurrence. Further, students are not to add software, hardware or websites to the district network hardware. Students are not to change computer configurations, play games, download files or programs or access personal e-mail accounts, for non-educational purposes, not provided by Lake Travis ISD. Violations of this policy may result in withdrawal of privileges and other disciplinary or legal action.

Students and parents should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff.

TELEPHONES

Office telephones are NOT for personal student use. Please do not ask school personnel to use their office telephones for personal calls because they have been instructed not to do so. Tampering with or otherwise harming the telephones will be considered vandalism. Using the telephones to make prank calls will be considered a disciplinary and/or legal matter.

TESTING PROGRAMS (STATE ASSESSMENT)

STATE The statewide assessment program shall be primarily knowledge and skills based to ensure

ASSESSMENT OF ACADEMIC SKILLS

accountability for student achievement that achieves the state goals for public education. The state-adopted criterion-referenced assessment program shall be designed to assess essential knowledge and skills in reading, writing, mathematics, social studies, and science. Assessment instruments shall include assessment of a student’s problem-solving ability and complex-thinking skills using a method of assessing those abilities and skills that is demonstrated to be highly reliable.

The state-adopted exit-level assessment instrument shall be designed to be administered to students in grade 11 to assess essential knowledge and skills in mathematics, English language arts, social studies, and science.

Every student receiving instruction in the essential knowledge and skills shall take the appropriate criterion-referenced tests, as required by Education Code 39.023(a), (b), (c), (l) and 39.027(e).

Education Code 39.022, 39.023(a), (c), (f); 19 TAC 101.1, 101.5(a)

To be eligible to receive a high school diploma, a nonexempt student must demonstrate satisfactory performance on the exit-level test. *Education Code 39.025(b); 19 TAC 101.7(a)* [See EIF]

SCHEDULE

The Commissioner shall specify the schedule for testing. The Superintendent shall be responsible for administering tests. The Commissioner may provide alternate dates for the administration of tests required for a high school diploma to students who are migratory children and who are out of the state. *19 TAC 101.25*

All students, except students who are exempted, who are in special education programs, and whose ARD committees determine the assessment instrument would not provide an appropriate measure of achievement [see ALTERNATIVE ASSESSMENT, below], shall be assessed in:

- Mathematics, annually in grades 3 through 7 without the aid of technology and in grades 8 through 11 with the aid of technology on any assessment instruments that include algebra;
- Reading, annually in grades 3-9;
- Writing, including spelling and grammar, in grades 4 and 7;
- English language arts in grade 10;
- Social studies in grades 8 and 10; and
- Science in grades 5 and 10.

Education Code 39.023(a)

High School TAKS Testing

9th: Reading, Mathematics

10th: English Language Arts, Mathematics, Science, Social Studies

11th: English Language Arts, Mathematics, Science, Social Studies

NOTICE TO PARENTS AND

In order to provide timely and full notification of graduation requirements and of testing requirements for advancement at certain grades, the Superintendent shall be responsible for:

STUDENTS

1. Notifying each student and the student's parent or guardian in writing no later than the beginning of the student's seventh-grade year of the testing requirements for graduation;
2. Notifying each student in grades 7-12 new to the District and the student's parent or guardian in writing of the testing requirements for graduation;
3. Notifying each student who shall take the tests required for graduation and his or her parent or guardian, as well as out-of-school individuals, of the dates, times, and locations of testing;
4. Notifying each student and the student's parent or guardian in writing no later than the beginning of the student's first-grade year or no later than the beginning of the student's kindergarten year, for students attending kindergarten in the District, of the testing requirements for grade advancement as specified in Education Code 28.0211 [see EIE];
5. Notifying each student in grades 1-8 who is new to the District and his or her parent or guardian in writing of the testing requirements for grade advancement; and
6. Notifying each student required to take the grade advancement tests of the dates, times, and locations of testing.

19 TAC 101.13

RETAKES

According to procedures specified in the applicable test administration materials, an eligible student or out-of-school individual who has not met graduation requirements may retest on a schedule determined by the Commissioner. A student who has been denied a diploma because the student failed to meet standards of performance on any sections of the instrument may retake the sections each time the instrument is administered. A student shall not be required to demonstrate performance at a standard higher than the one in effect when the student was first eligible to take the test. *Education Code 39.025(b); 19 TAC 101.7(a)(2), (d)*

STUDENTS WITH DISABILITIES

A student receiving special education services enrolled in grades 3-8 and who is receiving instruction in the essential knowledge and skills shall take the assessment of academic skills unless the student's ARD committee determines that it is an inappropriate measure of the student's academic progress as outlined in the student's IEP. If the ARD committee determines that the assessment is an inappropriate measure of the student's academic progress in whole or part, the student shall take the alternative assessment of academic skills in whole or part. Each testing accommodation shall be documented in the student's IEP in accordance with federal law. Beginning with the 2004-05 school year when alternative assessment of academic skills is available for grades 9-10, this provision also applies to students enrolled in these grades. *19 TAC 101.5(b)*

The ARD committee shall determine the level of performance considered to be satisfactory on the assessment instruments administered to that student in accordance with TEA rules. *Education Code 39.024(a)*

ALTERNATIVE ASSESSMENT

TEA shall develop or adopt appropriate criterion-referenced assessment instruments to be administered to each student in a special education program who receives modified instruction in the essential knowledge and skills identified under Education Code 28.002 for the assessed subject but for whom an assessment instrument, even with allowable modifications, would not provide an appropriate measure of student achievement, as determined by the student's

admission, review, and dismissal committee.

The alternative assessment instrument must assess essential knowledge and skills and growth in the subjects of reading, mathematics, and writing and shall be administered on the same schedule as the assessment instruments administered to all other students.

Education Code 39.023(b)

The alternative assessment of academic skills will measure annual growth based on appropriate expectations for each special education student, as determined by the student's ARD committee in accordance with criteria established by the Commissioner. *19 TAC 101.23(b)*

Testing accommodations on the assessments administered are permitted for any student unless they would make a particular test invalid. Decisions regarding testing accommodations shall take into consideration the needs of the student and the accommodations the student routinely receives in classroom instruction.

PERMISSIBLE
ACCOMMODATIO
NS

For a student receiving special education services, the ARD committee shall determine the allowable accommodations necessary for the student to take the assessments and shall document them in the student's IEP. Permissible testing accommodations shall be described in the appropriate test administration materials.

19 TAC 101.29

A student may be exempted from the administration of:

1. The state assessment instrument or an alternate assessment if the student is eligible for special education and the student's IEP does not include instruction in the essential knowledge and skills at any grade level;
2. Exit-level exams if the student is eligible for special education, and:

EXEMPTIONS –
SPECIAL
EDUCATION

The student's IEP does not include instruction in the essential knowledge and skills at any grade level; or

The assessment instrument, even with allowable modifications, would not provide an appropriate measure of the student's achievement as determined by the student's ARD committee.

Education Code 39.027(a)(1), (2)

A student receiving special education services enrolled in grades 3-10, according to the grade implementation schedule stated at STUDENTS WITH DISABILITIES, and who is not receiving any instruction in the essential knowledge and skills, shall be considered exempt. Each exemption shall be documented in the student's IEP in accordance with federal law. Each exempted student shall take an appropriate locally selected assessment, as determined by the student's ARD committee, in accordance with procedures developed by TEA. Student performance results on these alternate assessments must be reported to TEA. *19 TAC 101.51*

LEP STUDENTS IN
SPECIAL
EDUCATION

Decisions regarding the selection of assessments for LEP students who receive special education services shall be made by the ARD committee, which includes an LPAC member to ensure that issues related to the student's language proficiency are duly considered.

An LEP student who receives special education services may be exempted from the reading proficiency tests in English only if the ARD committee determines that these tests cannot

provide a meaningful measure of the student's annual growth in English reading proficiency for reasons associated with the student's disability.

The provisions at LEP STUDENTS AT OTHER GRADES apply to the alternative assessment of academic skills, which is a measure of annual progress rather than grade-level mastery.

An LEP student who receives special education services and whose parent or guardian has declined the services required by Education Code Chapter 29, Subchapter B [see EHBE], is not eligible for an exemption on the basis of limited English proficiency.

19 TAC 101.1009, 101.1011

TEA shall adopt or develop appropriate criterion-referenced assessment instruments designed to assess the ability of and to be administered to each student who is determined to have dyslexia or a related disorder and who is an individual with a disability under 29 U.S.C. 705(20), for whom the assessment instruments, even with allowable modifications, would not provide an appropriate measure of student achievement, as determined by the committee established by the Board to determine the placement of students with dyslexia or related disorders. The committee shall determine whether any allowable modification is necessary in administering to a student an assessment instrument required under this provision. *Education Code 39.023(n)*

STUDENTS WITH DYSLEXIA

LIMITED ENGLISH PROFICIENCY (LEP) STUDENTS

In grades 3-12, an LEP student, as defined by Education Code Chapter 29, Subchapter B, shall participate in the assessments in accordance with Commissioner's rules at 19 TAC Chapter 101, subchapter AA. In grades 3-6, the language proficiency assessment committee (LPAC) shall determine whether a nonexempt LEP student whose primary language is Spanish will take the assessment of academic skills in English or in Spanish. The decision as to the language of the assessment shall be based on the assessment that will provide the most appropriate measure of the student's academic progress. *19 TAC 101.5(d)*

ACADEMIC PROGRESS EVALUATION

The Commissioner shall develop an assessment system that shall be used for evaluating the academic progress, including reading proficiency in English, of all students of limited English proficiency. An LEP student who is exempt from the administration of an assessment instrument who achieves reading proficiency in English as determined by the assessment system shall be administered the appropriate assessment instrument. *Education Code 39.027(e)*

TESTING IN SPANISH

The SBOE shall adopt rules for the administration of assessment instruments in Spanish to students in grades 3 through 6 who are of limited English proficiency, whose primary language is Spanish, and who are not otherwise exempt from the administration of an assessment instrument. Each LEP student whose primary language is Spanish, other than a student eligible for special education services, may be assessed using assessment instruments in Spanish for up to three years or assessment instruments in English. The LPAC shall determine which students are to be administered assessment instruments in Spanish.

The Commissioner by rule shall develop procedures under which the LPAC shall determine which LEP students are exempt from the administration of the assessment instruments. The rules shall ensure that the LPAC provides that the exempted students are administered the assessment instruments at the earliest possible date.

Education Code 39.023(l), (m)

READING
PROFICIENCY
TESTS

In grades 3-12, an LEP student shall take the reading proficiency tests in English annually until the student has achieved a rating of advanced. An LEP student who has achieved a rating of advanced is not eligible for an LEP exemption from the assessment of academic skills or the alternative assessment of academic skills in subsequent years. *19 TAC 101.1001*

LANGUAGE
PROFICIENCY
ASSESSMENT
COMMITTEE

In accordance with Education Code 39.023(a), (l), and (m), the LPAC shall select the appropriate assessment option for each LEP student in accordance with this policy at LEP STUDENTS AT THE EXIT LEVEL and LEP STUDENTS AT OTHER GRADES. Assessment decisions must be made on an individual student basis in accordance with administrative procedures established by TEA. The LPAC must document the reason for the postponement or exemption in the student's permanent record file. The District shall make a reasonable effort to determine a student's previous testing history. *19 TAC 101.1003*

A student may be exempted from the administration of an assessment instrument:

1. Under Education Code 39.023(a) or (l) for a period of up to one year if the student is of limited English proficiency and has not demonstrated proficiency in English as determined by the assessment system developed to evaluate academic progress of an LEP student; or
2. Under Education Code 39.023(a) or (l) for an additional two years if the student received the one year exemption and is a recent unschooled immigrant or is in a grade for which no assessment instrument in the primary language of the student is available.

EXEMPTIONS

"Recent unschooled immigrant" means an immigrant who initially enrolled in a school in the United States not more than 12 months before the date of the administration of an assessment instrument under Education Code 39.023(a) or (l) and who, as a result of inadequate schooling outside of the United States, lacks the necessary foundation in the essential knowledge and skills of the curriculum determined by the LPAC. [See EHBE] To the extent authorized by federal law, a child's prior enrollment in a school in the United States shall be determined on the basis of documents and records required for enrollment. [See FD]

Education Code 39.027(a)(3), (4), (g)

LEP STUDENTS
AT THE EXIT
LEVEL

LEP students are not eligible for an exemption from the exit level assessment of academic skills or the end-of-course tests on the basis of limited English proficiency. However, LEP students who are recent immigrants may postpone only one time the initial administration of the exit level test and end-of-course test. "Recent immigrant" means an immigrant who first enrolls in U.S. schools no more than 12 months before the administration of the test from which the postponement is sought. *19 TAC 101.1005*

LEP STUDENTS
AT OTHER
GRADES

In grades 3-6, the LPAC shall determine whether an LEP student is administered the assessment of academic skills in English or in Spanish. An LEP student may be administered a Spanish version of the assessment of academic skills for a maximum of three years. If the LEP student is an immigrant, the number of LEP exemptions and administrations of the assessment in Spanish must not exceed three.

IMMIGRANT
STUDENTS

Certain immigrant LEP students who have not yet achieved a rating of advanced on the reading proficiency tests in English may be eligible for an exemption from the assessment of

academic skills during a period not to exceed their first three school years of enrollment in U.S. schools. "Immigrant" is defined as a student who has resided outside the 50 United States for at least two consecutive years.

1. During the first school year of enrollment in a U.S. school, the immigrant student may be granted an LEP exemption if the LPAC determines that the student has not had the prior schooling necessary to provide the foundation of learning that Texas schools require and measure on the assessment, whether the foundation be in knowledge of the English language or specific academic skills and concepts in the subjects assessed.
2. During the second and third school year of enrollment in a U.S. school, the immigrant student for whom a primary language assessment is not available may be granted an exemption if the LPAC determines that the student lacks the academic language proficiency in English necessary for an assessment of academic skills in English to measure the student's academic progress in a valid, reliable manner.
3. During the second and third school year of enrollment in a U.S. school, the immigrant student for whom a Spanish-version assessment is available must take the assessment in either English or Spanish unless:
 - a. The student is in an English as a second language program that does not call for instruction in Spanish and the LPAC determines that the student lacks the language proficiency in English and the academic instruction and/or literacy in Spanish for the assessment in either English or Spanish to measure the student's academic progress in a valid, reliable manner; or
 - b. The student is in a bilingual education program and the LPAC has documentation, including signed verification by the parent or guardian whenever possible, that there was an extensive period of time outside the U.S. in which the student did not attend school and that this absence of schooling resulted in such limited academic achievement and/or literacy that assessment in either English or Spanish is inappropriate as a measure for school accountability.
4. An LEP student whose parent or guardian has declined the services required by Education Code Chapter 29, Subchapter B [see EHBE], shall take the assessment of academic skills in English. The student shall also take the reading proficiency tests in English until the student has achieved a rating of advanced.
5. Districts may administer the assessment of academic skills in Spanish to a student who is not identified as LEP but who participates in a two-way bilingual program if the LPAC determines the assessment in Spanish to be the most appropriate measure of the student's academic progress. However, the student may not be administered the Spanish-version assessment for longer than three years.

19 TAC 101.1007

FOREIGN
EXCHANGE
STUDENTS

A foreign exchange student who has waived in writing his or her intention to receive a Texas high school diploma may be excused from the exit-level assessment requirement. *19 TAC 101.7(a)(3)*

REPORTING

RESULTS

TO THE PUBLIC Overall student performance data, aggregated by ethnicity, sex, grade level, subject area, campus, and district, shall be made available to the public, with appropriate interpretations, at regularly scheduled meetings of the Board, after receipt from TEA. The information shall not contain the names of individual students or teachers. *Education Code 39.030(b)*

TO PARENTS AND STUDENTS The District shall notify each of its students and his or her parent or guardian of test results, observing confidentiality requirements stated at CONFIDENTIALITY. All test results shall be included in each student's academic achievement record and shall be furnished for each student transferring to another district or school. [See BQ series, FD, and FL]
19 TAC 101.81

PARENTAL ACCESS A parent is entitled to access to a copy of each state assessment instrument administered to the parent's child. This right of access does not apply, however, to those instruments or particular questions that are being field-tested by TEA. *Education Code 26.005, 26.006(a)(2)*

TEXAS HISTORY MONTH

Lake Travis High School recognizes the month of March as the official Texas History month.

TEXTBOOKS

State-approved textbooks are provided free of charge for each relevant subject or class. Students are required to use these books carefully. All textbooks must be covered. Students who are issued a damaged book should report the fact to the teacher. According the Texas Education Code 31.104, "Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks **forfeits the right to free textbooks** until each textbook previously issued but not returned is paid for by the student, parent, or guardian." All students will always be allowed use of a textbook while in school, but can be denied a book issued to take home unless all debts are paid. These debts could also affect exam exemptions and the time frame for student records to be released.

A parent is entitled to request that the District allow the student to take home any textbook used by the student. Subject to availability of a textbook, the District or school shall honor the request. A student who takes home a textbook must return the textbook to school the beginning of the next school day if requested to do so by the student's teacher. [FNG Local] (note: this does not apply to textbooks that the student has already been issued) Textbooks are the property of the state of Texas. In general, students cannot be issued a second set of textbooks unless recommended by a special education ARD or 504 committee based on a compelling need and subject to inventory availability.

TRANSCRIPTS

Students are allowed up to two (2) transcripts without charge. Students needing more than two transcripts will be required to pay \$3.00 per copy in advance. After graduation, one final transcript will be sent at no charge; additional copies are \$5.00 each. Students should allow 48 hours for preparation of a transcript. Requests for transcripts should be made in writing. Forms may be obtained from the Registrar's office. Prices are subject to change.

TRANSPORTATION

The responsibility and goal of the transportation department of Lake Travis Independent School District is to provide safe, economic transportation for all students to and from school. The district provides

school bus transportation for all students who live in the district, except those areas deemed exempt by the Board of Trustees. This service is provided at no cost to students. Parents can check bus routes, stops, and schedules by visiting the district website at www.ltidschools.org. Students shall observe the following school bus rules of conduct in addition to all the rules indicated in the Student Code of Conduct and this handbook. Any violation of these rules can result in disciplinary consequences, including student's suspension from the bus or exclusion from riding the bus.

Lake Travis ISD school buses are equipped with video surveillance cameras for the purpose of safety, including the maintenance of order or discipline on the school bus.

Bus safety and discipline issues are managed collaboratively with the Director of Transportation and the campus administrators. Any questions or concerns referencing student safety or discipline should be addressed to the campus administrator first.

General Rules

1. The driver is in full charge of the bus and its occupants. Students must obey the driver promptly. Disobedience and disrespect will result in disciplinary consequences.
2. The driver has the authority to seat students in assigned seats and to change their assignments, as needed.
3. The possession of alcoholic beverages or illicit narcotics is prohibited.
4. The possession of a weapon/knife or any dangerous instrument is prohibited.
5. The use of obscene, profane speech or gestures is prohibited.

Rules for Loading the Bus

1. Be at the designated school bus stop on time (note: this time may vary due to circumstances beyond our control). The driver cannot wait for students who are continually late.
2. Students should wait off of the road for the bus, where possible.
3. Students are not to move toward the bus or attempt to enter the bus until the bus comes to a complete stop.
4. Students shall enter the bus only when the driver is present and has given permission.
5. Bus transfers for eligible students will only be granted in an emergency. In the event of an emergency, a student must present a rider permit to the driver from the school.

Rules for Students While on the Bus

1. While on the bus, rules for classroom conduct shall be followed, except that conversations in ordinary tones are permitted.
2. Students must load and unload from the front door only.
3. Sit down in your assigned seat as soon as you get on the bus.
4. Students must sit in their assigned seat each day. The driver may change the seating arrangement at any time, as he/she deems necessary.
5. Keep all parts of the body inside the bus and feet on the floor.
6. Treat bus equipment as you would furniture in your home. Damage to seats or other equipment must be paid for by the person(s) responsible.
7. Keep the aisle clear of books, packages, band instruments, etc.
8. Do not throw anything onto or out of the bus.
9. Do not eat or drink while on the bus (exception: students are permitted to drink water from plastic containers).

10. All students must remain seated while the bus is in motion.
11. Students shall not talk with the driver while the bus is in motion, except when necessary.
12. Students must be absolutely quiet while approaching and while stopped at a railroad crossing.
13. In the event of a road emergency, students must remain in the bus unless directed by the driver to leave the bus and then students shall follow the instructions of the driver.
14. Students must get permission from the transportation director for the use of radios and other electronic equipment while on the bus.

Rules After Unloading the Bus

1. Cross the road in front of the bus only after checking traffic and after a signal from the driver to proceed.
2. Do not attempt to reboard the bus after unloading.
3. Be alert for the danger signal from the driver.
4. The driver is not permitted to let students get off the bus at any other place than their regular bus stop unless the student receives authorization from the principal upon request of the parent. If an emergency arises and the parent must remove the student from the bus prior to his/her regular stop, the driver must obtain the name, picture ID, relationship, address and telephone number to guarantee the safety of our students.

Rules for Extra-Curricular Trips

1. The aforementioned rules and regulations apply to any school-sponsored trip.
2. The bus driver is charged with the full responsibility for the safe operation of the bus while on extra trips and is to follow the assigned route for the trip.
3. The driver will expect the full cooperation and assistance of assigned sponsors and students.

Consequences

1. The bus driver is hereby authorized to issue "Bus Safety Reports" for rider violations. The following are penalties that may be invoked for serious and/or continuing misconduct in violation of established rules.
2. **1st Notice:** Warning with parent notification via phone call.
3. **2nd Notice:** Warning with parent notification via phone call.
4. **3rd Notice:** Student placed on probation with parent notification via phone call from transportation. Parent signature required on referral notice returned to driver
5. **4th Notice:** Parent notification, Administrator may invoke detention, In-School Suspension, or, up to (3 days) suspension from bus
6. **5th Notice:** Administrator may invoke up to (5 days) suspension from bus
7. Further offenses; Student denied riding privilege for the remainder of the semester, parent and school notification
8. **Second Semester:** Students previously denied riding privilege for semester would begin with third notice if there were any additional rule(s) infractions

9. **Severe Cause:** Those offenses that can be classified as severe in nature may result in immediate and/or long-term suspension from the school bus and could also result in the student receiving a citation from the School Resource Officer

The Director of Transportation or his/her designee shall report each bus suspension to the campus administrator. In the event a parent believes the punishment is unjust, the parent should use the following procedure:

- a. Discuss the incident with the campus administrator for a full account of the circumstances.
- b. If the parent, after discussion with the campus administrator, is not satisfied with the results, then the parent may request a conference with the Director of Transportation and the campus administrator to resolve the matter.

TRYOUTS

At LTHS, we strive to keep all students meaningfully engaged in healthy and active school activities. We recognize that sometimes family events necessitate sudden moves that can have a negative impact on students who are required to change schools late in the year. Therefore, please be aware of a significant change in the LTHS procedures for 2009-2010 designed to address this concern and clarify tryout and participation procedures relating to students who miss the spring tryouts for drill team and cheerleading.

Cheerleading and Drill Team (Cavalettes) will provide a "courtesy" or reciprocal tryout to students who enroll from another school and participated (and were accepted) to the squad at the sending school. Courtesy tryouts are held at the discretion of the coach/sponsor according to school district guidelines and board policy. Every effort should be made to attend the initial spring tryouts. Students new to LTHS who, due to unforeseen or unavoidable circumstances, are not enrolled at LTHS and unable to attend the initial spring tryouts will be considered for placement under the following conditions:

- The student must have made a Freshman, JV or Varsity squad for the upcoming school year at an accredited public or private school and be in good standing with the coach and school administration. The tryout process must be deemed to be comparable and consistent with recognized standards for selection. The director/coach will have the discretion to make the determination as to whether or not the tryout standards are comparable in rigor and expectations to the LTHS tryout procedures. In addition, the coach will determine the appropriate tryout program necessary to ascertain a student's skill level and to ensure consistency and program equity for all students.
- The student can produce written documentation supporting tryout results
- The student contacts the appropriate coach to arrange for an interview and tryout according to the program constitution and board policy. This contact must occur prior to the week preceding the first day of school. Typically, courtesy tryouts will occur the week before school. The director/coach will have full discretion over the placement of the incoming student and the process to determine if the student will make the squad/team.
- Current LTHS students and students who tried out during the initial tryouts and did not make the team/squad are not allowed to tryout utilizing the courtesy tryout procedures
- Students who miss the initial spring tryouts will not attend summer camp or other program functions until the student participates in the courtesy tryout.
- Varsity-level students may be placed on the JV squad pending an evaluation and/or probationary period at the discretion of the coach/sponsor.

If you have any questions, or would like additional information, please contact your school counselor.

TUTORIALS

Lake Travis High School will offer free tutorials to students that need extra assistance to be successful with their academics and the TAKS test. Tutorials will be held after school.

VANDALISM

Vandalism is defined as any defacement or destruction of school property. Graffiti is considered to be vandalism. Any form of "prank" may be considered vandalism. Students guilty of vandalism and/or criminal mischief under the Student Code of Conduct are subject to appropriate disciplinary consequences, prosecution and restitution.

VIDEO CAMERAS

For safety purposes, video/audio equipment may 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 video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

VENDING MACHINES

LTHS Complies with the US Department of Agriculture guidelines for food service management [CO Legal] Foods determined to be of minimal nutritional value, as defined by the U.S. Department of Agriculture, are not be sold in the food service areas during meal periods. *7 CFR 210.11, 220.12* Effective August 1, 2004, all districts participating in the federal Child Nutrition Programs must comply with the nutrition policies outlined by the Texas Department of Agriculture. *Texas Department of Agriculture, Texas Public School Nutrition Policy (<http://www.agr.state.tx.us>); 7 CFR 210*

VISITORS

Visitors must report to the front office and present a valid driver's license in order to receive permission to enter the school. After processing his/her identification through the Raptor system located in the administrative offices, a visitor will receive a visitor's badge and if necessary secure the necessary permission from the principal or associate principal to proceed to their desired destination. All visitors will be issued a badge that is to be worn so that school personnel can easily identify the person as a visitor. Permission shall not be granted to guests making purely social calls.

Students may not bring guests to school except in special situations with prior approval of the principal. Persons visiting campus who fail to register and fail to receive permission will be considered trespassers. All visitors must return to the administrative office area and process through the Raptor system, return their badge and sign out as they are leaving the building.

VOLUNTEER PROGRAM

Volunteers are an integral part of the educational process at LTHS. They enrich the learning experience and provide increased motivation and improved self-concept for our students. Volunteers may serve in many different areas, from helping out in the classroom, college room, library, or administrative offices. Volunteers should sign in at the rotunda office each time they come to the building and also process through the Raptor system to receive a badge.

WITHDRAWAL FROM SCHOOL

A Parent should accompany a student when withdrawing from school, unless the student has obtained an 18 year old waiver. A parent signature is required for withdrawal of a student under the age of 18. The procedure for withdrawal is as follows:

1. Obtain appropriate withdrawal forms from the Registrar's office.
2. Have the appropriate forms filled out by teachers; return all school textbooks, library books, school property, and make sure all fees/fines are paid.
3. Take completed forms to the Registrar's office for final clearance.

Any parent home schooling a student will need to write a letter to Superintendent with a copy to the Principal stating that he/she is home schooling. This written notice should be completed prior to withdrawal.

Honor Code (Academic Dishonesty)

Lake Travis High School expects students to engage in all academic pursuits in a manner that is beyond reproach. To support the goal of maintaining a climate of academic honesty, students found in violation of the Honor Code are subject to academic and disciplinary action which may include grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Examples of cheating include, but are not limited to:

- Copying homework or allowing another student to copy homework.
- Collaborating on homework without the permission of the teacher.
- Plagiarizing by taking credit for work done by another without giving proper credit including Internet sources.
- Sharing or receiving answers to or items included on tests or quizzes.
- Procuring and/or studying from tests or quizzes obtained without the teacher's permission.
- Accessing answers written on a cheat sheet, item of clothing or anywhere else during a testing situation.
- Looking at or allowing another student to look at your answer sheet during a test or quiz.
- Talking, using signs or making gestures before, during or after a quiz or test for the purpose of communicating with other students.
- Using any electronic device (cell phone, MP3, CD player, palm pilot, or calculator) to access information before, during or after a test or quiz.
- Sabotaging a fellow student's work in order to gain advantage.
- Collusion and/or theft of tests or teaching materials.

Consequences of Honor Code Violations:

- The student receives a "0" on the assignment/test and forfeits the right to make it up for credit.
- The teacher notifies the parent of the incident and the grade penalty assigned.
- The teacher completes an Honor Code violation form and turns it in to the student's Assistant Principal. The Honor Code violation form remains on file for the duration of the student's high school career.
- The Assistant Principal assigns disciplinary consequences according to the student code of conduct, consistent with the frequency and/or severity of the Honor Code violation.
- The student loses the right to be exempted from all semester final exams for that academic year.
- The student will be denied membership to a student organization requiring an Honor Code (National Honor Society, Student Council, etc.).
- Current members of a student organization requiring an Honor Code (National Honor Society, Student Council, etc.) will be expelled from the organization.

Procedures

When a faculty member suspects that a student under the faculty member's supervision has violated the Honor Code, the faculty member will follow these procedures. The faculty member's proceedings are informal and non-adversarial. The faculty member may consult with his or her department chair regarding the matter.

1. If the faculty member who observed the student engage in academic dishonesty is not the teacher who assigned the work, the faculty member will notify the teacher who assigned the work. The faculty member who assigned the work will complete an Honor Code Violation Form in consultation with the faculty member who observed the student.
2. The faculty member will summon the student orally or in writing to a private, personal conference. At the meeting the faculty member will explain to the student both the suspected code violation and the evidence that supports the suspicion that the violation occurred. The faculty member may rely on documents and other written statements.
 - a. If the student admits to the allegation of the suspected violation, the faculty member can assign the academic penalty, have the student sign the Honor Code Review Form, and contact parents. The Honor Code Review Form would then be filed with the Assistant Principal's office.
 - b. If the student does not admit or agree with the allegation, the Assistant Principal will investigate the incident.
 - c. The teacher may also file a discipline referral with the appropriate Assistant Principal in addition to documenting the Honor Code violation.
3. On the Honor Code Review Form, the faculty member should:
 - a. Note his or her determination and any academic penalty;
 - b. Note if a discipline referral has been submitted;
 - c. Give the student an opportunity to give a written response;
 - d. Sign and date the form; and
 - e. Send the form to student's Assistant Principal.
4. The Assistant Principal, after considering the evidence and the student's response, will determine whether the student violated the Honor Code and will notify the student of his or her determination and of any academic penalty assessed.
 - a. If the Assistant Principal concludes that the student did not violate the Honor Code, then no consequences are assigned and the matter will end.
 - b. If the Assistant Principal is convinced that the student violated the Honor Code
 - i. The faculty member will assess an academic penalty as defined above.
 - ii. In addition to an academic penalty, a faculty member may recommend additional disciplinary action may occur.
 - iii. The Assistant Principal will assign disciplinary consequences according to the student code of conduct, consistent with the frequency and/or severity of the Honor Code violation.

5. Once the student is notified of the Assistant Principal's decision, the student may appeal in writing to the Associate Principal for Curriculum and Instruction. The Associate Principal will hear appeals of academic decisions and disciplinary decisions. To appeal, the student must send written appeals to the Associate Principal. Grounds for appeal are limited to allegations that:
 - a. Proper due process procedures were not followed. However, deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless they caused significant prejudice to the student; or
 - b. The penalties assessed do not commensurate with the code violation committed.

The Associate Principal for Curriculum and Instruction will render his/her decisions on the appeals within a reasonable time and will inform all parties, including the student and the faculty member, of their decisions.

Note: If any conflict arises, the decision of the Associate Principal for Curriculum and Instruction will prevail.

Honor Code violations are referred to NHS for review if student is a current member or on the induction list.

Honor Code violations are kept on record for the duration of the student's high school career.

LAKE TRAVIS HIGH SCHOOL
Honor Code Violation Form

Name of Student _____ ID# _____
Department _____ Course _____
Year _____
Description of Alleged Violation

Date _____ Time _____ Place _____

Teacher _____

Assigned Consequences for Honor Code Violation: _____

*attach additional documentation as needed

Student Statement:

Signature of Student

Date

Faculty Member/Department Chair/ Administrator (circle one)

Date

Signature of Student

Date

Faculty Member/Department Chair/ Administrator(circle one)

Date

xc: Associate Principal for Curriculum and Instruction
Student

Extracurricular/Co-curricular Standards of Behavior
(LTISD Board Policy FM and FO[Local])

The provisions of this policy and all Board-approved rules/regulations apply to all school-sponsored clubs, organizations, athletics, and other extracurricular organizations, as well as positions such as class officers and team captains.

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on any basis.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the actual beginning of classes. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Organizational standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of organizational standards of behavior for an extracurricular activity or for violation of the Student Code of Conduct.

PURPOSE

The objectives of this policy shall be to:

1. Instill in students a respect for good citizenship;
2. Provide incentives for students to exert positive peer pressure on each other, and to serve as positive role models for each other; and
3. Ensure that those who represent the District in particular activities and certain positions will adhere to basic standards of good citizenship at all times.

This policy is based on the findings of the Board that:

1. Participation in activities/positions or holding positions of leadership is a privilege that students should value;
2. Students derive benefit from participation in the aforementioned activities/positions;
3. Students who participate in the aforementioned activities/positions for the District serve as representatives of the school and the community;
4. Students who participate in the aforementioned activities/positions exert peer pressure on other students, and are often seen as role models by other students both during and outside the school day; and
5. The conduct of students engaged in extracurricular or cocurricular school activities, both in

school and out of school, has a direct bearing on the management and operation of the public schools of the District because of the influence said conduct exerts on other students.

Based on these findings, and in order to further the educational objectives set out above, the Board enacts the following policy in regard to all on- and off-campus behavior, whether or not at a school activity or function and whether or not on school property. This policy shall be in effect at all times, both during the school year and during winter, spring, and summer vacation periods.

IMPROPRIETIES Improperities governed by this policy include but are not limited to:

1. Engaging in fighting or assault.
2. Selling, giving, or delivering to another person or possessing or using or being under the influence of:
 - a. Marijuana or a controlled substance.
 - b. A dangerous drug.
3. Selling, giving, or delivering to another person an alcoholic beverage.
4. Possessing, using, or being under the influence of an alcoholic beverage.
5. Possessing or using tobacco products.
6. Possessing a firearm, an illegal knife, a club, or a prohibited weapon.
7. Abusing or being under the influence of abusable glue, aerosol paint, or volatile chemicals.
8. Engaging in arson.
9. Engaging in the conduct of criminal mischief, including vandalism and destroying or defacing property.
10. Engaging in the conduct of robbery, burglary, criminal trespass, or theft.
11. Using vulgar language, profanity, or obscene gestures.
12. Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence.
13. Engaging in any other conduct that disrupts the school environment.
14. Displaying disrespect toward faculty and staff.
15. Falsely accusing a fellow student of committing a violation.

INVESTIGATIONS

Investigations of reported violations will be conducted by the athletic director, campus principal, assistant principals, athletic coordinators and coaches, or the UIL director and sponsors. Only those reports that originate from an identified reliable source will be investigated. The preliminary investigation shall include an informal conference with the student in question. The student will be given an opportunity to tell his or her side of the story. The parents will also be notified.

The athletic director and the campus principal will decide whether to pursue the investigation further, based on evidence uncovered during the preliminary investigation. When students are found to be in violation of this policy, the athletic director and campus principal will jointly determine consequences.

CONSEQUENCES

Consequences include, but are not limited to, the following actions:

1. Suspension from participation in school-sponsored clubs, organizations, athletics, and other extracurricular organizations.
2. Suspension from attending school-sponsored club and organization meetings or activities, athletic events, and other extracurricular organization meetings or activities.
3. Loss of elected or appointed leadership positions such as class or club offices or team captaincy.
4. Removal from the program.
5. Assignment of community service.
6. Physical conditioning above the normal workout, e.g., running, walking mileage.
7. Requirement to participate in drug testing or alcohol testing.
8. Suspension from games, but not practice.
9. Suspension from games and practice.

In the final determination of the consequences, the athletic director and the principal shall take into account the nature and severity of the offense. The decision made by the athletic director and the principal will go into effect immediately.

APPEALS

The student may appeal the decision of the athletic director and the principal in accordance with policy FNG(LOCAL).



Lake Travis Independent School District (LTISD)
Student Acceptable Use Policy

LTISD provides Internet access, network resources, computers, and other technologies to its students for educational purposes. This Acceptable Use Policy for LTISD students defines the expectations that LTISD has for appropriate use of these systems by its students. Students who violate the Acceptable Use Policy or other related campus computer and behavior guidelines may lose the privilege to use District technology, Internet access, and network resources.

Section I: Educational Purpose

- A. The LTISD network was established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and teacher-directed research projects.
- B. The LTISD network was established as a public access service and a limited public forum. LTISD retains the right to place reasonable restrictions on the materials accessed or posted through its system. Students are expected to follow the rules set forth in the LTISD Student Code of Conduct, Campus Rules, and District Policy as well as state and federal laws and regulations, when using the LTISD network.
- C. The LTISD network is not to be used for commercial purposes. This means students cannot offer, provide, or purchase products or services through the LTISD network.
- D. The LTISD network is not to be used for political lobbying. However, the system can be used to communicate with elected representatives and to express opinions on political issues.

Section II: Internet and Network Access

- A. Students will have access to the Internet and the World Wide Web information resources through the classroom, library, or school computer lab. Access is intended for educational resource purposes as instructed by campus personnel. The District employs an Internet content filter in an effort to safeguard its students from inappropriate or dangerous content while they are utilizing online resources. The District takes reasonable steps through its adopted policies and technologies to preclude access to objectionable material, but it is not possible for the district to absolutely prevent such access. Students should not attempt to bypass the Internet filter for any reason.
- B. All materials and information placed on student-created Web pages as a part of the LTISD network must be preapproved in a manner specified by the school. Materials placed on Web pages must relate to the approved curriculum or to career preparation activities.
- C. Students will be granted network access through individual user or group accounts. Passwords for these accounts must not be shared, and students should only use their own individual or group account.

- D. Students are prohibited from using instant messaging software, participating in chat rooms or newsgroups, and from using social networking sites.
- E. Blogging or posting information to educational websites as part of the approved curriculum must be done with teacher supervision, and must serve a legitimate educational purpose.

Section III: Expectations for Student Use

A. Personal Safety

- 1. Students will not post personal information or contact information about themselves or other individuals online. Personal contact information includes address, telephone number, school address, parent or student work addresses, pictures, names, email addresses, etc.
- 2. Students will not agree to meet with someone they have met online.
- 3. Students will promptly disclose to the teacher, or another school employee, any message received that is inappropriate or makes them feel uncomfortable.

B. Illegal Activities

- 1. Students will not attempt to gain unauthorized access to the LTISD network, LTISD computers, or any other system when using the LTISD network. This includes attempting to log in through another person's account, accessing another person's files, forgery, and attempted forgery. These actions are illegal. Unauthorized equipment may not be brought onto the campus for these or any other purposes.
- 2. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, or by any other means. These actions are illegal and they violate District policy and regulations. These actions may result in loss of access privileges, restitution, and other appropriate consequences.
- 3. Students will not use the LTISD network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

C. System Security

- 1. Students are responsible for their individual folders/data and should take all reasonable precautions to prevent others from being able to use their data. Under no conditions should a student provide his/her password to another person.
- 2. Students must notify a teacher or the system administrator immediately if they identify a security problem. Students are not to seek out security vulnerabilities, as this may be construed as an illegal attempt to gain access.

D. Inappropriate Language

- 1. Students will adhere to the restrictions against inappropriate language, which apply to public messages, private messages, and materials posted on Web pages.

2. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Students will not post information that could cause damage or a danger of disruption.
4. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If told by a person to stop sending him/her messages, the student must stop.
6. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

E. Respect for Privacy

1. Students will not repost a message that was received privately without obtaining permission of the person who originally sent the message.
2. Students will not post private information about another person.

F. Respecting Resource Limits

1. Students will use the system only for educational and career development activities and limited self-discovery activities upon approval of the instructor. There is no limit on use for education and career development activities.
2. Students will not download or install programs on District computer systems. This includes programs and files downloaded from the Internet, from portable drives, or from their own equipment (such as games, utilities, and other software not licensed by the District). Using peer to peer file sharing software is also prohibited.
3. Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
4. LTISD provides Internet bandwidth for educational uses. This bandwidth is shared across the District. Students must use this bandwidth responsibly to ensure its availability for other students and staff. Students should not play music or videos from online sources unless it is part of a structured activity supervised by a teacher.

G. Plagiarism and Copyright Infringement

1. Students will not plagiarize works that are found on the Internet or LTISD network. Plagiarism is taking the ideas, writing or work products of others and presenting them as one's own. Students must cite the source of material they have used in their research or school work.
2. Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. If a student is unsure whether or not the work can be used, a permission request should be sent to the copyright owner.

H. Inappropriate Access to Material

1. Students will not use the LTISD network to access material that is profane, obscene, or pornographic; that advocates illegal acts; or that advocates violence or discrimination towards other people. Exceptions may only be made for legitimate educational uses with teacher, administrative, and parent approval.
2. If a student mistakenly accesses inappropriate information, a teacher or another District employee must be notified immediately. Quick notification may protect the student against a claim that the AUP was intentionally violated.

- F. Parents should instruct the student and teacher if there is additional material they think would be inappropriate for the student to access. The District fully expects the student to follow his/her parents' instructions in this matter.

Section IV: Student Rights

A. Free Speech

A student's right to free speech, as set forth in the LTISD Student Code of Conduct and Campus Handbook, applies to communication on the Internet. The LTISD network is considered a limited forum, similar to the school newspaper; and therefore, the District may restrict a student's speech for valid educational reasons. The District will remain viewpoint neutral in its determinations regarding the restriction of a student's speech.

B. Search and Seizure

1. Students should expect only limited privacy in the contents of personal files on the District's system. The situation is similar to the rights a student has in the privacy of a locker.
2. Routine maintenance and monitoring of the LTISD network may lead to discovery that the student has violated the AUP, the LTISD Student Code of Conduct and Campus Handbook, or state or federal law.

- G. An individual search will be conducted, if there is reasonable suspicion that a student has violated the AUP, the LTISD Student Code of Conduct and Campus Handbook, or state or federal law. The investigation will be reasonable and related to the suspected violation.

4. Parents have the right, at any time, to request to see the contents of their child's computer files if such an account exists.

C. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the LTISD network.
2. In the event there is a claim that a student has violated the AUP or the LTISD Student Code of Conduct and Campus Handbook in the use of the LTISD network, the student will be provided a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrative staff person.

3. If the violation also involves a violation of other provisions of the LTISD Student Code of Conduct or Campus Handbook, it will be handled in a manner described in the LTISD Student Code of Conduct or Campus Handbook. In addition to any consequence given to the student under the LTISD Student Code of Conduct and Campus Handbook, District Technology, the Internet and network resources.

D. Limitation of Liability

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

H. Personal Responsibility

Students using LTISD technology should keep in mind that these are shared resources for all students within LTISD. Network and computer activity may be logged and analyzed to allow District personnel to track usage, troubleshoot problems, and verify that District systems are being used appropriately, in order to ensure system reliability and availability for all students.

High expectations exist for Lake Travis ISD students. Student usage of District computers, network resources, and Internet access should demonstrate a high standard of conduct as District technology is used to accomplish educational goals.

Lake Travis Family Educational Rights and Privacy Act (FERPA) Statement:

“Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student. If you do not want the Lake Travis Independent School District to disclose directory information from your child’s education records without your prior written consent, you must notify the district by August 31st, 2007. Lake Travis Independent School District has designated the following information as directory information: student’s name, parents’ names, address, telephone listing, date of birth, grade level, campus, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.”

Lake Travis Graduation Requirements for Students who entered High School in 2005 & 2006			
Curriculum Area	Recommended Program	Distinguished Achievement Program	Lake Travis Scholar Program
English ¹	4 credits	4 credits	4 credits
Math ²	3 credits	3 credits	4 credits
Science ³	3 credits	3 credits	4 credits
Social Studies ⁴	4 credits	4 credits	4 credits
Other Languages	2 credits (same language)	3 credits (same language)	3 credits (same language)
Physical Education ⁵	1.5 credits	1.5 credits	1.5 credits
Health	0.5 credit	0.5 credit	0.5 credit
Communication App ⁶	0.5 credit	0.5 credit	0.5 credit
Technology ⁷	1 credit	1 credit	1 credit
Fine Arts ⁸	1 credit	1 credit	1 credit
Electives	3.5 / 5.5 credits	2.5 / 4.5 credits	0.5 / 2.5 credit
Advanced Measures ⁹	None	4 advanced measures	4 advanced measures, 1 other credit ¹⁰
Total Credits ¹¹	24 / 26 credits**	24 / 26 credits**	24 / 26 credits**
State Exams ¹²	TAKS	TAKS	TAKS

- English:** Must be four credits in English 1, 2, 3 & 4.
- Mathematics:** All plans require Algebra 1, Geometry and Algebra 2. LT Scholars require Pre-Calculus as well.
- Science:** One credit must be a Biology credit. The remaining two credits may come from the following:
 - Integrated Physics & Chemistry
 - Chemistry
 - Physics
- Social Studies:** All plans require World Geography, World History, U.S. History, Government and Economics.
- Physical Education:** No more than two credits in Physical Education or substitutes may count toward graduation. Substitutions include: Athletics, Dance Team, Dance 1-4, Marching Band, Cheerleading, and 3-credit career/technology work-based courses. See section on PE Waivers and Equivalency regarding other PE alternatives.
- Communication Applications:** This speech requirement may also be fulfilled by the first half of Debate 1, Competitive Speaking or Oral Interpretation.
- Technology:** May be satisfied by Business Computer Information Systems (BCIS), Business Multimedia & Image Management (BIMM), Computer Science, Web Mastering, or Desktop Publishing.
- Fine Arts:** Courses satisfying this requirement include Band, Orchestra, Theatre Arts, Dance, Choir, and Art. Must be one credit from a single area (i.e., not 0.5 from Art, 0.5 from Theatre).
- Advanced Measures:** Any combination of four of the following: AP exams with a grade of 3 or higher; college academic and/or tech prep articulated courses with a grade of 3.0 or higher; a PSAT

score qualifying for Commended or higher; National Hispanic or National Achievement recognition; or an independent research project.

10. **Other Credit:** Other additional credit can be earned in one of the following: A 4th year of Other Language, Debate 3, Art History AP, Art Portfolio AP, Calculus AP, Biology AP, Chemistry AP, Environmental Science AP, Physics AP, Computer Science AP, Statistics AP, Psychology AP, Music Theory AP, a 4th year of Fine Arts, or the GT Discovery.
11. **State Exams:** Students entering Grade 9 in 2001 and thereafter must pass all sections of the Exit-Level TAKS. (English Language Arts, Math, Science, and Social Studies).
12. **Total Credits:** Only State Board of Education-approved courses may be counted toward graduation requirements; local credit courses (for example, office aide, and 3rd – 4th year athletics) are not awarded state credit and cannot be counted. **** Students entering high school in 2005 require only 24 credits for graduation. Students entering in 2006 must have 26 credits.**

Lake Travis Graduation Requirements for Students who entered High School in 2007 and beyond			
Curriculum Area	<i>Recommended Program</i>	<i>Distinguished Achievement Program</i>	<i>Lake Travis Scholar Program</i>
English ¹	4 credits	4 credits	4 credits
Math ²	4 credits	4 credits	4 credits
Science ³	4 credits	4 credits	4 credits
Social Studies ⁴	4 credits	4 credits	4 credits
Other Languages	2 credits (same language)	3 credits (same language)	3 credits (same language)
Physical Education ⁵	1.5 credits	1.5 credits	1.5 credits
Health	0.5 credit	0.5 credit	0.5 credit
Communication App ⁶	0.5 credit	0.5 credit	0.5 credit
Technology ⁷	1 credit	1 credit	1 credit
Fine Arts ⁸	1 credit	1 credit	1 credit
Electives	3.5 credits	2.5 credits	0.5 credit
Advanced Measures ⁹	None	4 advanced measures	4 advanced measures (3 must be a 3 or higher on AP exams)
CAVS In-Service Hours	None Required	None Required	100 hours
GPA			90.0 or higher
Total Credits ¹⁰	26 credits	26 credits	26 credits
State Exams ¹¹	TAKS	TAKS	TAKS

1. **English:** Must be four credits in English 1, 2, 3 & 4.
2. **Mathematics:** Four credits: must include Algebra 1, Geometry and Algebra 2 and an additional course in mathematics.
3. **Science:** Four credits:
 The **Recommended Program** requires one of the following combinations:
 - a. Biology, Integrated Physics & Chemistry (IPC), Chemistry, and other Science
 - b. Biology, Chemistry, Physics, and other Science

c. Biology, Integrated Physics & Chemistry (IPC), Physics, and other Science
The **Distinguished Achievement Program** requires the following combination:
Biology, Chemistry, Physics, and other Science

4. **Social Studies:** All plans require World Geography, World History, U.S. History, Government and Economics.
5. **Physical Education:** No more than two credits in Physical Education or substitutes may count toward graduation. Substitutions include: Athletics, Dance Team, Dance 1-4, Marching Band, Cheerleading, and 2-credit career/technology work-based courses. See section on PE Waivers and Equivalency regarding other PE alternatives.
6. **Communication Applications:** This speech requirement may also be fulfilled by the first half of Debate 1, Competitive Speaking or Oral Interpretation.
7. **Technology:** May be satisfied by Business Computer Information Systems (BCIS), Business Multimedia & Image Management (BIMM), Computer Science, Web Mastering, or Desktop Publishing.
8. **Fine Arts:** Courses satisfying this requirement include Band, Orchestra, Theatre Arts, Dance, Choir, and Art. Must be one credit from a single area (i.e., not 0.5 from Art, 0.5 from Theatre).
9. **Advanced Measures:** Any combination of four of the following: AP exams with a grade of 3 or higher; college academic and/or tech prep articulated courses with a grade of 3.0 or higher; a PSAT score qualifying for Commended or higher; National Hispanic or National Achievement recognition; or an independent research project.
10. **Total Credits:** Only State Board of Education-approved courses may be counted toward graduation requirements; local credit courses (for example, office aide, and 3rd - 4th year athletics) are not awarded state credit and cannot be counted.
11. **State Exams:** Students entering Grade 9 in 2001 and thereafter must pass all sections of the Exit-Level TAKS. (English Language Arts, Math, Science, and Social Studies).

LAKE TRAVIS HIGH SCHOOL
CAVALIER ALMA MATER

*Cavaliers we sing to thee
The silver, black and red,
Fearless champions unto thee
The light of pride was shed,
Bear our banner far and wide
On to victory,
Strive for honor evermore
Lake Travis Cavaliers!*

CAVALIER FIGHT SONG

*Go Cavaliers Let Us Fight Let
Us Win!
We'll Fight 'Til We Win We're
The Best
Yes the Best of all the Rest
So Here We Go Cavaliers On To
Glory!
We'll Have Another
Lake Travis High School Victory!
Go Cavs!*

SCHOOL COLORS - RED, BLACK
AND SILVER

MASCOT- CAVALIER



2009-2010 STUDENT CODE OF CONDUCT

LAKE TRAVIS ISD BOARD OF TRUSTEES

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SUPERINTENDENT OF SCHOOLS

Dr. Rocky Kirk

THE PURPOSE OF THE STUDENT CODE OF CONDUCT

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's adherence to high standards of behavior.

The Student Code of Conduct that follows is the District's response to the requirements of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in or removal from a Disciplinary Alternative Education Program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Lake Travis ISD Board of Trustees with the advice of its District-level committee. The Student Code of Conduct provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Student Code of Conduct will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any Student Code of Conduct violation that may result in a student being suspended, removed to a DAEP, or expelled from the District.

Contents

This Code is organized into the following sections:

- 1. Standards for Student Conduct.....pages 2–3
- 2. General Misconduct Violations.....pages 4–5
- 3. Removal from the Regular Educational Setting.....pages 5-6
 - a. Suspensionpage 6
 - b. Placement in a Disciplinary Alternative Education Program.....pages 7-13
 - c. Placement and/or Expulsion for Certain Serious Offensespages 13-14
 - d. Expulsion (Including Placement in Juvenile Justice AEP).....pages 15–18

The **Glossary** at the back of the Student Code of Conduct provides easy access to definitions of legal terms.

In case of conflict between the Student Code of Conduct and the student handbook, the Student Code of Conduct will prevail. The Student Code of Conduct is adopted by the District’s Board of Trustees and has the force of policy.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

Approved by Board: 06/03/96; Change Approved by Board: 04/07/97; Change Approved by Board: 11/03/97; Change Approved by Board: 08/05/02; Change Approved by Board: August 11, 2003, Change Approved by Board: August 13, 2007, Change Approved by Board: June 19, 2008, Change Approved by Board: August 6, 2009

Standards for Student Behavior

Each student is expected to:

1. Demonstrate courtesy, even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend all classes, regularly and on time.
4. Prepare for each class; take appropriate materials and assignments to class.
5. Meet District and campus standards of grooming and dress.
6. Obey all campus and classroom rules.
7. Respect the rights and privileges of other students and of teachers and other District staff.
8. Respect the property of others, including District property and facilities.
9. Cooperate with and assist the school staff in maintaining safety, order, and discipline.
10. Avoid violations of the Student Code of Conduct.

The District may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct.

Consequences

A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action.

School rules and the authority of the District to administer discipline 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:

1. During the regular school day and while the student is going to and from school on District transportation or within sight of the bus stop;
2. For certain mandatory DAEP and discretionary expulsion offenses, within 300 feet of school property as measured from any point on the school's real property boundary line;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school-related activity of the District;
6. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
7. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081; and
8. When criminal mischief is committed on or off school property or at a school-related event.

The District has the right to search a vehicle driven to school by a student and/or parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

The District has the right to search a student's locker whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

A school administrator will report crimes as required by law. A school administrator who suspects that a crime has been committed on campus will call local law enforcement.

The District has the right to revoke the transfer of a transfer student for violating the District's Student Code of Conduct.

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

For purposes of DAEP, elementary classification shall be kindergarten-grade 5 and secondary classification shall be grades 6-12.

The following discipline management techniques may be used—alone or in combination—for misbehavior violating the Student Code of Conduct or campus or classroom rules:

1. Verbal/Visual correction.
2. Cooling-off time or "time-out."
3. Seating changes within the classroom.
4. Counseling by teachers, counselors, or administrative personnel.
5. Parent-teacher conferences.
6. Confiscation of items that disrupt the educational process.
7. Grade reductions, for cheating, plagiarism, and as otherwise permitted by policy.
8. Rewards or demerits.
9. Behavioral contracts.
10. Detention.
11. Sending the student to the office or other assigned area, or to in-school suspension.
12. Out-of-school suspension, as specified in the suspension section of this Student Code of Conduct.
13. Placement in a Disciplinary Alternative Education Program (DAEP), as specified in the DAEP section of this Student Code of Conduct.
14. Expulsion, as specified in the expulsion section of this Student Code of Conduct.
15. Assignment of school duties other than class tasks.
16. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.
17. Penalties identified in individual student organizations' extracurricular standards of behavior.
18. Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
19. Withdrawal or restriction of bus privileges.
20. School-assessed and school-administered probation.
21. Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
22. Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
23. Other strategies and consequences as specified by the Student Code of Conduct.

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG (LOCAL). A copy of the policy may be obtained from the office of the Deputy Superintendent or through Policy On Line at www.ltidschools.org

Consequences will not be deferred pending the outcome of a grievance.

Class D and Class C Offenses

The following behaviors are prohibited at all school and school-related activities:

1. Cheat or copy the work of another.
2. Throw objects that can cause bodily injury or property damage.
3. Fail to comply with directives given by school personnel.
4. Leave school grounds or school-sponsored events without permission.
5. Disobey rules for conduct on school buses.
6. Use profanity, vulgar language, or obscene gestures.
7. Fight or scuffle. (For assault see DAEP Placement and Expulsion)
8. Participate in hazing. (See glossary)
9. Steal from students, staff, or visitors of the school.
10. Damage or vandalize property owned by others.
11. Deface or damage school property—including, but not limited to, textbooks, lockers, furniture, and other equipment—with graffiti or by other means. (See glossary)
12. Possess fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
13. Discharging a fire extinguisher.
14. Possess a razor, box cutter, chain, or any other object that could be used in a way that threatens or inflicts bodily injury to another person.

15. Possess a "look-alike" weapon.
16. Possess an air gun or BB gun.
17. Possess ammunition.
18. Possess a stun gun.
19. Possess mace or pepper spray.
20. Possess or use any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.
21. Gamble.
22. Make false accusations or hoaxes regarding school safety.
23. Falsify records, passes, or other school-related documents.
24. Commit extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
25. Engage in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
26. Being insubordinate.
27. Refuse to accept discipline management techniques assigned by a teacher or principal.
28. Cause an individual to act through the use of force or threat of force.
29. Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed later in the Student Code of Conduct.)
30. Bullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence. (see glossary)
31. Engage in threatening behavior toward another student or District employee on or off school property.
32. Engage in harassment motivated by race, color, sex, religion, national origin, disability, or age and directed toward another student or District employee. (See glossary)
33. Engage in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
34. Engage in inappropriate verbal, physical, or sexual contact directed toward another student or a District employee.
35. Engage in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee. (see glossary for "Harassment")
36. in inappropriate or indecent exposure of a student's private body parts.
37. Possess or use of matches or a lighter.
38. Possess smoking, or using tobacco products.
39. Possess or sell look-alike drugs or attempted to pass items off as drugs or contraband.
40. Possess or sell seeds or pieces of marijuana in less than a usable amount.
41. Possess, use, give or sell paraphernalia related to any prohibited substance. (See glossary)
42. Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event. (See glossary for "abuse")
43. Violate the District's policy on taking prescription drugs and over-the-counter drugs at school.
44. Be under the influence of prescription or over the counter drugs that cause impairment of physical or mental faculties. (See glossary for "under the influence")
45. Display, turn on, or use a telecommunication device, including a cellular telephone, or other electronic device on school property during the school day. Cell phones must be turned off and put away in the classroom/educational environment. Pagers must be turned off at all times. The District is not liable for lost, stolen, or damaged communication devices or personal belongings. District staff members shall not spend time searching for devices mentioned above as students are strongly discouraged from bringing these devices on to a campus.
46. Possess or use a laser pointer for other than an approved use.
47. Violate computer use policies, rules, or agreements signed by the student, or the student's parent.
48. Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption of the educational environment.
49. Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
50. Use the Internet or other electronic communications to threaten district students, employees, or volunteers including off school property if the conduct causes a substantial disruption to the educational environment.
51. Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.

52. Engage in inappropriate verbal, physical, or sexual conduct toward another person, including a district student, employee, or volunteer.
53. Creating, distributing, or in possession of a hit list.
54. Possess a hit list.
55. Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety.
56. Possess or distribute material that is obscene as defined by Penal Code Section 43.21 or is otherwise determined to be inappropriate or disruptive in the school environment.
57. Violate dress and grooming standards as communicated in the student handbook.
58. Violate other communicated campus or classroom standards of behavior.
59. Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.

Consequences

General misconduct identified in the list of prohibited behaviors will result in application of one or more discipline management techniques consistent with law and the Student Code of Conduct.

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation of the Student Code of Conduct that may result in a suspension, removal to a Disciplinary Alternative Education Program (DAEP), or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

DISCRETIONARY REMOVAL

General misconduct violations will not necessarily result in the formal removal of the student from class or another placement but may result in a routine referral, formal removal, or the use of one or more discipline management techniques.

TEACHER INITIATED STUDENT REMOVAL

Formal removal from class will be initiated by a teacher if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the students classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled.

A teacher or administrator may remove a student from class for a behavior that the District has determined is a violation of the Student Code of Conduct.

Within three school days, the principal or appropriate administrator will schedule a conference with the student's parent; the student, and the teacher in the case of a teacher, principal, or administrator removal.

At the conference, the principal or appropriate administrator will inform the student of the misconduct for which he or she is charged and will give the student an opportunity to give his or her version of the incident. The principal or administrator will notify the student of the consequences of the Student Code of Conduct violation.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place a student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A Disciplinary Alternative Education Program.

When a student has been formally removed from class by a teacher, the principal may not return the student to the teacher's class without the teacher's consent; unless the placement review committee determines that, the teacher's class is the best or only alternative available. [TEC §37.002]

IN SCHOOL SUSPENSION

A student shall be given an informal conference by the Assistant Principal advising the student of the conduct with which he/she is charged and giving the student the opportunity to explain his/her version of the incident, prior to being assigned to In School Suspension (ISS). Students placed in ISS may not attend or participate in any school sponsored activity on or off campus until successful completion of the ISS term is fulfilled. Notification of ISS placement will be documented on the referral as well as having the student sign an ISS contract.

Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, Disciplinary Alternative Education Program placement, or expellable offense.

In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary)
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Consequences

State law allows a student to be suspended for as many as three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

A student who is to be suspended will have an informal conference with the principal or appropriate administrator advising the student of the conduct of which he or she is accused. Parents will be notified. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the principal or other appropriate administrator, but will not exceed three school days.

Students are prohibited from participation in and attendance at school-related extra-curricular and non-curricular activities during the suspension period.

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

Class B Offenses

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary)
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

A student must be placed in a Disciplinary Alternative Education Program (DAEP) if the student engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)

A student must be placed in a DAEP for any of the following offenses, if the student commits these offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct punishable as a felony.
2. Engages in conduct that contains the elements of the offense of assault under Penal Code Section 22.01(a) (1). (See glossary)
3. Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug

offenses are addressed in the Expulsion section of this Student Code of Conduct.) (See glossary for **“possession,” “under the influence,” and “use”**)

4. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the expulsion section in this Student Code of Conduct.)
5. Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
6. Behaves in a manner that contains the elements of the offense of public lewdness.
7. Behaves in a manner that contains the elements of the offense of indecent exposure.
8. Engages in expellable conduct, if the student is between six and nine years of age.
9. Engages in conduct that contains the elements of the offense of retaliation against any school employee on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the expulsion section of this Student Code of Conduct.)
10. Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 11. The student receives deferred prosecution. (See glossary)
 12. A court or jury finds that the student has engaged in delinquent conduct. (See glossary)
 13. The Superintendent or designee has a reasonable belief that the student engaged in the conduct. (See glossary)

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim’s parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student or another campus, the offending student shall be transferred to another campus in the district. If there is not other campus in the district serving the grade level of the offending student the offending student will be transferred to a DAEP

A principal or other appropriate administrator **may, but is not required to, place a student** in a DAEP for off-campus conduct for which DAEP placement is required by state law if the principal or other appropriate administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

In accordance with state law, **a student may be placed** in a DAEP for any one of the following offenses:

Engaging in conduct punishable as a felony (other than those listed as offenses involving injury to a person in Title 5 of the Texas Penal Code) that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

1. Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society or gang. (See glossary)
2. Any criminal mischief, **including a felony**.
3. Involvement in criminal street gang activity. (See glossary)
4. A federal firearms violation, for a student six years of age or younger.

In addition, the District has determined that the following behaviors **may result in a student's placement in a DAEP**:

1. Cheat or copy the work of another.
2. Record the voice or image or take a photograph of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.
3. Use a photograph or recording of another in a way that was not intended by the subject of the photograph or recording.
4. Throwing objects that can cause bodily injury or property damage.
5. Fail to comply with directives given by school personnel.
6. Leave school grounds or school-sponsored events without permission.
7. Disobey rules for conduct on school buses.

8. Directing profanity, vulgar language, or obscene gestures toward other students or a District employee.
9. Fighting.
10. Hazing.
11. Steal from students, staff, visitors or the school.
12. Damage or vandalizing property owned by others.
13. Deface or damaging school property—including, but not limited to, textbooks, lockers, furniture, and other equipment—with graffiti or by other means. (see glossary)
14. Possess or use fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
15. Discharge a fire extinguisher.
16. Possess or use a razor, box cutter, chain, or any other object that could be used in a way that threatens or inflicts bodily injury to another person.
17. Possess, use or sell a "look-alike" weapon.
18. Possess or use an air gun or BB gun.
19. Possess or use ammunition.
20. Possess or use a stun gun.
21. Possess or use mace or pepper spray.
22. Possess or use a pocket knife or any other small knife.
23. Possess or use any articles not generally considered to be a weapon, including school supplies, when the principal or designee determines that a danger exists.
24. Gamble.
25. Making false accusations or hoaxes regarding school safety.
26. Falsify records, passes, or other school-related documents.
27. Commit extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
28. Engage in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
29. Being insubordinate.
30. Refuse to accept discipline management techniques assigned by a teacher or principal.
31. Forcing an individual to act through the use of force or threat of force.
32. Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed elsewhere in the Student Code of Conduct.)
33. Bullying, including intimidation by name-calling, using ethnic or racial slurs, or making derogatory statements that could disrupt the school program or incite violence. (see glossary)
34. Engage in threatening behavior toward another student or District employee, on or off school property.
35. Engage in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or a District employee. (see glossary)
36. Engage in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
37. Engage in inappropriate verbal, physical, or sexual contact directed toward another student or a District employee.
38. Engage in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee. (see glossary)
39. Engage in inappropriate or indecent exposure of a student's private body parts.
40. Possess or use of matches or a lighter. (see glossary for "possession" and "use")
41. Possess or use smoking, or using tobacco products.
42. Possess or sell look-alike drugs or items attempted to be passed off as drugs or contraband.
43. Possess or sell seeds or pieces of marijuana in less than a usable amount.

44. Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary)
45. Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event. (See glossary for "abuse")
46. Violate the District's policy on taking prescription drugs and over-the-counter drugs at school.
47. Possess or use a laser pointer for other than an approved use.
48. Violate computer use policies, rules, or agreements signed by the student, or the student's parent.
49. Use the Internet or other electronic communications to threaten district students, employees, or volunteers including off school property if the conduct causes a substantial disruption to the educational environment.
50. Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.
51. Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
52. Engage in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
53. Engage in inappropriate verbal, physical, or sexual conduct toward another person, including a district student, employee, or volunteer.
54. Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, using e-mail or Web sites at school to encourage illegal behavior, or threatening school safety.
55. Possess or distributing material that is obscene as defined by Penal Code Section 43.21 or is otherwise determined to be inappropriate or disruptive in the school environment.
56. Violate dress and grooming standards as communicated in the student handbook.
57. Repeatedly violating other communicated campus or classroom standards of behavior.
58. Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption of the educational environment.

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a non-emergency basis.

Consequences

Removals to a DAEP will be made by the campus principal or designee.

The duration of a student's placement in a DAEP will be determined by the campus principal, assistant principal, or associate principal.

The duration of a student's placement in a DAEP will be determined on a case-by-case basis.

DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, and statutory requirements.

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

The District will decide on a case-by-case basis whether to place in a DAEP or expel a student who

1. Sells, gives, delivers, possesses, uses, or is under the influence of prohibited drugs or alcohol or
2. Engages in conduct punishable as an offense relating to an abusable volatile chemical
3. If the conduct is not punishable as a felony.

In deciding whether to order placement in a DAEP, the district will take into consideration:

- 1. Intent or lack of intent at the time the student engaged in the conduct, and**
- 2. The student's disciplinary history.**

When a student is removed from class by a teacher (formal removal) or an administrator for a mandatory or discretionary DAEP offense, the principal or other appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

Until a conference can be held as a result of a formal teacher removal or administrator removal, the principal or appropriate administrator may place the student in:

- Another appropriate classroom;
- In-school suspension;
- Out-of-school suspension; or
- A Disciplinary Alternative Education Program.

At the conference, the principal or administrator will inform the student, orally or in writing, of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.

Following valid attempts to require their attendance, the District may hold the conference and make a placement decision regardless of whether the student or the student's parent attends the conference.

After the conference, if the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in the Student Code of Conduct, the DAEP placement order will give notice of the inconsistency.

Placement in a DAEP may not exceed one year unless a review by the District determines that:

1. The student is a threat to the safety of other students or to District employees; or
2. Extended placement is in the best interest of the student.

A DAEP placement in accordance with Education Code 37.0081 may be for any length of time determined necessary by the Board or its designee in light of the factors considered before placement. A student placed under this section is entitled to periodic status reviews by the Board or designee at intervals not to exceed 120 days.

The Board's designee will send the student and the parents a copy of the DAEP order. No later than the second business day after the conference, the Board's designee will deliver to the juvenile court a copy of the order placing the student in a DAEP and all information required by Section 52.04 of the Family Code.

After the conference, if the student is placed in a DAEP, the appropriate administrator will write a DAEP placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Parental questions or complaints regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office. Consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board.

State law prohibits students placed in a DAEP for mandatory removal reasons from attending or participating in school-sponsored or school-related extracurricular activities. Lake Travis ISD prohibits students placed in a DAEP for mandatory removal reasons from attending or participating in school-sponsored or school-related extracurricular activities.

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP may not be provided transportation unless **approved by the campus principal and transportation director** or he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the principal, or other appropriate administrator, or the Board may enter an additional disciplinary order as a result of those proceedings.

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the Superintendent or designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the Board or the Board's designee. Any decision is final and may not be appealed beyond the Board.

For placement in a DAEP to extend beyond the end of the school year, the Superintendent or designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or
2. The student has engaged in serious or persistent misbehavior that violates the District's Student Code of Conduct.

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

When a student violates the District's Student Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the District before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student then reenrolls in the District during the same or a subsequent school year, the District may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the principal, or other appropriate administrator, or the Board fails to issue a DAEP placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a DAEP placement order.

The district will continue the DAEP placement of a student who enrolls in the district and was assigned to DAEP in an open-enrollment charter school or another district.

A newly enrolled student with DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

Any student withdrawing from school prior to a conference to address the possibility of placement in a Disciplinary Alternative Education Program will remain subject to that conference upon returning to the District.

The office of the prosecuting attorney will notify the District if a student was placed in a DAEP and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for placement in a DAEP. If emergency placement involves a student with disabilities who receives special education services, the term of the student's emergency removal is subject to the requirements of federal law.

Placement and/or Expulsion for Certain Serious Offenses

This section includes two categories of serious offenses for which the Education Code provides procedures and specific consequences.

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers.
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students

At the end of the first semester of the student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee will recommend whether the student should

return to the regular classroom or remain in the placement. Absent to special finding, the board or its designee must follow the committee's recommendation.

The placement review of the student with a disability who receives special education services must be made by the ARD committee.

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Regardless of whether placement or expulsion is required or permitted by one of the reason in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to a felony offence under Title 5 (see glossary) of the Texas Penal Code. The student must:

1. Have received deferred prosecution for the conduct as defined as a Title 5 felony offense.
2. Have been found by the court or jury to have engaged in delinquent conduct for conduct defined as a Title 5 felony offense:
3. Have been charged with engaging in conduct defined as a Title 5 felony offense;
4. Have been referred to a juvenile court for allegedly engaging a delinquent conduct for conduct defined as a Title 5 felony offense.
5. Have received probation for deferred adjudication or have been arrested for, charged with , or convicted of the Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date of which the student's conduct occurred
2. The location at which the conduct occurred.
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers.
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

The student is subject to the placement until:

1. The student graduates from high school
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

The student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Class A Offenses

A student must be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

In deciding whether to order expulsion, the district will not take into consideration:

1. Self-defense (see glossary)
2. Intent or lack of intent at the time the student engaged in the conduct, or
3. The student's disciplinary history.

57. Bringing to school a firearm, as defined by federal law.

"Firearm" under federal law includes:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm weapon.
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

58. Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
2. An illegal knife, such as a knife with a blade over 5 ½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword or spear. This includes knives that open or release a blade from the handle or sheath by the force of gravity or by the application of centrifugal force. This term does include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.
3. A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk. (See glossary)
4. A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun. (See glossary)

59. Behavior containing elements of the following offenses under the Texas Penal Code 22.01(a)(1):

1. Aggravated assault, sexual assault, or aggravated sexual assault.
2. Arson. (See glossary)
3. Murder, capital murder, or criminal attempt to commit murder or capital murder.
4. Indecency with a child.
5. Aggravated kidnapping.
6. Aggravated robbery.
7. Manslaughter.
8. Criminally negligent homicide.
9. Behavior punishable as a felony that involves the selling, giving, or delivering to another person, possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
10. Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offenses, on or off school property or at a school-related activity.

Behaviors for Which a Student May be Expelled

A student may be expelled for engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (see glossary)

A student may be expelled for any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity.

A student may be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

60. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. (see glossary)
61. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony. (see glossary)
62. Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
63. Engaging in conduct that contains the elements of assault under Section 22.01(a) (1) against an employee or a volunteer.
64. Engaging in deadly conduct. (See glossary)

A student may be expelled for the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

65. Committing aggravated assault, sexual assault, or aggravated sexual assault.
66. Committing arson. (see glossary)
67. Committing murder, capital murder, or criminal attempt to commit murder or capital murder.
68. Committing indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
69. Continuous Sexual abuse of a young child or children
70. Committing a felony drug- or alcohol-related offense.
71. Using, exhibiting, or possessing a firearm (as defined by state law, an illegal knife, a club, or prohibited weapon, or possessing a firearm (as defined by federal law).

A student may be expelled if the student engages in the following conduct no matter where the conduct takes place:

74. Engaging in conduct that contains the elements of assault under Penal Code 22.01(a) (1) in retaliation against a school employee or volunteer.
75. Engaging in criminal mischief, if punishable as a felony.

A student may be expelled if the student engages in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:

76. Aggravated assault.
77. Sexual assault.
78. Aggravated sexual assault.
79. Murder.
80. Capital murder.
81. Criminal attempt to commit murder or capital murder.
82. Aggravated robbery.

A student may be expelled for engaging in serious or persistent misbehavior that violates the District's Student Code of Conduct, while placed in a DAEP. The District defines "persistent" as two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation. Serious offenses include, but are not limited to, the following:

83. Murder.
84. Vandalism.
85. Robbery or theft.
86. Extortion, coercion, or blackmail.
87. Actions or demonstrations that substantially disrupt or materially interfere with school activities.
88. Hazing.
89. Insubordination.
90. Profanity, vulgar language, or obscene gestures.
91. Fighting, committing physical abuse, or threatening physical abuse.
92. Leaving school grounds without permission.

93. Possession or distribution of pornographic materials.
94. Sexual harassment of a student or District employee.
95. Possession of or conspiracy to possess any explosive or explosive device.
96. Falsification of records, passes, or other school-related documents.

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion may be made on a non-emergency basis.

Consequences

In deciding whether to order expulsion, the district will not take into consideration:

1. Self-defense (see glossary)
2. Intent or lack of intent at the time the student engaged in the conduct, or
3. The student's disciplinary history.

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a Disciplinary Alternative Education Program (DAEP). Students under age six will not be removed from class or placed in a DAEP unless the student commits a federal firearm offense.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis, and/or the District may provide educational services to the expelled student in a DAEP. The District must provide educational services in the DAEP if the student is less than ten years of age.

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal or appropriate administrator may place the student in:

- Another appropriate classroom;
- In-school suspension;
- Out-of-school suspension; or
- A Disciplinary Alternative Education Program.

The duration of a student's expulsion will be determined on a case-by-case basis. The duration of an expulsion shall not exceed 180 days.

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, and statutory requirements.

A student facing expulsion will be given appropriate due process. The student and his/her parent guardian will be given notice of the violation committed and the reason for the removal. The student will be entitled to a school – level meeting, which must be requested by the parent/guardian within 2 school days of his/her receipt of the written notice of the expulsion. The parent/guardian may appeal the decision by filing a written request for an administrative – level meeting within 2 school days of his/her receipt of the decision. The parent/guardian may appeal the administrative – level meeting decision to the District's Board of Trustees by filing a written request to appeal with the Superintendent within 2 school days of his/her receipt of the decision. In an appeal to the Board of Trustees, the record before the Board consists of information presented at the previous two meetings. During any meeting regarding expulsion, the student is entitled to be represented by his/her parent/guardian or another adult who can provide guidance to the student.

The Board delegates to the Superintendent or designee the authority to conduct hearings and expel students.

A student expelled by the Superintendent or other appropriate administrator after the due process hearing may request that the Board review the expulsion decision. The student or parent must submit a written request to the Superintendent within seven days after receipt of the written decision. The Superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the Board will review the decision. Consequences will not be deferred pending the outcome of the hearing.

After providing notice to the student and parent of the hearing, the District may hold the hearing regardless of whether the student or the student's parent attends.

The Board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The Board may also hear a statement from the student or parent and from the Board's designee.

The Board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

After the due process hearing, if the student is expelled, the Board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency. An expulsion may not exceed one year unless, after review, the District determines that:

1. The student is a threat to the safety of other students or to District employees; or
2. Extended expulsion is in the best interest of the student.

When a student has violated the District's Student Code of Conduct in a way that requires or permits expulsion from the District and the student withdraws from the District before the expulsion hearing takes place, the District may conduct the hearing after sending written notice to the parent and student. If the student then reenrolls in the District during the same or subsequent school year, the District may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district. If the principal, another appropriate administrator, or the Board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings. If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the principal, another appropriate administrator, or the Board may issue an additional disciplinary order as a result of those proceedings.

Not later than the second business day after the hearing, the Superintendent or designee will deliver to the juvenile court a copy of the order expelling the student and the information required by Section 52.04 of the Family Code.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No District academic credit will be earned for work missed during the period of expulsion (unless the student is enrolled in a Juvenile Justice Alternative Education Program or another District-approved program).

The district will continue the expulsion of any newly enrolled expelled from another district or an open enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the District, the District may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the District with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the District in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the District continues the expulsion or places the student in a DAEP, the District will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or District employees; or
2. Extended placement is in the best interest of the student.

When a student has violated the District's Code of Conduct in a way that requires expulsion, and the student withdraws from the District before the expulsion hearing takes place, the District will conduct the hearing after sending written notice to the parent and the student. If the student returns during the school year or the next school year, he or she will be expelled for the time specified in the expulsion order.

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student

facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of federal law.

Placement in a Juvenile Justice Alternative Education Program

Students who are expelled from the school district setting for infractions under Texas Education Code 37.007 will be afforded due process as provided by school district policy and federal and state law.

Students shall be placed in the Juvenile Justice Alternative Education Program Co-Op when the student is expelled from school pursuant to the provisions of the Texas Education Code 37.007 and the relevant Student Code of Conduct.

At the conclusion of the student's expulsion and if the student meets the requirements for admission into the public schools established by law, the District will readmit the student, but may assign such student to the District's Disciplinary Alternative Education Program.

Liaison

The District Liaison shall have authority to offer recommendations to the juvenile courts regarding placement alternatives for students under the jurisdiction of the juvenile courts, and to bind the Liaison's respective ISD to any agreement to return a student to the school setting.

The Liaison shall obtain appropriate educational records either from parents' consent or court order releasing such records. The Liaison may provide the juvenile court with such other non-confidential educational information regarding the student as may be permitted by law.

The Liaison shall review the progress of students under its supervision within the juvenile Justice Alternative Education Program Co-Op, and shall make recommendations to the juvenile court regarding appropriate transition out of the Juvenile Justice alternative Education Program Co-Op and into the school setting.

Reporting Child Abuse

District employees receive information regarding the reporting of sexual abuse as well as the District plan to address child abuse at beginning of the year staff development. It is the District's requirement that employees who suspect or have information regarding child abuse contact the Texas Department of Family and Protective Services.

GLOSSARY

Abuse is improper or excessive use.

Armor-piercing ammunition is handgun ammunition designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers.

Arson occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
 - a. Knowing that it is within the limits of an incorporated city or town;
 - b. Knowing that it is insured against damage or destruction;
 - c. Knowing that it is subject to a mortgage or other security interest;
 - d. Knowing that it is located on property belonging to another;
 - e. Knowing that it has located within it property belonging to another; or
 - f. When the person is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Assault is defined in part by Texas Penal Code 22.01(a) (1). A person commits an assault if the person intentionally, knowingly, or recklessly causes bodily injury to another.

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

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

Chemical dispensing device is a device, other than a small chemical dispenser sold commercially for personal protection, designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, mace, and tomahawk.

Criminal street gang is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the family code.

Deadly conduct occurs when a person commits an offense by recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication may be offered to a student who is 17 or older, as an alternative to seeking a conviction in court.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. Delinquent conduct also includes conduct that violates certain juvenile court orders, including probation orders. Delinquent conduct does not, however, include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a load report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

False Alarm or Report occurs when a person knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Graffiti is making marks with aerosol paint or an indelible marker on tangible property of the owner without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL)and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotionally health or safety.

Hazing involves any knowing, intentional, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit List a list of people targeted to be harmed using a firearm as defined by Penal Code 46.01(3) [see FNCG], local policy.

Knife as defined by Penal Code 46.01(7) (any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument; or any object to be used with intent to cause bodily harm.

Knuckles is any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia is any device that can be used to inhale, ingest, inject, or otherwise introduce a controlled substance into a human body.

Persistent violations of the Student Code of Conduct mean two or more violations of the Student Code of Conduct or repeated occurrences of the same violation.

Possession means to have on a student's person or in the student's personal property, including but not limited to the student's clothing, purse, or backpack; in any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the student s enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.12(d) of the Education code are excepted from this definition.

Persistent Misbehavior is two or more violations of the Code in general or repeated occurrences of the same violation.

Reasonable belief determination can be made by the Superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure. Administrators may place a student in a Disciplinary Alternative Education Program (DAEP) if they have reasonable belief that the student has engaged in felony conduct under Title 5. Administrators also may place a student in a DAEP if they have reasonable belief that the student has committed felony conduct that is not a Title 5 offense, if the Superintendent believes the student's continued presence in the regular classroom threatens the safety of other students or teachers, or will be detrimental to the educational process.

Serious offenses include but are not limited to:

1. Murder.
2. Vandalism.
3. Robbery or theft.
4. Extortion, coercion, or blackmail.
5. Actions or demonstrations that substantially disrupt or materially interfere with school activities.

6. Hazing.
7. Insubordination.
8. Profanity, vulgar language, or obscene gestures.
9. Pornography or obscenity
10. Fighting, committing physical abuse, or threatening physical abuse.
11. Leaving school grounds without permission.
12. Sexual harassment of a student or district employee.
13. Possession of or conspiracy to possess any explosive or explosive device.
14. Falsification of records, passes, or other school-related documents.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force. This includes knives that open or release a blade from the handle or sheath by the force of gravity or by the application of centrifugal force. The term **does** include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

Terroristic threat occurs when a person threatens to commit any offense involving violence to any person or property with intent to:

1. 1. Cause a reaction of any type to his or her threat by an official or volunteer agency organized to deal with emergencies;
2. 2. Place any person in fear of imminent serious bodily injury;
3. 3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. 4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. 5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. 6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

Title 5 offenses involve injury to a person and include: murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

Under the influence means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use, or by admission.

Use means that a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.