



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



High School  
Student/Parent Handbook and  
Student Code of Conduct  
2011-2012

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## Lake Travis Independent School District

3322 Ranch Road 620 South

Austin, Texas 78738

Susan Bohn, Interim Superintendent/Deputy Superintendent and General Counsel

Telephone: 512-533-6000

Fax: 512-533-6001

[www.ltidschools.org](http://www.ltidschools.org)

## Lake Travis Independent School District Campuses

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### **Bee Cave Elementary School**

14300 Hamilton Pool Rd.

Austin, Texas 78738

Janie Braxdale, Principal

Telephone: 512-533-6250

Fax: 512-533-6251

### **Lake Pointe Elementary School**

11801 Sonoma Dr.

Austin, Texas 78738

Heidi Gudelman, Principal

Telephone: 512-533-6500

### **Lake Travis Elementary School**

15303 Kollmeyer Dr.

Austin, Texas 78734

Karen Miller-Kopp, Principal

Angela Frankhouser, Assistant Principal

Telephone: 512-533-6300

Fax: 512-533-6301

### **Lakeway Elementary School**

1701 Lohmans Crossing Road

Austin, Texas 78734

Sam Hicks, Principal

Telephone: 512-533-6350

Fax: 512-533-6251

### **Serene Hills Elementary School**

3301 Serene Hills Drive

Austin, TX 78738

Allison Cobb, Principal

Telephone: 512-533-7400

Fax: 512-533-7401

### **Hudson Bend Middle School**

15600 Lariat Trail

Austin, Texas 78734

Mark Robinson

Steven Lott, Assistant Principal

Telephone: 512-533-6400

Fax: 512-533-6401

### **Lake Travis Middle School**

3322 Ranch Road 620 South

Austin, Texas 78738

Russell Maedgen, Principal

Janet Pyne, Assistant Principal

Telephone: 512-6200

Fax: 512-533-6201

### **Lake Travis High School**

3322 Ranch Road 620 South

Austin, Texas 78738

Kim Brents, Principal

Ross Sproul, Associate Principal

Karen Reich, Associate Principal

Wendy Phillips, Assistant Principal

Roy Hudson, Assistant Principal

Andy Paulson, Assistant Principal

Telephone: 512-533-6100

Fax: 512-533-6101

## **Board of Trustees**

Jason Buddin  
Alan Williams  
Lisa Johnson  
Alex Alexander  
Fred Goff  
Guy Clayton  
Robert Brewer

## **Administration**

### ***Interim Superintendent/Deputy Superintendent and General Counsel***

Susan Bohn

### ***Assistant Superintendent of Business & Financial Services***

Johnny Hill

### ***Assistant Superintendent of Curriculum & Instructional Services***

Myra Pettit

### ***Assistant Superintendent of Student Support Services***

Becky Burnett

### ***Assistant Superintendent of Technology and Information Systems Services***

Sean Casey

## **Student Holidays**

September 5 ..... Labor Day  
October 31 ..... Staff Development/Student Holiday  
November 21-22 ..... Staff Development/Student Holiday  
November 23 – 25 ..... Thanksgiving  
December 19 – January 3 .... Winter Break  
January 16 ..... Staff Development/Student Holiday  
February 20 ..... Staff Development/Student Holiday  
March 12 – 16 ..... Spring Break  
April 6 ..... Student/Staff Holiday  
May 28... ..... Student/Staff Holiday

## **Bad Weather Days: February 20 and June 1**

## **Campus Hours - 8:45 a.m.-3:45 p.m.**

## **Grading Period**

### **First Semester**

August 22 – October 21

October 24 – January 13

### **Second Semester**

January 17 – March 23

March 26 – May 31

## PREFACE

To Students and Parents:

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

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

**Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS**—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—INFORMATION FOR STUDENTS AND PARENTS** — organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Lake Travis Independent School District ***Student Code of Conduct***, which is a document, adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted online or available at the campus.

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

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

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.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

**Please complete and return to your child’s campus the Mail Out/First Day forms packet.**

### District Policies

The LTISD Board Policy Manual which contains the official, Board-approved, policies of the District is available at the LTISD web site, [www.ltidschools.org](http://www.ltidschools.org), and in the office of the Interim Superintendent/Deputy Superintendent and General Counsel at the Central Administration Building.

## SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the High School Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Lake Travis Independent School District 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: Susan Bohn, Interim Superintendent/Deputy Superintendent and General Counsel, 533-6483 and Holly Morris-Kuentz, Executive Director of Administrative & Human Resource Services at 533-6024.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Becky Burnett, Assistant Superintendent of Student Support Services and Diana Davison, Director of Special Services, 533-6460.
- All other concerns regarding discrimination: See the Interim Superintendent/Deputy Superintendent and General Counsel Susan Bohn at 533-6483.

### PARENTAL INVOLVEMENT

#### Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, when your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See Academic Counseling on page 25.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See Report Cards/Progress Reports pg. 37]
- Becoming a school volunteer. [For further information, see policies at GKG and the campus directly.]
- Participating in campus parent organizations. Parent organizations include: PTO, Student Mentor, Campus Volunteers, Athletic Booster Club, and Campus Advisory Team.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus directly.

- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## **PARENTAL RIGHTS**

### Obtaining Information and Protecting Student Rights

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

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

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

### “Opting Out” of Surveys and Activities

Unless a law requires a student to participate in a survey, as a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, 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.]

### Displaying Student’s Artwork and Projects

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

### Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the

field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### Reviewing Instructional Materials

As a parent, you have a right 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.

### Accessing Student Records

You may review your child's student records. These records include:

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

[See **Student Records** on page14.]

### Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video 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.

### Removing a Student Temporarily from the Classroom

You may 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.

### Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 54 and policy EC(LEGAL).]

### Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child

be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the ***Student Code of Conduct.***]

### Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDE(LEGAL) and (LOCAL)]

## **OTHER IMPORTANT INFORMATION FOR PARENTS**

### Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services

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

If the district determines that the evaluation is not needed, the district will provide the parent with [prior written notice](#) that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the [Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities](#). Additional information regarding the IDEA is available from the school district in a companion document [A Guide to the Admission, Review, and Dismissal Process](#).

The following websites provide information to those who are seeking information and resources specific to students

with disabilities and their families:

- [Texas Project First](#)
- [Partners Resource Network](#)

For more information contact Becky Burnett, Assistant Superintendent for Student Support Services, 512.533.6467.

### Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.

### 504

Section 504 of the Rehabilitation Act of 1973 (29 USC 794 34 CFR Part 104) is a broad civil rights law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Section 504 prohibits discrimination against persons with disabilities, including students, district patrons and staff members, by school districts receiving federal financial assistance. For additional information regarding the eligibility and supports available to students protected by Section 504 of the Rehabilitation ACT, please contact the campus principal.

### Student Records

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

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Such records may be disclosed only to: parents; District staff members who have a legitimate educational interest; various governmental agencies; individuals granted access in response to a subpoena or court order; or a school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled and former students at the assigned school.

### Directory Information

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Release of Student Directory Information” form in the forms packet]

## Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **SECTION II: INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school.

## **ABSENCES/ATTENDANCE**

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

### 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. Once a student is enrolled in school, the compulsory attendance laws apply.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

### Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

## Failure to Comply with Compulsory Attendance

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.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student, but not the student's parents, would be subject to penalties as a result of the student's violation of state compulsory attendance law.

[See policy FEA(LEGAL).]

## Attendance for Credit

- 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: 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 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. Emails will be accepted. No phone calls will be accepted. 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 Associate 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 plan 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 be aware of this plan should any questions arise. The Principal or designee 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.

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

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

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

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

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 five or more consecutive days. For extended absences, parents may contact the teacher to request assignments.
- 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 from the physician's office.
- Observance of a religious holiday under TEC 25.087.
- Participation in activities related to Child Protection Services or the 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 substance abuse rehabilitation program.
- Homeless, as defined by law.
- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship or taking part in a United States naturalization oath ceremony.
- Student with diagnosed autism spectrum disorder when attending health care appointments related to the disorder.

Absences for reasons other than those listed above will be considered unexcused and may result in disciplinary consequences.

### Make-Up Hours

Students who are denied credits for a course due to excessive absences are provided the opportunity to make-up 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.

### 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.

### 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.

## **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](http://www.ltidschools.org). See Exhibit B for schedule.

## **ANNOUNCEMENTS**

Announcements are made daily which include important information such as directions for assemblies, meetings, activities, and safety drills. Announcements are posted to the high school website daily.

## **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.

## **BULLYING**

Bullying is defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district that: (1) Has 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 property or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

## **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 1<sup>st</sup> of the start of their freshman year (including eligible summer activities performed during the summer following their 8<sup>th</sup> 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 school year. Seniors must have all forms turned in by May 1<sup>st</sup>, 2012 to be considered for graduation

recognition.

## **CELEBRATE FREEDOM WEEK**

LTHS participates in Celebrate Freedom Week which is scheduled by law to occur during the last full week of classes during the week in which September 17<sup>th</sup> 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.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

The registrar's office should be notified immediately of a change of home, business, or cell 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.

## **CHILD ABUSE REPORTING**

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.

## **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.

## **CLINIC**

The school nurse provides health care for children who become ill or injured at school. A parent or guardian should discuss special health needs of his/her student with the school nurse.

If the student needs to go home due to sudden illness or injury, the nurse or school staff member will contact the parent, guardian, or emergency contact person. Please continue to provide the school nurse with all current phone numbers. In the event of a serious medical emergency the parent or guardian will be notified and the student may be transported to the nearest hospital.

Middle school and high school students must obtain a pass from a teacher before going to the clinic. The nurse will determine if the student is to stay at school or go home. Students may not call or text the parent with their cell phone or the office phone before going to the nurse. The student may call the parent from the nurse's office.

All accidents occurring at school and requiring the services of a physician and/or an absence from school must be reported to the clinic the day of the accident. Accident reports are completed by the nurse or school staff.

### Health Screenings:

The State of Texas requires that school districts provide certain health screenings for students throughout the school year. The district will additionally screen students as needed even if they are not in the state required grade level.

Vision and Hearing screening is required for all newly enrolled students and students in Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grades.

Acanthosis Nigricans (AN) screening is required for all students in 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades. AN is a light brown-black, velvety, rough, or thickened lesion on the surface of the skin usually found around the neck. AN can be a primary marker that may signal high insulin levels, which can lead to insulin resistance and then to type 2 diabetes.

Spinal screening is required for all students in the 5<sup>th</sup> and 8<sup>th</sup> grades. Scoliosis is a common spinal abnormality found in adolescents. It is usually detected in children between 10 and 14 years of age.

These screenings are required by the state. If you do not wish to have your child screened at school please provide a doctor's note stating the results of the screening or an affidavit stating you are opposed to the screening.

If your child does not pass one of the screenings at school you will receive a referral form with the results. Please return these forms to the school nurse once you have seen a physician.

## **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
- DECA
- 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]

## **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.

## **COMPLAINTS AND CONCERNS**

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. For information not included in this handbook for complaints in those areas, see the principal.

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of gender should contact the principal.

Procedures for communicating concerns:

1. The most direct route to resolving a concern is to confer directly with the person involved. Therefore, parents should contact the appropriate staff member (usually the teacher, coach or counselor) by voice mail or email. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. In many cases, the concern can be resolved with a conversation over the phone or an email. If this is a situation that should be discussed in person, the parent should make an appointment to meet with the staff member.
2. If not satisfied, the parent's next step is to contact the appropriate campus administrator (assistant principal or principal) to set up a time to talk about a resolution to the concern.
3. If the issue is not resolved at the campus level, parents should contact the Executive Director for Administrative and Human Resource Services.
4. Should the concern not be resolved using this informal process, a formal grievance may be filed. For information and paperwork regarding this process, contact the office of the Interim Superintendent/Interim Superintendent/Deputy Superintendent and General Counsel at 533-6483 and review District Policy FNG(LOCAL), posted on the District web site.

## **COMPUTER AND TECHNOLOGY SYSTEMS USE/INTERNET ACCESS**

A student will be permitted to use District computers and other technology systems, including appropriate use of the Internet, only if the student and/or the parent sign and turn in to the school office the form acknowledging the District's Student Acceptable Use Policy. All student computer and technology system use, including use of student personal technology devices or systems, shall be in accordance with District policy and teacher directives. Inappropriate use or abuse of District computers, District or personal technology systems, and/or Internet access may result in denial or restriction of the privilege to use the District's computers and technology systems, and possible further disciplinary action in accordance with the Student Code of Conduct. (See Exhibit A)

Students and their parents should be aware that e-mail and other technology systems use are not considered private and may be logged or monitored by district staff.

## CONFERENCE PERIODS/PARENT CONFERENCES

Each core area (mathematics, science, social studies, and English language arts) teacher is assigned one period per day to be used for parent conferences as well as planning and preparing for class work. Teachers can be contacted through their voice mail or email to set a date and time for a conference with a teacher and/or grade level academic team.

## CONDUCT

### Applicability of School Rules

As required by law, the board has adopted a ***Student Code of Conduct*** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the ***Student Code of Conduct***. Students and parents should be familiar with the standards set out in the ***Student Code of Conduct***, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the ***Student Code of Conduct*** and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

### Disruptions

As identified by law, disruptions include the following:

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

For purposes of this provision, "school property" shall include the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-sponsored activities. For purposes of this provision, "public property" shall include any street, highway, alley, public park, or sidewalk. For additional information, please see the ***Student Code of Conduct***.

### Cell Phones, Cameras, and Other Electronic Devices

Student use of personal mobile devices in school is allowed, subject to the ***LTISD Student Code of Conduct***, Campus Handbook, and the discretion of the teacher and other campus personnel. LTISD personnel will direct students in the appropriate use of personal mobile devices, which at times may be encouraged, and at other times may require that the devices are to be turned off and put away for certain activities. Personal devices will not be allowed to disrupt classes or educational purposes, and may be collected by the teacher or other LTISD personnel to prevent disruption to the learning environment. Personal devices that negatively impact the LTISD computing environment or network may be shut down or blocked to prevent disruption of service to others.

If a teacher or other LTISD personnel determines it is necessary to collect or confiscate student personal devices, the principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones in locker rooms, restroom areas, or other areas of student privacy while at school is strictly prohibited. The school is not responsible for lost or stolen items of this nature. See Acceptable Use Policy (AUP) in Appendix A.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school will charge the owner \$15.00 for the release of telecommunications devices [See policy FNCE.]

### 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.

### Social Events

School rules apply to all school social events.

## **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 year. No senior can elect to fulfill a graduation requirement by correspondence during the spring semester of their senior year.

## **COUNSELING**

### 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

In addition to academic concerns, the school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. 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. Counseling services are not intended to provide ongoing psychological therapy; however, counselors have information available to assist with referrals to community psychologists and other services for therapy and will continue to monitor progress upon parent request.

## Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to FFE(LEGAL) and FFG(EXHIBIT).]

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

Students may use credit by examination to demonstrate mastery in any subject in elementary grades or to earn credit in any academic course at the secondary level, with the prior approval of the assistant superintendent of curriculum and instructional services. Such examinations shall assess the student's mastery of the essential knowledge and skills and shall be approved by the Superintendent or designee. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

Students may be authorized to take a Credit by Exam if the student is enrolling in the District from a non-accredited school, **if the student has failed a subject or course, or if the student has earned a passing grade in a subject or course but has failed to earn credit because of excessive absences.**

Credit by examination shall not be used to gain eligibility for participation in extracurricular activities.

Tests shall be administered according to procedures approved by the Superintendent or designee. (See policy EHDB)

A fee shall be charged for this examination in accordance with policies FP (LOCAL).

## **CREDIT BY EXAM – If a Student Has Not Taken the Course (Acceleration)**

Parents of students in grades 1-12, who believe that their child would better be served in a higher grade level, must contact the school counselor and complete a form requesting testing. School personnel must also agree that the student would be successful in the next grade level and sign the form. The district, through the University of Texas continuing education system, purchases exams. Students must score 90% on examinations in language arts, mathematics, social studies, and science to advance a grade. A committee consisting of the principal, counselor, sending teacher, receiving team leader or teacher, and parent must recommend acceleration. Tests for acceleration will be offered in early June and late July. A student planning to take an examination for acceleration shall be required to register with the principal or designee no later than 30 days prior to the scheduled testing date on which the student wishes to take the test. Grades earned through credit by examination shall not be included in the student's grade point average (GPA). [See EIC] [For further information, see EHDC(LOCAL).]

The District shall not charge for an examination for acceleration on the published dates or alternate dates. The District may deny a parent's or student's request for an alternate examination or alternate date. If the District grants a request for an alternate exam, it may use a test purchased by the parent or student from a source approved by the State Board of Education. [For further information, see EHDC(LOCAL).]

## **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.

## **DAEP /Discipline Alternative Education Placement**

Not later than the third class day after a student is suspended 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 9:45 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 may not be offered; however, special assignments will be required.

Students assigned to DAEP 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 DAEP class time or do not put forth effort, then credit will be denied for one or more courses. Students assigned DAEP will be considered trespassing if student is on campus other than in the DAEP classroom. See the ***Student Code of Conduct*** for up-to-date information.

## **DISCRIMINATION, HARASSMENT, RETALIATION, AND DATING VIOLENCE**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the District's website.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

### Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

### Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

### Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

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

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

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:

- In order to be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
- 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.
- 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 FOD (Legal) series and the ***Student Code of Conduct***.

- Written material from groups outside of LTISD must be approved by the Principal and the Office of Community Programs.
- High school groups requesting to distribute materials on other LTISD campuses, must follow the procedures outline in Tuesday Folder Guidelines and seek approval from the principal and the Office of Community Programs.

### Limitations on Content

Non-school materials shall not be distributed if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.

- The materials endorse actions endangering the health or safety of students.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- 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).
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- 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).

## 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

- A. Skirts and shorts should be modest and worn in good taste. They should not be so short as to distract from the learning environment.

### 4. Pants

- A. 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" in 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.

## 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.

- 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.
- 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, 2012. A student must clear all outstanding school obligations prior to receiving a VOE form.

## ELIGIBILITY

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

- Is not a high school graduate
- 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.
- 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)
- 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:

1. Students beginning grades nine and below must have been promoted from a lower grade prior to the beginning of the current school year.
2. Students beginning their second year of high school must have earned five credits, which count toward state high school graduation requirements.
3. 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.
4. 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.
5. 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).

## ENROLLMENT

In order for a student to be enrolled in a Lake Travis ISD School, the following residency and immunization requirements must be met.

### Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. A student transferring from out of state must provide an immunization record prior to enrollment.

The school nurse can provide information on age-appropriate immunizations or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

### 30 Day Provisional Enrollment

The responsibility for providing immunization records of students enrolling in school, entering school for the first time, or transferring from another district rests solely with the parents or guardian. If the school has not been furnished complete records of immunizations, the student may be entitled to provisional enrollment in school. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. Once the 30 day provisional enrollment period ends, parents or guardians must present an official notarized TDH affidavit form, an up-to-date immunization record, or a physician's affidavit of medical contraindication to school officials to attend school. If parents or guardians cannot produce one of these three documents, their child/student will be excluded from school. Absences pending immunization will be unexcused. Information on immunizations may be obtained from the County Health Department at 972-5400 or for free clinics at 972-5520 (Shots for Tots).

### Registration

To enroll a student, the parent, legal guardian, or person showing evidence of legal responsibility must accompany the student to complete and sign a registration form and a release of records consent form (available in the registrar's office) to allow the school to obtain student records from the previous school.

A parent/guardian or student should provide a Social Security number, if one is available, and show proof of identity (examples include birth certificate, passport, school report card, hospital birth record, or any other legal document that establishes identity) and proof of living in the District with his parent or guardian or a court-appointed adult. The names of students for whom no proof of identity has been submitted within 30 days of enrollment will be submitted to law enforcement officials as required by law. Parents must also bring a report card for 9th graders or transcript for 10th, 11th, and 12th graders.

At the time of registration, the parent should notify the school of any court order affecting his/her child. Parents must provide information at the time of registration for emergency notification.

Students enrolling in a school from another school or school district should present a copy of the last report card received and a withdrawal form (if withdrew during the school year) from the previous school. At the time of registration, a student must bring a copy of his or her transcript for correct placement.

### Residency

A student will attend the appropriate school in his or her attendance zone. Proof of residency, as exhibited by such documents as sales contract or rental contract listing each occupant of a residence or manager of the apartment, is required for enrollment. If a student and his family reside with another family, a notarized statement acknowledging that fact is required from the owner of the residence or manager of the apartment building. False statements or listings concerning residency may result in collection of tuition fees. Students whose change in residency results in a change in attendance zones within the District or to another school district will be withdrawn from their original school. A student who changes attendance zones after the first nine-week grading period may remain at the first school until the end of the school year. Residency may be checked and verified by residence checks, talking with neighbors, confirmation with apartment managers or talking with students by District personnel, including District police officers, throughout the year. Copies of all required documents will be made and kept on file.

### Homeless Students

For information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, the Assistant Superintendent for Student Support Services, at 533-6467.

### Withdrawal

When a student is to be withdrawn, the child's parent/guardian should notify the school office at least 48 hours in advance to allow preparation of necessary records. Textbooks and all library books must be turned in and cleared of fines, lunch charges must be cleared, and any other fines or fees must be paid prior to withdrawal of the student. The student should leave a forwarding address with the registrar and the name of the new school/school district.

## **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.

### 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

**Exemption guidelines will be determined through a teacher/student leadership committee which will meet during the first three weeks of school.** Exemption guidelines will be communicated to students and parents once they are approved.

## 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

### Extracurricular Activities

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

1. Be eligible and in good standing according to all UIL rules and regulations for participation.
2. 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.
3. Any disciplinary behavior-related restrictions on participation are included the ***Student Code of Conduct***, and the Standards of Behavior for Participation in Extracurricular and CoCurricular Activities.
4. A student must be enrolled as a “full-time” student for UIL eligibility.
5. Members of the Homecoming court, prom courts and other such recognition of students are subject to the rules of UIL eligibility.
6. 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 with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Replacement of student identification cards.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged school-owned books and/or equipment.
- Attendance make-up hours.
- Credit recovery programs.
- Parking fees.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.

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

## **FUND-RAISING**

Student clubs, classes and/or parent groups may be occasionally permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For further information, see policies at FJ and GE.]

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 5013 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 1<sup>st</sup> 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** - Students earn credits in 0.5 increments and need a 70% or higher to earn each 0.5 credit. A student who fails one semester of a two-semester course can earn credit for a full year if the overall average is a 70% or higher. Semester averaging is only allowed between semesters in a single school year and not over multiple years. Beginning in 2011-12, the STAAR End of Course Assessments will count for 15% of the final grade of the course for any course with an applicable EOC exam. While students are able to retake EOC assessments, only the first administration will impact the final average of the course. Further details regarding how the EOC exams will impact grades will be shared as more information becomes available from the state and legislature.

**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 weeks 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 9-week sessions with the following weights:

**Fall Semester = 0.5 credits** (for most courses)

1<sup>st</sup> 9 wks: 40%

2<sup>nd</sup> 9 wks: 40%

Midterm Exam: 20%

**Spring Semester = 0.5 credits** (for most courses)

3<sup>rd</sup> 9 wks: 40%

4<sup>th</sup> 9 wks: 40%

Final Exam: 20%

### 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.

### Transfer Credit Policy

#### ***Course Credit from an Accredited State, National, or International School (Revised 07/06/09)***

LTHS grants course credit from any 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, and (3) the course meets the State of Texas TEKS for the specific course.

For those courses meeting the above three criteria, LTHS uses a numerical grade as shown on the educational institution's official transcript for calculating GPA and class rank except for grades from non-American educational institutions. In addition, LTHS shall award honor points for the purpose of GPA and class rank for any grade that meets the above three criteria if the educational institution's official transcript designates the course as honors, Pre-AP, AP, IB, or accelerated. Honors points will only be awarded for courses that are offered at LTHS at the accelerated level.

If the educational institution grades on the IB grade scale, Lake Travis High School shall assign the following percent range:

<u>IB Grade</u>	<u>% Range</u>	<u>Description</u>
7	96-100	Excellent
6	90-95	Very Good
5	80-89	Good
4	70-79	Satisfactory
3	60-69	Mediocre
2	50-59	Poor
1	50	Very Poor

If the educational institution does not provide a numerical grade, LTHS 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 not be awarded for any grade that is a “D” unless credit is reflected on the transcript of the educational institution that assigned the grade. In those cases, LTHS will honor that credit. Credit will not be awarded any courses receiving an “F”. Any “P” pass shall not be granted grade points; however, credit shall be granted for any course receiving a “P” and meeting the above three criteria as stated in the first paragraph. Course credit earned through credit recovery will receive a “P.”

#### ***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 9<sup>th</sup> grade student entering a high school program 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 from 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 9<sup>th</sup> 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 Exhibit D)**

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.

## **GT / GIFTED AND TALENTED PROGRAM**

Lake Travis ISD offers a program for the intellectually and/or creatively gifted and talented. While our curriculum and advanced courses meet the needs of most students in our community, the GT program is designed to meet the needs of the top 3-5% of the students nationally. Referrals to the program can be made by any person (students, parents, teachers) who is familiar with the student's abilities, potential, and performance. Referrals are to be made to the campus GT Coordinator. All students have an equal opportunity to be considered for the GT program. Selection criteria are based on the state standards and include a collection of qualitative and quantitative data. The selection process takes place at least twice a year. Students who come to LTISD from another GT program must be reevaluated using the LTISD criteria (board policy EHBB LOCAL). The appeal process must be initiated by the parent or school personnel and presented to the GT Coordinator.

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.

### **GT Graduation Recognition**

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

- 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.

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

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.

## HEALTH-RELATED MATTERS

### Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes.

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional

Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## Communicable Diseases

Parents of students with a communicable (contagious) disease or infestation are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted, as permitted by law. Students are not allowed to come to school until the disease is no longer contagious. To ensure good health, when it is determined at school that a child has a contagious disease, the parent will be contacted and asked to pick up the child. Your child should stay home if he/she develops flu-like symptoms.

The following table lists the most common communicable diseases and infestations, the incubation period of each, and the requirements for readmission to school:

<b>Condition &amp; Incubation Period</b>	<b>Readmission Criteria</b>
*Chicken Pox 2-3 weeks	Exclude from school until temperature is normal and all blisters have crusted over (usually 7 to 10 days). Must be checked by nurse before readmission to class. Varicella (chicken pox) vaccine is now available.
Common Cold 1-3 days	Exclude from school until free of fever (see <b>Fever</b> )
Fifth Disease 4-20 days	Exclude from school until free of fever and non-infectious according to a physician's written statement.
*Infectious Hepatitis 15-50 days	Notify the school as soon as a physician confirms diagnosis. Exclude until no fever no jaundice, and non-infectious according to a physician's written statement.
Impetigo	Exclude until under treatment and/or until noninfectious according to a physician's written statement.
Lice	Exclude until one medicated shampoo or lotion treatment has been given. May not ride school bus or attend classes until treated.
*Measles 7-14 days	Exclude when symptoms develop and for four days after appearance of rash. In an outbreak, an unimmunized child should also be excluded for at least two weeks after last rash onset occurs. Physician's statement required.
*Mumps 12-25 days	Exclude from school until 9 days from the onset of swelling.
Pink Eye (Conjunctivitis) 1-3 days	Exclude until eye is clear or non-infectious according to a physician's written statement.
Ringworm of the Body 4-10 days	Treatment is recommended. Keep lesions covered.

Ringworm of the Scalp 10-21 days	May attend school provided child is under treatment of a physician.
Streptococcal Infection 1-3 days	Exclude until released by a physician or 24 hours after antibiotic treatment has begun and fever subsides.
Scabies 1 <sup>st</sup> infection – 2-6 weeks Repeat infections – 1-4 days	Exclude until physician's written statement certifies the child has been properly treated and can be readmitted to school

\*Diseases that must be reported to the Travis County Health Department by the school nurse.

### Diabetes

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

### Fever

**Students with a temperature of 100° F. or above must not be sent to school.** Students who come to the clinic during the school day and have a temperature of 100.4° F. or above will be sent home. **Students who become ill with a fever or vomiting will not be allowed to ride the bus home.** Parents will be contacted to pick up their child. **Students should be fever free for 24 hours without the aid of an antipyretic (acetaminophen, including the brand name Tylenol; ibuprofen, including the brand names Advil, Motrin; naproxen, including the brand name Aleve, etc.) before returning to school.**

### Medication

The term medication includes both non-prescription and prescription medicines. All medications will be kept in a secure manner in the clinic and refrigerated if necessary. The clinic does not provide any medication, including Tylenol or aspirin. The student's personal medications are dispensed by the school nurse or trained designee at the written request of a student's parent or legal guardian. **Medicine Release** forms are available from the school nurse. Some medications may require a physician's authorization, which is required annually in treatment of long-term medication administration as in asthma, diabetes, chronic infections, ADD, controlled medicines, and over-the-counter medicines given in doses that exceed label directions or that are given seven consecutive days. The school nurse will notify you if a physician's authorization is necessary. If over-the-counter medication does not have the dosage listed on the original container for the age of the child, a note of instruction must accompany it from the student's treating physician or dentist.

**Prescription and non-prescription medication must be brought to school and picked up by the parent/guardian, not the student.** Failure to comply with this requirement may result in a disciplinary action for your child.

The medication must be in the original container. **Medication sent in baggies or unlabeled containers will not be given.** If the medication is manufactured and/or dispensed outside of the United States, authorization for use and written instructions providing the necessary information for administration must be submitted to the school nurse by a physician licensed to practice medicine in one of the states of the United States.

Medication taken home over the weekends and/or holidays must be returned in the original container by the parent/guardian to the nurse before school reconvenes. The parent or guardian must pick up any medication remaining in the clinic at the end of the school year; otherwise it will be disposed.

## Prescription Medication

- Must show the student's name, the drug contained therein, dosage requirements, and the prescribing practitioner's name. The pharmacy may be able to supply two (2) labeled bottles—one for the school and one for home.
- Labels must be on the immediate medicine container (for example, inhaler). If the bottle or tube is too small for a full label, it must be labeled with the student name and prescription number, with the full label on the outer box or container.
- Must be legally prescribed and authorized by a duly licensed practitioner, such as physician or dentist.
- Must be prescribed specifically for that student.
- Must be a current prescription that is being given within the time frame ordered by the doctor or dentist.
- Must not have expired in strength.
- Must have a physician's authorization for changes in dosage or time administration.

A letter authorizing their use by the student from the physician providing samples must accompany samples of prescription medicine. **Vitamins, herbal preparations or health food supplements will not be administered by Lake Travis ISD nurses or employees.**

## Self-Administration of Asthma Medicine

A student with asthma may possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if:

1. The medicine has been prescribed for that student as indicated by the prescription label on the medicine;
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:
  - a. Written authorization, signed by the parent, for the student to self-administer the medicine while on school property or at a school-related event or activity; and
  - b. A written statement, signed by the student's physician or other licensed health care provider, that states:
    4. That the student has asthma and is capable of self-administering the medicine;
    5. The name and purpose of the medicine;
    6. The prescribed dosage for the medicine;
    7. The times at which or circumstances under which the medicine may be administered; and
    8. The period for which the medicine is prescribed

## Self-Administration of Medication for Severe Allergies

Students with severe allergies may carry their epi pens with written permission from their doctor stating that the student may self-administer. Permission slips will be kept on file in the Nurse's Office.

## Emergency Medical Treatment Form

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.

## School Health Advisory Council

The SHAC, which is a group composed of community members, health professionals, parents and LTISD staff, meets 4 times a year to help promote and implement a Coordinated School Health Program. Additional information regarding the SHAC is available on the Healthy Lifestyles Program pages of the district's website (see also policies at BDF and EHAA.)

## Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines refer to policies CO and FFA.

## 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 school principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## Other Health-Related Matters

### ***Tobacco Prohibited***

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

### ***Asbestos Management Plan***

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the main office. If you have any questions, please contact the Director of Maintenance and Operations at 533-6065.

### ***Pest Management Plan***

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance and Operations at 533-6065.

## **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.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Assistant Superintendent for Student Support Services, at 533-6467.

## **HONOR CODE (see Exhibit C)**

## **HOT LINE**

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

## IN-SCHOOL SUSPENSION (ISS)

The In-School Suspension Program (ISS) is an alternate education program designed to encourage the student to exercise self-discipline and to provide the student an alternative to at-home suspension. Students may be assigned to ISS for infractions of school policy. Rules will be explained at the time of the assignment. 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. Also see *Student Code of Conduct*.

## 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.

## LAW ENFORCEMENT AGENCIES

### Questioning of Students

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

- The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
- The principal or designee shall be present during the questioning or interview. If the interviewer raises an objection to a third party's presence, the Superintendent or designee shall be notified and a decision shall be made regarding whether the principal or a designee shall be present during the questioning or interview.
- The principal shall make reasonable efforts to notify the student's parents or other person having lawful control of the student that the student has been questioned. If the interviewer raises an objection to the notification, the Superintendent or designee shall be notified and a decision shall be made regarding whether or not the parents shall be notified.

See policy GRA (LOCAL)

### Students Taken Into Custody

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

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

- To comply with a properly issued directive to take a student into custody.

Before a student 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 shall deliver over the student.

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

### Notification of Law Violations

The district is required by state law to notify:

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

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

## **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 extracurricular 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.

## **LOCKERS**

All students may request a locker at the beginning of school. Gym lockers or baskets will also be available for physical education/athletics to store books and other belongings. 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. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not students are present. Students have full responsibility for the security of lockers and should make certain they are locked and that the combination is not given to others. In order to prevent thefts, it is essential that students use the lockers assigned to them. **Students are forbidden to share lockers with other students. Students MAY NOT change lockers at any time during the year unless permission is granted by administration.** Lockers needing repair are to be reported to the assistant principal. **The school is not responsible for lost or stolen articles.** It is critical that students properly lock and secure all items. 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 front 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.

## **MAKEUP WORK**

### Routine and In-depth Makeup Work Assignments

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student will be allowed one class day for each day of absences to make up the assigned work. [For further information, see policy EIAB(LOCAL).]

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.

### DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's grade level requirements. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. [See policy FEA(LEGAL).]

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

## **MEDICINE ON CAMPUS**

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

1. Only authorized employees, in accordance with policies at FFAC, may administer:
  - a. Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - b. Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - c. Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - d. Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

- e. In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only in accordance with the guidelines developed with the district's medical advisor, and when the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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

### Psychotropic Drugs

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

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

## **MESSAGES AND DELIVERIES**

Every effort will be made to preserve instructional time by minimizing classroom interruptions. We urge parents to call and leave emergency messages only. Messages WILL NOT be relayed to students during class. 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.

## **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 93.0 and above as reported by the Registrar are asked to submit a candidate information packet for membership selection. In addition to scholarship, 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.

## **NEWSLETTERS**

In an effort to promote student achievement, as well as to create awareness of programs, services and events, the District and each of its campuses publish electronic newsletters periodically throughout the school year. Parents are encouraged to subscribe to the District's e-news service, *Constant Contact*, at the LTISD website ([www.ltisdschools.org](http://www.ltisdschools.org)).

## **OFF-CAMPUS LUNCH**

Only seniors who have earned the required credits to be classified as seniors, have no outstanding attendance hours and have no obligations are eligible to obtain "off-campus" lunch privileges during second semester. This privilege can be revoked at any time by the parent/guardian or school administration. Students who participate in "off-campus lunch" must show their off campus pass at one of the two (2) exits as they leave campus. Applications will be available at the end of first semester.

## **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 1<sup>st</sup> or 5<sup>th</sup> 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.

## **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.

## **PARENT CUSTODY OF CHILDREN**

The Lake Travis ISD strongly encourages parents to resolve custody issues without involvement of the school and without using the school as a forum to circumvent custody agreements. In the event of dispute about access to children at school, the Lake Travis ISD will follow the terms of the most recent signed custody order that has been provided to the school, requirements of the Family Code (permitting both custodial parents to attend school events such as open house or student performances), and requirements of the Education Code (permitting access to records and administrators).

## **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.

## **P.E. WAIVER INFORMATION**

In order to be granted a waiver, the student must train in a high-level individual athletic, dance, or equestrian program through an outside provider that is above and beyond local youth sports activities and competes at a regional, national, and/or international level. Paperwork requesting a P.E. waiver at the high school level must be submitted on or before: Fall semester = 8/26/11; Spring semester = 1/20/12. Waivers will not be approved after the deadline for submission. A student in athletics is not eligible for a P.E. waiver.

Documentation by nine week period of attendance and assessment of achievement in the substituted activity is to be submitted on the ***Student Credit Information*** to the HS counseling department by the due dates noted on the ***Student Credit Information*** form.

1. If the grade is not reported by the grade report deadline, the student will be given an "I" for incomplete work.
2. If the grade is not reported in a timely manner, the student will be denied the opportunity to participate in the program.

Applicant must resubmit an application ***each*** year to the counseling department. Packets are available from the counselors.

## PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

## PRAYER

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

## PUBLIC DISPLAYS OF AFFECTION

In general, displays of affection should be appropriate for the age and grade level. Students should refrain from the following: handholding, kissing, extended hugging, etc. Please refer to the ***Student Code of Conduct*** for additional information.

## RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## 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.

## SAFETY

### 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.

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

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

### Accident Insurance

**The school does not carry insurance for personal injury or personal property loss or damage.** The school district offers parents an opportunity to purchase a student accident insurance policy directly from an insurance company. The campus office staff can assist parents with procedures related to student insurance, but the school acts only as a service agent, receives no remuneration, and is not responsible for the claims resulting from injuries. The school will furnish claims applications for those students enrolled in the program who are injured.

### 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 Information

It is extremely important in case of an emergency at school that student records be accurate. Students or parents must update records with the school Attendance Clerk when there is any change in address, home or work phone, guardianship, or a student's name. A legal document must be submitted for a student name change, i.e., birth certificate, court order. If a child becomes ill at school or is injured, the school will notify the parent and take appropriate first aid action. A name of an individual and telephone number to be contacted, in the event the parent cannot be reached, must be provided at the time of registration. Under normal circumstances, students will not be released from school to anyone other than the parent or guardian indicated on the registration form without written permission from the parent. In an emergency, the student may be released to the person indicated on the registration form as the emergency contact person. Proof of identification will be required from person(s) picking up a student from school.

### Emergency Medical Treatment

In cases of medical emergency it is vital to have accurate student information such as allergies to medications, foods, insect bites, etc. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) by contacting the campus registrar and nurse.

Parents are required to disclose any severe food allergy their student might have. A severe food allergy is defined as a dangerous or life threatening reaction to a food-borne allergen introduced by inhalation, ingestion, or skin contact

that requires immediate medical attention. In compliance with this legislation, parents are required to complete the Food Allergy Disclosure Form.

### Emergency/Crisis Communication

Should inclement weather conditions require District officials to delay the start of classes or close schools, such information will be disseminated to parents in a number of ways. Notification will be broadcast over local radio stations and network TV affiliates including—but not limited to—KLBJ 590 AM, KUT FM 90.5 FM, KVET 98.1FM, KASE 100.7 FM, KTBC-7 (FOX), KVUE-24 (ABC), KXAN-36 (NBC), KEYE-42 (CBS), KAKW-62 (Univision), and Your News Now (Time Warner Cable). Other media outlets who may choose to post such information on their respective websites include The Austin American-Statesman, The Lake Travis View, and Community Impact News.

District officials will also notify parents by posting weather advisories and other emergency notices on the LTISD and each campus website as needed. Information will also be disseminated via the District's e-news service (Constant Contact), Twitter and Facebook accounts (Itisdschools). Alerts and other announcements may also be recorded on the District's Weather Hotline (512-533-6099) and can be accessed 24-hours a day, 7 days a week during periods of inclement weather or emergency situations.

Additionally, in the event of a district-wide emergency or crisis, specific instructions and other critical information may be sent to parents via a pre-recorded phone message using the District's Parent Notification System.

## **SATURDAY SCHOOL**

Saturday School (SS) serves the following purposes:

- 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.

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. 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 Guidelines

Each year, students are registered individually and given ample opportunities to make scheduling choices and changes. In our efforts to ensure that school starts smoothly and progresses with minimal classroom disruption we will follow the schedule change guidelines outlined below.

- 1) Students are allowed to make schedule changes during the spring, upon receipt of the course verification sheet, and summer, upon receipt of the preliminary student schedule, up until the first day of school.

- 2) 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 another course. This is the **ONLY** time during the semester that students will be able to drop an AP course altogether. The next opportunity to drop courses other than AP or Pre-AP will be the start of the spring semester.
- 3) Students enrolled in Pre-AP or AP courses may be granted a change to a regular class during the 1st six weeks of the course or at the end of the fall semester.
- 4) Teachers cannot be selected or changed at any time. Students are randomly assigned teachers through the computer generated scheduling process.
- 5) Once a schedule change is made, the change will be in effect for at least the duration of the semester.

## **SCHOOL FACILITIES**

### Conduct Before and After School

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

### Use of Hallways During Class Time

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

### Cafeteria Services

The District participates in the National School Lunch and School Breakfast Program and offers free and reduced-price meals based on a student's financial need. Applications for this Federal program can be obtained in the school office, or by contacting the LTISD Food & Nutrition Services office at 533-6037.

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.

Nutritious meals that follow the guidelines of the Texas Public School Nutrition Policy are offered daily for breakfast and lunch. For lunch, students will have a choice of three entrees, along with hot vegetables, a grain/bread choice, and several selections at the Fresh Fruit & Salad Station.

Prepared entrees from local retail vendors are ordered by the café and offered as an additional entrée choice two days per week. These entrees are available for a la carte prices, and are not sold as part of the regular lunch. The retail outlets create a "school version" of their popular fare that meets the same nutrition standards as the other entrees available to your child at school. Menus can be viewed from a link on the campus website.

Many other a la carte selections of nutritious snacks, desserts, and other items will be available daily for an additional charge. Students may charge these items to their positive-balance meal accounts. If you do not wish for your child to access meal funds to purchase the a la carte items, please notify the Office of Food & Nutrition Services. We can post an "alert" on the account to block this privilege.

The emphasis on nutritious eating is reflected in our health curriculum and in the selection of food sold in the cafeteria. We ask that parents adhere to the recommendations and guidelines of the Texas School Nutrition Policy regarding foods of minimal nutritional value on campus, which prohibits certain foods, such as soda waters and candy. The policy also states that parents may bring meals to their own child, but *may not* provide items to other children at school. To reference this policy, please visit the website: <http://www.squaremeals.org> or request a paper copy of this policy from your child's campus Food Services Manager. For grade specific information, refer to the following website: <http://www.ltisdschools.org/Page/290>

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. 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.

### Library

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.

## Meetings of Non-curriculum-Related Groups

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

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

## **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 has been 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 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**

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

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' Desks, Lockers, and Cars

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

- Lockers may be searched by trained dogs at any time.
- Vehicles parked on school property may be searched by trained dogs at any time.
- 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 LTISD ***Student Code of Conduct***.

## Trained 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:

- Lockers may be searched by trained dogs at any time.
  - Vehicles parked on school property may be searched by trained dogs at any time.
  - 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.

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Special Services Department at 533-6460.

## **STATE ASSESSMENT**

### STAAR (State of Texas Assessments of Academic Readiness) / EOC

Beginning in the spring on 2012, all freshmen who entered high school for the first time in 2011-12 will be assessed through the STAAR test (State of Texas Assessments of Academic Readiness). These End of Course (EOC) assessments replace the TAKS assessment system which has been in place since 2003. STAAR will assess the following subject areas:

- English I, II, III
- Algebra I, Geometry, Algebra II
- Biology, Chemistry, Physics
- World Geography, World History, U.S. History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate. The EOC will count as 15% of the student's final grade in the course.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

In addition to the cumulative averages, students must pass the English III and Algebra II exams with passing scores if the student is graduating under the Recommended or Distinguished Plan. Students only take the EOC for the courses in which they are currently enrolled (including correspondence, dual credit, credit by exam, etc.) [See policy EKB (LEGAL).]

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

### TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called "exit-level" TAKS, and satisfactory performance on this test is required for graduation.

## **STERIODS**

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. More information on the UIL testing program may be found on the UIL Web site at <http://www.uiltexas.org/health/steroid-information>.

## **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. 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.

## **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.

## **TARDINESS**

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.

## **TELEPHONE**

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.

## **TEXTBOOKS**

District and state textbooks are issued/checked out to students for their use while enrolled in the District. Students are responsible for returning all textbooks issued to them. A textbook lost/stolen during the school year must be paid for before another is checked out to the student. Textbooks must be returned prior to leaving on summer break, or before a student graduates/withdraws.

Student responsibilities for textbooks:

- Textbooks must be kept covered at all times.
- Textbooks must be maintained in the same condition as issued.
- Replacement cost is charged for lost or damaged textbooks.

State-approved textbooks are provided to students free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher or administrator in charge of textbooks. Students who damage the textbook barcodes in any way may be subject to disciplinary consequences which may also include a monetary fine. Any student failing to return textbooks issued by the school loses the right to free textbooks until the book is returned or paid for by the student or parent. Students not returning textbooks prior to summer break may also be subject to additional fines due to district inventory deadlines.

Textbooks are the property of the state of Texas. Students may not be issued a second set of textbooks unless recommended by a special education ARD or 504 committee based on a compelling need as well as medical documentation. Second sets of textbooks may also depend on inventory availability.

Lake Travis High School does not issue textbooks for correspondence classes from Austin Community College, Texas Tech University, or University of Texas. In addition, textbooks will not be issued to students taking credit by exam courses not registered for through our counseling office.

## 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.ltisdschools.org](http://www.ltisdschools.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 GPS and 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 transportation department first.

### General Rules

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

### Rules for Loading the Bus

1. Be at the designated school bus stop 5 minutes before arrival 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. Students must sit in their assigned seat as soon as they 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.

### 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

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.

1st Notice – The driver will fill out a Parent Documentation Form and call the parents.

2nd Notice – The driver will fill out a Parent Documentation Form and a Bus conduct report. The driver will call the parents and a first letter will be sent home.

3rd Notice – The driver will fill out a Parent Documentation Form and a Bus Conduct Report. The driver will call the parents and a second letter will be sent home.

4th Notice – The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 3 days.

5th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 5 days.

6th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 1 month.

7th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for the remainder of the year.

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:

1. Discuss the incident with the campus administrator for a full account of the circumstances.
2. 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

Emergency bus transfer requests for a student to ride a different school bus should be made in writing with a parent signature. The student should deliver the note to the main office of his/her campus before the start of school. Requests made over the telephone are not permitted. Due to the volume of ridership, we will no longer be able to provide transportation after school for clubs, scouts, birthday parties, stay overs, etc.

### School-Sponsored Trips

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

#### ***Rules for School-Sponsored 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.

## **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 the LTHS procedures 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 the program constitution. 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. 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.

## **TUTORIAL ASSISTANCE**

Lake Travis High School will offer free tutorials to students that need extra assistance to be successful with their academics and the TAKS/EOC test. Tutorials will be held after school or arranged by a classroom teacher.

## **VALUABLES**

Students are responsible for all personal possessions. Personal belongings should never be left unattended and should be protected by proper identification. The school is not responsible for lost or stolen merchandise.

## **VANDALISM**

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

## **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*.

## **VISITORS TO THE SCHOOL**

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 Technologies 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.

## **WEB SITE**

The high school websites can be accessed through the district web site [www.ltidschools.org](http://www.ltidschools.org)

## **WITHDRAWING FROM SCHOOL**

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

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

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

## Glossary

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

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

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

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

**DAEP** stands for Disciplinary Alternative Education Program, a placement for students who have violated certain provisions of the **Student Code of Conduct**. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

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

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

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

**LAT** stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

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

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

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

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

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**STAAR (State of Texas Assessment of Academic Readiness)** is the state mandated test for grades three through high school.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

**State-mandated tests** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

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

**TAKS** is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and required for graduation for students at these grade levels.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

# Exhibit A

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## **Lake Travis Independent School District Student Acceptable Use Policy (AUP)**

LTISD provides Internet access, network resources, computing devices, software, and other technologies to its students for educational purposes. This AUP defines the expectations for appropriate use of LTISD systems by LTISD students. Students who violate the AUP or other related campus technology and behavior guidelines may lose the privilege to use LTISD systems and Internet access.

### **Section I: Educational Purpose**

- A. The LTISD systems were established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and teacher-directed research projects.
- B. The LTISD systems were established as a public access service and a limited public forum. LTISD retains the right to place reasonable restrictions on the materials accessed or transmitted through its systems. Students are expected to follow the rules set forth in the LTISD Student Code of Conduct, Campus Rules, and LTISD Board Policy as well as state and federal laws and regulations, when using the LTISD systems.
- C. The LTISD systems are not to be used for commercial purposes. This means students cannot offer, provide, or purchase products or services through the LTISD systems.
- D. The LTISD systems are 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 Access and Online Systems**

- A. Students will have access to the Internet, the LTISD Learning Portal, online information resources, and LTISD-provided information resources from school computing devices in classrooms, libraries, labs, and common areas, from personal Internet/WIFI-capable mobile devices, LTISD checkout devices, and from personal devices used outside of school. Access to these systems and resources is provided and intended for instructional purposes as defined by LTISD. LTISD employs an Internet content filter in an effort to safeguard its students from inappropriate or dangerous content while they are utilizing online resources. LTISD takes reasonable steps through its adopted policies and technologies to prevent access to objectionable material, but it is not possible to absolutely prevent such access. Students should not attempt to bypass the Internet filter for any reason and should notify a teacher or other school personnel if objectionable content is displayed.
- B. Student use of personal mobile devices in school is allowed, subject to the LTISD Student Code of Conduct, Campus Handbook, and the discretion of the teacher and other district personnel. LTISD personnel will direct students in the appropriate use of personal mobile devices, which at times may be encouraged, and at other times may require that the devices are to be turned off and put away for certain activities. Personal devices will not be allowed to disrupt the school environment, and may be collected by the teacher or other LTISD personnel. Personal devices that negatively impact the LTISD computing environment or network may be shut down or blocked to prevent disruption of service to others.

- C. All materials and information placed on student-created web pages for instructional purposes must be preapproved in a manner specified by LTISD. Materials placed on web pages must relate to the approved curriculum or to career preparation activities. Students may blog or post information to educational websites under teacher supervision for instructional purposes as part of the LTISD approved curriculum.
- D. Students will be granted access to computers, LTISD systems, LTISD Internet access, and other applications through individual user or group accounts. Passwords and login credentials for these accounts must not be shared, and students should only use their own individual or group account.
- E. Students may use messaging systems, including social networking/media tools that are approved and provided by LTISD and used under teacher supervision for instructional purposes as part of the LTISD approved curriculum. Students are prohibited from participating in chat rooms, newsgroups, or other systems or forums that are not approved for instructional use by LTISD and that may represent safety concerns or poor use of instructional time for students.

### **Section III: Expectations for Student Use of LTISD Systems**

#### **A. Student 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, text/IM/chat contacts, names, email addresses, photos, etc. Online collaborations under teacher supervision for instructional purposes as part of the LTISD approved curriculum may provide student contact information as necessary to fulfill the goal of the project.
2. Students will not agree to meet with someone they have met online outside of a school-sanctioned project or instructional experience supervised by a teacher as part of the LTISD approved curriculum.
3. Students will promptly disclose to the teacher, or another school employee, any communication or experience using a technology system that is inappropriate or makes them feel uncomfortable.
4. Students will not post, transmit, or store private or personal information from or about another person, including contact information and photos.

#### **B. Student Conduct**

1. Students will not attempt to gain unauthorized access to LTISD systems, 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. Unauthorized equipment may not be brought to an LTISD building or utilized on the LTISD systems for these or any other purposes.
2. Students will not make deliberate attempts to disrupt LTISD systems or data through any means. Actions of this type violate District policy and regulations and may result in loss of access privileges, restitution, and other appropriate consequences.

3. Students will not use LTISD systems to engage in any illegal act, such as arranging for the sale or purchase of controlled substances, engaging in criminal activity, threatening the safety of a person, harassment, or cyberbullying.
4. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when using LTISD systems.
5. Students will not engage in personal, prejudicial or discriminatory attacks when using LTISD systems, nor will students knowingly or recklessly post or transmit false or defamatory information about a person or organization when using LTISD systems.
6. Students will not load or install programs on LTISD systems. This includes programs and files downloaded from the Internet, portable drives, or their own equipment (such as games, utilities, and other software not licensed by the District). Use of peer to peer file sharing software is prohibited. Student use of online media is to be supervised by a teacher according to LTISD policy and regulation.
7. Students will not use LTISD systems to send unnecessary or unsolicited information or messages to others.

**C. Student Information Security and Academic Integrity**

1. Students are responsible for their individual folders and data, and should take all reasonable precautions to prevent others from being able to use their credentials or data. Students will not provide their login credentials or passwords to another student. Students will not provide their files to another student for the purpose of cheating or using another person's work as their own.
2. Students must notify a teacher or Technology personnel immediately if they identify a security problem. Students are not to seek out security vulnerabilities themselves.
3. Students will not plagiarize works that are found online or when using LTISD systems. 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.
4. Students will respect the rights of copyright owners by following the expressed requirements of copyrighted material they wish to use, or by requesting permission of the copyright owner directly.

**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 and LTISD systems. LTISD systems are considered a limited forum, similar to the school newspaper; and therefore, the District may restrict a student's speech for valid educational reasons in accordance with Board Policy.

**B. Search and Investigation**

1. Students should expect only limited privacy in the contents of personal files on LTISD systems. The situation is similar to the rights a student has in the privacy of a locker.
2. Routine monitoring of LTISD systems and usage information may be used to determine if a student has acted in accordance with the AUP, LTISD Student Code of Conduct and Campus Handbook, or state or federal law, and may lead to more in-depth investigation.

**C. Due Process**

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on LTISD systems.
2. Violations of the AUP, LTISD Student Code of Conduct, and Campus Handbook regarding the use of LTISD systems by a student will result in the application of disciplinary procedures and consequences outlined in the LTISD Student Code of Conduct.

**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.

# **Exhibit B**

**LTHS Regular Bell Schedule  
2011-2012**



1<sup>st</sup> / 5<sup>th</sup> Period    8:45 - 10:13  
 2<sup>nd</sup> / 6<sup>th</sup> Period    10:20 - 11:53  
 3<sup>rd</sup> / 7<sup>th</sup> Period    12:00 - 2:10 w/ Lunch

12:00-12:35 <u>"A" Lunch</u> 12:42- 2:10    Class	12:00-12:44    Class 12:44-1:19 <u>"B" Lunch</u> 1:26- 2:10    Class	12:00-1:28    Class 1:35-2:10 <u>"C" Lunch</u>
4 <sup>th</sup> / 8 <sup>th</sup> Period    2:17 - 3:45		

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**"GO TIME" and "PEP RALLY"! Schedule**

1<sup>st</sup> / 5<sup>th</sup> Period                      8:45 - 10:05  
 2<sup>nd</sup> / 6<sup>th</sup> Period                      10:12 - 11:36  
 3<sup>rd</sup> / 7<sup>th</sup> Period                      11:43 - 1:43 w/ Lunch

11:43-12:16 <u>"A" Lunch</u> 12:23- 1:43    Class	11:43-12:23    Class 12:23- 12:56 <u>"B" Lunch</u> 1:03-1:43    Class	11:43-1:03    Class 1:10-1:43 <u>"C" Lunch</u>
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<b>GO TIME! (Thursdays)</b> 4 <sup>th</sup> Period Class	1:43-2:18 2:25-3:45	4 <sup>th</sup> / 8 <sup>th</sup> Period Class 1:50- 3:10 PEP RALLY (Fridays) 3:10-3:45
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<b><u>LUNCHES</u></b>	
A:	A, F, G, J, and K Halls
B:	B, C, D, and E Halls
C:	H, L Halls, Ag, Gym, Field House, C Hall Zero Floor

# **Exhibit C**

## **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 Associate 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:

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Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Teacher \_\_\_\_\_

Assigned Consequences for Honor Code Violation:

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\*attach additional documentation as needed

Student Statement:

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\_\_\_\_\_  
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**

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

**CONSEQUENCES**

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).

# **Exhibit D**

# LTHS General Graduation Requirements

## Graduation Programs

To receive a diploma, students must complete the requirements of the *Recommended Program* or *Distinguished Achievement Program*, as well as state testing requirements for graduation, mastery of Exit-Level TAKS or STARR EOC.

## Credit

All credit must be completed in grades 9-12, except high school courses satisfactorily completed in grades 6, 7 and/or 8. Only courses approved by the State Board of Education (SBOE) and listed in the *Texas Administrative Code, Chapter 74* may be used to meet graduation requirements. Courses listed in this catalog are SBOE-approved except those noted as "Local Credit Only" developed to meet identified LTISD needs or interests. Local credit and grades are awarded for these courses to document participation. Credit may be earned by satisfactorily completing correspondence courses (limit of 2 credits), dual credit courses, and/or credit by exam for acceleration and/or recovery if the student has obtained prior approval and submitted transcripts of grades to the high school registrar.

## Student and Parent Responsibility

It is the responsibility of the student and parent to see that graduation requirements are met. Contact a school counselor for questions about courses, registration, state-required exit level exams, or other graduation requirements. It is required that every student completes a four-year graduation plan and updates it annually with a school counselor.

## Course and Graduation Program Selection

Because entrance requirements vary greatly among colleges and universities, college-bound students should investigate those of the schools they are considering before selecting high school courses and graduation programs.

## Out of State Transfers

Transfer students from out of state must complete all state graduation requirements to be eligible for a Texas diploma. Requirements not completed when enrolling in Lake Travis High School may be satisfied by correspondence courses, credit by exam, or completing the course.

## Valedictorian and Salutatorian Recognition

In order to compete for the honors of valedictorian and salutatorian, a student must be enrolled at this campus for his/her entire junior and senior years. In addition, the student must complete at least six courses at the high school in the senior year. Only students on the *Distinguished Achievement Program* or *Lake Travis Scholar* graduation programs are eligible to be valedictorian or salutatorian.

## Lake Travis Scholar Program (Students who entered high school prior to 2007)

The *Lake Travis Scholar Program* recognizes and supports students whose academic achievement surpasses state requirements. For *LT Scholar* distinction, graduates must complete the *Distinguished Achievement Graduation Program* and earn one additional math credit, one additional science credit, and one additional credit in one of the following: 4<sup>th</sup> year of another language, Debate 3, Art History AP, Art Portfolio AP, Calculus AP, Biology AP, Chemistry AP, Physics AP, Environmental Science AP, Computer Science AP, Statistics AP, Psychology AP, Music Theory AP, or a 4<sup>th</sup> level of Fine Arts course.

### Lake Travis Scholar Program (Students who enter high school 2007 and thereafter)

The *Lake Travis Scholar Program* recognizes and supports students whose academic achievement surpasses state requirements. For the *LT Scholar* distinction, graduates must complete the *Distinguished Achievement Graduation Program* and all required expectations of the Cavs in Service Program. In addition, the *Lake Travis Scholar* will require 4 advance measures, 3 of which must be a score of a 3 or higher on an AP exam and must maintain an overall 90.0 or higher GPA.

## Texas Scholarship, Grant, and Admission Programs

- Texas Early Graduation Scholarship Program

Students who graduate within 41 months of entering high school are eligible for the State of Texas Early Graduation Scholarship Program, which provides up to a \$2000 tuition exemption at Texas colleges and universities. For this program, a written early graduation plan with parental and school approval must be filed with the counselor. Specific details about the program are available in the guidance office.

- Automatic Admission – Top 10%

Students who graduate in the top 10% of their class currently receive automatic admission to Texas public colleges and universities. Students are responsible for submitting completed applications and taking required tests by deadline dates. *\*The University of Texas will offer automatic admission only to the Top 8% of graduates in 2011 and 9% in 2012.*

- Texas Tuition Grant

The Texas Tuition Grant provides money to financially eligible students who have completed requirements of the *Recommended* or *Distinguished Achievement* graduation programs, are Texas residents enrolled at least  $\frac{3}{4}$  time in a public college in Texas, and have not been convicted of a felony or crime involving a controlled substance.

- Valedictorian Exemption

The top-ranked senior of each Texas public high school is exempt from certain costs for the first two semesters of a Texas public college or university.

<b>Lake Travis Graduation Requirements (students who entered grade 9 in 2007 and thereafter*)</b>			
<b>Curriculum Area</b>	<b><i>Recommended Program</i></b>	<b><i>Distinguished Achievement Program</i></b>	<b><i>Lake Travis Scholar Program</i></b>
<b>English</b> <sup>1</sup>	4 credits	4 credits	4 credits
<b>Math</b> <sup>2</sup>	4 credits	4 credits	4 credits
<b>Science</b> <sup>3</sup>	4 credits	4 credits	4 credits
<b>Social Studies</b> <sup>4</sup>	4 credits	4 credits	4 credits
<b>Other Languages</b>	2 credits (same language)	3 credits (same language)	3 credits (same language)
<b>Physical Education</b> <sup>5</sup>	1 credit	1 credit	1 credit
<b>Health</b>	0.5 credit	0.5 credit	0.5 credit
<b>Communication App</b> <sup>6</sup>	0.5 credit	0.5 credit	0.5 credit
<b>Technology</b> <sup>7</sup>	1 credit	1 credit	1 credit
<b>Fine Arts</b> <sup>8</sup>	1 credit	1 credit	1 credit
<b>Electives</b>	4 credits	3 credits	3 credit
<b>Advanced Measures</b> <sup>9</sup>	None	4 advanced measures	4 advanced measures**
<b>CAVS In-Service Hours</b>	None Required	None Required	100 hours
<b>GPA</b>			90.0 or higher
<b>Total Credits</b> <sup>10</sup>	<b>26 credits</b>	<b>26 credits</b>	<b>26 credits</b>
<b>State Exams</b> <sup>11</sup>	<b>TAKS or STAAR EOC</b>	<b>TAKS or STAAR EOC</b>	<b>TAKS or STAAR EOC</b>

\*Students who entered grade 9 prior to 2007 should see their Counselor for their graduation requirements

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:

- Biology, Integrated Physics & Chemistry (IPC), Chemistry, and Physics
- Biology, Chemistry, 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:** Up to four credits of Physical Education or substitutes may count toward graduation. Substitutions may include participation in: Athletics, Drill Team (1 credit of PE only; other 3 credits may count in Fine Arts), Marching Band (1 credit only; other 3 credits may count in Fine Arts), Cheerleading (3 credits; Competition Cheer will no longer earn credits towards graduation). See section on PE Waivers and Equivalency regarding other PE alternatives.
  6. **Communication Applications:** This speech requirement may also be fulfilled during the Fall Semester of Debate 1 or Oral Interpretation 1.
  7. **Technology:** May be satisfied by Business Information Management (BIM), Computer Science, Desktop Publishing, Digital and Interactive Media (DIM), Film Production, Graphic Design, Introduction to Engineering Design, Technical Theatre 2, or Web Technologies.
  8. **Fine Arts:** Courses satisfying this requirement include Band, Orchestra, Theatre Arts, Dance, Choir, Art and Floral Design. Must be one credit from a single area (i.e., not 0.5 from Band, 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.  
\*\*For the LT Scholar distinction, three of the Advanced Measures must be a 3 or higher on AP exams.
  10. **Total Credits:** Only State Board of Education-approved courses may be counted toward graduation requirements; local credit courses (for example, office aide) are not awarded state credit and cannot be counted.
  11. **State Exams:** Students entering high school prior to 2011 must pass all sections of the Exit-Level TAKS. (ELA, Math, Science, and Social Studies). Freshmen entering high school in 2011 and thereafter must pass the STAAR End of Course (EOC) Assessments. More information on the STAAR program can be found under "State Assessments in the Course Catalog.

# **Exhibit E**



**2011-2012**  
**STUDENT CODE OF CONDUCT**

**LAKE TRAVIS ISD BOARD OF TRUSTEES**

JASON BUDDIN  
ALAN WILLIAMS  
LISA JOHNSON  
ALEX ALEXANDER  
FRED GOFF  
GUY CLAYTON  
ROBERT BREWER

**INTERIM SUPERINTENDENT OF SCHOOLS**

SUSAN K. BOHN

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# STUDENT CODE OF CONDUCT

## Purpose

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

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, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Lake Travis Independent School District Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code is available for review at the office of the campus principal. Additionally, the Code is posted on the district's Web site, [www.ltidschools.org](http://www.ltidschools.org). Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

## Contents

This Code is organized into the following sections:

1. School District Authority and Jurisdiction
2. Standards for Student Conduct
3. General Conduct Violations
4. Discipline Management Techniques
5. Removal from the Regular Educational Setting
6. Out-of-School Suspension
7. DAEP Placement
8. Placement and/or Expulsion for Certain Serious Offenses
9. Expulsion
10. Glossary

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

**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.

### **School District Authority and Jurisdiction**

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;
2. During lunch periods in which a student is allowed to leave campus;
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. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

The district has the right to search a vehicle driven to school by a student and 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 or desk when there is reasonable cause to believe it contains articles or materials prohibited by the district.

#### **Reporting Crimes**

School administrators will report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

#### **Revoking Transfers**

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

## Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

## General Conduct Violations

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Serious Offenses, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

Students shall not:

### Disregard for Authority

1. Fail to comply with directives given by school personnel (insubordination).
2. Leave school grounds or school-sponsored events without permission.
3. Disobey rules for conduct on school buses.
4. Refuse to accept discipline management techniques assigned by a teacher or principal.

### Mistreatment of Others

5. Use profanity or vulgar language or make obscene gestures.
6. Fight or scuffle. (For assault see DAEP Placement and Expulsion.)
7. Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.

## General Conduct Violations

8. Engage in bullying, harassment, or creating, distributing or possessing hit lists. (See glossary for all three terms.)
9. Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
10. Engage in conduct that constitutes dating violence. (See Glossary) .
11. Engage in inappropriate or indecent exposure of private body parts.
12. Participate in hazing. (See glossary.)
13. Cause an individual to act through the use of or threat of force (coercion).
14. Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
15. Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
16. Record the voice or image 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.

### Property Offenses

17. Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)
18. Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
19. Steal from students, staff, or the school.
20. Knowingly using another student’s identification card or number to obtain goods or services.
21. Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery, aggravated robbery, and theft see DAEP Placement and Expulsion.)

### Possession of Prohibited Items

22. Possess or use:
  - a. fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
  - b. a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
  - c. a “look-alike” weapon;
  - d. an air gun or BB gun;
  - e. ammunition;
  - f. a stun gun;

## General Conduct Violations

- g. a pocketknife or any other small knife (less than 5 ½ inches long);
- h. mace or pepper spray;
- i. pornographic material;
- j. tobacco products;
- k. matches or a lighter;
- l. a laser pointer for other than an approved use; or
- m. any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion.)

### **Possession of Telecommunications or Other Electronic Devices**

- 23. Use a telecommunications device, including a cellular telephone, or other electronic device in violation of district and campus rules.
- 24. Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion.)
- 25. Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia.”)
- 26. Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.

### **Illegal, Prescription, and Over-the-Counter Drugs**

- 27. 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.”)
- 28. Abuse over-the-counter drugs. (See glossary for “abuse.”)
- 29. Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the influence.”)
- 30. Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### **Misuse of Technology Resources and the Internet**

- 31. Violate policies, rules, or agreements signed by the student or the student’s parent.
- 32. 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 to the educational environment.
- 33. Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district’s

## General Conduct Violations

system, including off school property if the conduct causes a substantial disruption to the educational environment.

34. 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.
35. Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting", either on or off school property if the conduct causes a substantial disruption to the educational environment.
36. Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment

### **Safety Transgressions**

37. Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
38. Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
39. Make false accusations or perpetrate hoaxes regarding school safety.
40. Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
41. Throw objects that can cause bodily injury or property damage.
42. Discharge a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

43. Violate dress and grooming standards as communicated in the student handbook.
44. Cheat or copy the work of another.
45. Gamble.
46. Falsify records, passes, or other school-related documents.
47. Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
48. Repeatedly violate other communicated campus or classroom standards of conduct.

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

## **Discipline Management Techniques**

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, 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.

### **Students with Disabilities**

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 shall prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Techniques**

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

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.

## Discipline Management Techniques

- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties other than class tasks, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- 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.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

### **Notification**

The principal or appropriate administrator shall notify a student's parent by phone or in writing of any violation that may result in an out-of-school suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: [www.ltisdschools.org](http://www.ltisdschools.org).

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

## Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

### Routine Referral

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

### Formal Removal

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class 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 student's 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. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. For any other removal, the appropriate administrator shall schedule a conference with the student's parent, the student, and any other appropriate staff member.

At the conference, the appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The administrator shall give the student an opportunity to give his or her version of the incident.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

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

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

### Returning Student to Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

## Disciplinary Alternative Education Program (DAEP) Placement

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

### **Out-of-School Suspension**

#### **Misconduct**

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order out-of-school suspension, the district shall 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.

#### **Process**

State law allows a student to be suspended for no more than 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.

Before being suspended a student shall have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall 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 shall be determined by the appropriate administrator, but shall not exceed three school days.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities. Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

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

Summer school provided by the district may serve students assigned to a DAEP in conjunction with other students.

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

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the district shall take into consideration:

## Disciplinary Alternative Education Program (DAEP) Placement

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.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

#### **Misconduct Identified in State Law**

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:

- 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, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Criminal mischief, not punishable as a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses involving injury to a person in Title 5 (see glossary) 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.

The 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 administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

A student **must** be placed in a 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.)
- Commits the following 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:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - 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.

## Disciplinary Alternative Education Program (DAEP) Placement

(Whether a student should be placed in DAEP or expelled will be determined on a case-by-case basis. See Expulsion section.) (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence.”)

- 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. (Whether a student should be placed in DAEP or expelled will be determined on a case-by-case basis. See Expulsion section.) (School-related felony alcohol offenses are addressed in the Expulsion section.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals. (Whether a student should be placed in DAEP or expelled will be determined on a case-by-case basis. See Expulsion section.)
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as aggravated robbery or 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:
  - The student receives deferred prosecution (see glossary),
  - A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  - The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

### **Sexual Assault and Campus Assignments**

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

## Disciplinary Alternative Education Program (DAEP) Placement

offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

### **Emergencies**

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 nonemergency basis.

### **Process**

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

#### **Conference**

When a student is removed from class for a DAEP offense, the appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

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

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

#### **Placement Order**

After the conference, if the student is placed in the DAEP, the appropriate administrator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

#### **Coursework Notice**

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete coursework required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

#### **Length of Placement**

The duration of a student's placement in a DAEP shall be determined by the principal or designee.

The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

## Disciplinary Alternative Education Program (DAEP) Placement

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when 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.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

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.

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 (see glossary) that violates the district's Code.

### **Exceeds 60 Days**

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 shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: [www.ltisdschools.org](http://www.ltisdschools.org).

Disciplinary 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.

### **Restrictions during Placement**

During a student's placement in DAEP, he or she is not permitted to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

## Disciplinary Alternative Education Program (DAEP) Placement

The district will provide transportation to students in a DAEP. However, a student may be removed from the bus due to misbehavior and may be responsible for his/her transportation to DAEP.

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 may be allowed to participate in the graduation ceremony and related graduation activities.

### **Placement Review**

A student placed in a DAEP shall 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 shall also be reviewed. At the review, the student or the student's parent shall 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.

### **Additional Misconduct**

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 appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

### **Notice of Criminal Proceedings**

The office of the prosecuting attorney shall notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, 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.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at

## Disciplinary Alternative Education Program (DAEP) Placement

the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

### **Withdrawal during Process**

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a 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 appropriate administrator or the board does not issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### **Newly Enrolled Students**

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

A newly enrolled student with a 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.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### **Emergency Placement Procedure**

When an emergency placement occurs, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

## **Placement and/or Expulsion for Certain Serious Offenses**

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

### **JJAEP**

An expelled student is enrolled in the Travis County Juvenile Justice Alternative Education Program (JJAEP).

### **Registered Sex Offenders**

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 shall 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.

### **Review Committee**

At the end of the first semester of a 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 shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

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

### **Newly Enrolled Student**

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.

### **Appeal**

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.

**Certain Felonies**

Regardless of whether placement or expulsion is required or permitted by one of the reasons 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 aggravated robbery or a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

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

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

1. The date on 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.

**Hearing and Required Findings**

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.

**Length of Placement**

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.

**Newly Enrolled Students**

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

**Expulsion**

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, 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.

**Discretionary Expulsion: Misconduct That May Result in Expulsion Any Location**

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:
  - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
  - Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
  - Breach of computer security
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
- 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

**At School, Within 300 Feet, or at a School Event**

while attending a school-sponsored or school-related activity on or off school property:

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

**Within 300 Feet of School**

- A student may be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
  - Continuous sexual abuse of a young child or children.
  - Felony drug- or alcohol-related offense.
  - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

**Property of Another District**

- A student may be expelled for committing 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 of a school in another district in Texas.

**While in DAEP**

- A student may be expelled for engaging in serious offenses or persistent misbehavior (see glossary) that violates the district’s Code, while placed in a DAEP.

**Mandatory Expulsion:  
Misconduct That  
Requires Expulsion**

A student **must** be expelled for bringing to school a firearm, as defined by federal law, when the offense occurs on school property or while attending a school-sponsored or school-related activity on or off school property:

“Firearm” under federal law includes:

**Federal Law**

- 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.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

**Texas Penal Code**

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:

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
  - 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), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
  - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, switchblade, and poniard; bowie knife; sword; or spear. This includes knives with blades that are over 5 ½ inches long that open or release a blade from the handle or sheath by the force of gravity or by the application of centrifugal force. This includes a knife with a blade that is over 5 ½ inches long 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.
  - A club (see glossary) 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.

- 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, a zip gun, or a tire deflation device. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or children.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or 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.
- 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 offense, on or off school property or at a school-related activity.

**Under Age Ten** When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

**Emergency** 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 nonemergency basis.

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

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

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

**Hearing**

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

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 of trustees delegates to the Superintendent or other appropriate administrator authority to conduct hearings and expel students.

**Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. 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.

The board shall 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 shall 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 shall make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

**Expulsion Order**

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

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

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

**Length of Expulsion**

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

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

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.

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.

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.

**Withdrawal during Process**

When a student has violated the district's Code 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 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.

**Additional Misconduct**

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 appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

**Restrictions during 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 shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

**Newly Enrolled Students**

The district shall continue the expulsion of any newly enrolled student 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 shall 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.

**Emergency Expulsion Procedures**

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

**DAEP Placement of Expelled Students**

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

Aggravated robbery is defined in part by Texas Penal Code 29.03(a) when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
  - a. 65 years of age or older; or
  - b. A disabled person

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

**Arson** is:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - 1) Knowing that it is within the limits of an incorporated city or town,
    - 2) Knowing that it is insured against damage or destruction,
    - 3) Knowing that it is subject to a mortgage or other security interest,
    - 4) Knowing that it is located on property belonging to another,
    - 5) Knowing that it has located within it property belonging to another, or
    - 6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another;
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damages or destroys a building belonging to another, or
  - b. Recklessly causes another person to suffer bodily injury or death.

**Assault** is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing 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 designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

**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.

**Cyberbullying** is the use of any electronic communication device to engage in bullying or intimidation.

**Dating violence** occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**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. It includes conduct that violates certain juvenile court orders, including probation orders, but does not 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 and its delivery mechanism 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 loud report as to cause undue public alarm or terror.

**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.

**Firearm silencer** means any device designed, made, or adapted to muffle the report of a firearm.

**Graffiti** are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property 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 emotional health or safety.

**Hazing** is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Knuckles** are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for 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** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

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

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; 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 students 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 37.121(d) of the Education Code are excepted from this definition.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Serious offenses** include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**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.

**Terroristic threat** is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
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. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
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).

**Tire deflation device** is defined in part by Section 46.01 of the Penal Code as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 offenses** are those that involve injury to a person and include murder; kidnapping; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; 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. [See FOC (EXHIBIT)]

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**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.