

**FLOWER MOUND HIGH SCHOOL**  
**Student Handbook**  
**2009-2010**

**ANNUAL NOTICE TO PARENTS**

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

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

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

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

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

Contact Person: Jan Murphy, Assistant Principal

Phone Number: (469) 948-3617

# STAFF ROSTER

## Administration

Mr. Paul Moon.....	Principal	x3408
Ms. Sonya Lail (A-Bot).....	Associate Principal	x3404
Ms. Jan Murphy (Bou-D) .....	Assistant Principal	x3617
Mr. Chad Russell (E-Hol).....	Assistant Principal	x3426
Ms. Rayetta Johnson (Hom-Maq) .....	Assistant Principal	x3686
Dr. Dave Watson (Mar-Pic) .....	Assistant Principal	x3685
Mr. Adrian Moreno (Pid-Sta).....	Assistant Principal	x3618
Mr. Joe Bracket (Ste-Z).....	Assistant Principal	x3427

## Counselors

Ms. Phyllis Hamilton (A-Bot).....	Head Counselor	x3485
Ms. Celeste Boggs (Bou-D) .....	Counselor	x3454
Ms. Michelle Derebeew (E-Hol).....	Counselor	x3457
Ms. April Moody (Hom-Maq) .....	Counselor	x3456
Ms. Lori Lewis (Mar-Pic) .....	Counselor	x3458
Ms. Amy Berry (Pid-Sta) .....	Counselor	x3455
Ms. Janet Dougherty (Ste-Z) .....	Counselor	x3459
Ms. Lea Drewery (STAR Program) .....	Counselor	x3458

## Office

Ms. Ramona Vaughn.....	Principal's Secretary	x3407
Ms. Barbara Langton.....	Receptionist	x3400
Ms. Claudette Skinner .....	Bookkeeper	x3406
Ms. Donna Wilson .....	Office Clerk	x3410
Ms. Karen Smeeton.....	Office Clerk	x3453
Ms. Maggie Spinks .....	Registrar	x3463
Ms. Linda Mueller .....	Registrar	x3531
Ms. Judi Chisam .....	Computer clerk	x3464

## Attendance Office

Ms. Lacy Dreger (A-Bot) .....	Front Office	x3403
Ms. Michelle Durham (Bou-D) .....	Suite B	x3413
Ms. Dania Henkelmann (E-Hol) .....	Suite A	x3419
Ms. Kathrine Keane (Hom-Maq) .....	Suite C	x3412
Ms. Maureen King (Mar-Pic) .....	Suite C	x3411
Ms. Bari Lyn Mummey (Pid-Sta) .....	Suite B	x3414
Ms. Barbara Jean Drysdale (Ste-Z) .....	Suite A	x3420
Ms. Nancy Morgan .....	Athletic Office	x3484

## Nurse

Ms. Janet Krueger	x3409
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## **SCHOOL HOURS**

School Hours.....8:45 a.m - 4:05 p.m.  
Front Office.....8:00 a.m. - 4:30 p.m.

## **REGULAR SCHEDULE**

Period 1 - 8:45 - 10:15  
Break – 10:15-10:23  
Period 2 - 10:23 - 12:00 (includes announcements)  
Period 3 - 12:08 - 2:27  
    A lunch - 12:08 - 12:38  
    B lunch - 12:44 - 1:14  
  
    C lunch - 1:20 - 1:50  
  
    D lunch - 1:56 - 2:27  
Period 4 - 2:35 - 4:05

## **MORNING ASSEMBLY SCHEDULE**

Period 1 - 8:45 - 10:00  
Break – 10:00-10:08  
Period 2 - 10:08 - 12:18 (includes assembly time)  
Period 3 - 12:26 - 2:44  
    A lunch - 12:26 – 12:56  
    B lunch - 1:02 - 1:32  
    C lunch - 1:38 - 2:08  
    D lunch - 2:14 - 2:44  
Period 4 - 2:52 - 4:05

## **AFTERNOON ASSEMBLY SCHEDULE**

Period 1 - 8:45 - 10:05  
Break – 10:05-10:13  
Period 2 - 10:13 - 11:28  
Period 3 - 11:36 - 1:54  
    A lunch - 11:28 - 12:06  
    B lunch - 12:12 - 12:42  
    C lunch - 12:48 - 1:18  
    D lunch - 1:24 - 1:54  
Period 4 - 2:02 - 4:05 (includes assembly time)

## **RIGHTS AND RESPONSIBILITIES OF THE SCHOOL COMMUNITY**

### **ABSENCES FOR SCHOOL-SPONSORED ACTIVITIES** (BD. Policy FD)

The District shall not schedule, nor permit students to participate in any school-related or school-sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten (10) times during the school year.

### **ACADEMIC RECOGNITION**

Academic Award will be presented in the spring. Criteria for awards will be announced through department chairs.

**ADVANCED PLACEMENT EXAMINATIONS and EXEMPTIONS** - College Credit - See Course Description Guide and your appropriate counselor. **Regardless of the number of absences, all students (9<sup>th</sup>-12<sup>th</sup>) enrolled in an AP class during the spring term who take the AP test and have at least an 85 average in the class, will be exempt from the semester exam in that class.** Students are responsible for paying all AP testing fees prior to Spring break. Failure to do so may result in a late fee charged by The College Board.

### **ALCOHOL/DRUG POLICY** (BD. Policy FNCF)

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, or within 300 feet of school property/school event. Having one of these items in a privately owned vehicle that the student has driven to school, parked on District property, or within 300 feet of school property/school events is also prohibited. Students who violate this provision will face expulsion. (See Zero Tolerance policy.)

### **ARTICLES PROHIBITED IN SCHOOL**

Disruption of the educational process often results when non-school related items are brought on campus. Items confiscated will be returned to the student at the end of the day on the first offense. The second offense will result in the confiscation of the item and the item will be returned to the parent after the student has served a Wednesday/Saturday School. On any offense thereafter, the article will be returned at the end of the school year and the student will be assigned a Wednesday/Saturday School. This includes, but is not limited to laser pointers, beepers, pagers, blankets, hats, all knives (including, but not limited to illegal knives as defined by the Texas Penal Code), pacifiers, video cameras, recording devices, digital or still cameras and dress code related items. Balloons and birthday items (signs, walking billboards, and tiaras) brought by students will be held in the office. **Any item that becomes a classroom disruption will be confiscated.** These items will be returned to the student at the end of the school day. The school is NOT responsible for loss of ANY confiscated item. Circumstances may dictate additional punishment.

### **ASBESTOS**

The Texas Department of Health oversees the AHERA (Asbestos Hazard Emergency Response Act) Program. An AHERA management plan with re-inspection documentation is available for

review at the District administration building during normal business hours.

### **ASSEMBLIES**

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

### **ATTENDANCE**

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

It is also the law in Texas:

- A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action, which may include court action.
- **To receive credit in a class, a student must attend at least 90 percent of the days the class is offered.** The actual number of days a student must attend in order to receive credit will depend on the number of days in the nine week grading period. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:
  1. Required screening, diagnosis, and treatment for Medicaid-eligible students.
  2. A documented health care appointment - if the student begins classes or returns to school on the same day as the appointment. Documentation must be placed on file with the attendance clerk.
  3. A juvenile court proceeding documented by a probation officer.
  4. An absence required by state or local welfare authorities.
  5. A family emergency or unforeseen or unavoidable instance requiring immediate attention.
  6. An approved college visitation. (If approved by Principal, seniors in good standing are allowed two absences due to a pre-approved college visitation. Students must provide appropriate college documentation upon return.)
  7. After missing 25% within a 9 week grading period (13 absences), the student is required by state law to petition the Attendance Committee requesting permission to serve seat time to regain credit.

**Please Note: Documentation of any absence must be submitted to the appropriate attendance clerk within 3 days of the student's return. All documentation will be kept on file during the school year.**

If the Attendance Committee determines that there have been extenuating circumstances, it will decide how the student may regain credit. If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the superintendent.

### Attendance Committee

- The Attendance Committee will meet to hear appeals as needed.
- All absences over the limit (see attendance requirements) will be reviewed.
- The Attendance Committee may decide to award credit, have students serve all missed time, or reduce the amount of required seat time. All seat time must be completed by the end of the following 9 week period. Seat time needed for the 4<sup>th</sup> 9 week period must be completed no later than 5 school days after the last day of school.

### Excused Absences

Certain absences are considered excused absences: personal illness or illness or death in the immediate family, road conditions that make travel dangerous, and any other unusual circumstances acceptable to the principal or superintendent. See page 20 regarding the Exemption Policy. **Please note, for the purposes of credit the state does not differentiate between excused or unexcused absences.**

### When a student is absent from school:

- Parent should call the appropriate attendance office on the morning of the absence to report it.
- Parent should **follow up by sending a note signed by the parent/guardian with home and work phone numbers brought by the student upon his/her return to school.** The note is
- to be dropped off at the appropriate attendance office. **(State requirements mandate that any documentation of extenuating circumstances be placed on file with the school.)**
- Absent students who have not had a parent call will be listed as unexcused and given three days to bring a note excusing the absence. **If the student fails to bring a note within THREE DAYS, the absence will remain UNEXCUSED.** Students are allowed to make up work missed due to an unexcused absence with no academic penalty.
- Notes signed by the student, with or without the parent's permission, will be considered a FORGERY and the student will be disciplined.

### Prearranged Absences

**A prearranged absence form must be submitted at least 3 days in advance.** These forms may be picked up in the attendance office. It is the responsibility of the student to pick up the form and to take the form to each of the student's teachers after and only after the attendance clerk and the assistant principal has signed it.

Prearranged absences are not necessarily excused. In many cases, prearranged absences are unexcused. A prearranged absence form is for the purpose of scheduling and arranging schoolwork.

Students who have been absent for any reason must make up the work missed within the time given by the teacher. Failure to make up work will result in zeroes (see Make-Up Work).

### Leaving Campus

Students who need to leave school during the day must bring a note from their parent that morning. Students who become ill during the school day must, with the teacher's permission, **report to the school nurse**. The nurse will decide whether or not the student should be sent home and will notify the student's parent. **STUDENTS MUST OBTAIN PERMISSION FIRST AND THEN MUST SIGN OUT THROUGH THEIR ATTENDANCE CLERK PRIOR TO LEAVING CAMPUS.** Failure to comply with any part of this procedure will result in disciplinary action. Wednesday/Saturday school will be assigned to students who leave campus without following this procedure.

### Returning to Campus

**Regardless of the time a student returns to campus, students must always sign-in with their attendance clerk in the appropriate suite.** Students may not enter the classroom without first checking in with their attendance clerk to receive appropriate paperwork.

### Truancy

Students who are absent from school or from any class without permission will be considered truant and will be subject to a Wednesday/Saturday School on the first offense. However students who are truant all day will receive two Wednesday/Saturday Schools. On subsequent unexcused absences, students may receive 2 days of I.S.S. and thereafter may receive up to a 5 day placement in ISS. Each day is considered a separate event even if the days are consecutive.

**IF A STUDENT IS TRUANT ON 10 OR MORE DAYS OR PARTS OF DAYS WITHIN A SIX-MONTH PERIOD OR 3 OR MORE DAYS OR PARTS OF DAYS WITHIN A FOUR-WEEK PERIOD FROM SCHOOL, TRUANCY CHARGES MAY BE FILED AGAINST THE STUDENT AND/OR PARENT.**

#### **Please note:**

- In those rare circumstances when a student must be absent from school, the student - upon returning to school - must bring a note, signed by the parent, that describes the reason for the absence.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- Due to medical reasons, those students who will miss a minimum of 4 weeks of school at one time, should see their counselor to obtain a Homebound referral packet.

### **BUSES OR OTHER SCHOOL VEHICLES**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Durham Transportation at (972) 221-4557.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely.

When riding school buses, students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or outside of the bus.
- Not smoke or use any form of tobacco.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.
- Ride only their designated bus, unless prior permission has been granted by an assistant principal and documented in a note.

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

### **CAFETERIA**

Breakfast is served from 8:15 a.m. - 8:35 a.m. Regular lunches, snack and salad bars are available. **All food and beverages must be consumed within the cafeteria, i.e. not in the hallways, locker rooms and/or the field house.**

The cafeteria offers "Debit Accounts" for all students and staff. An account eliminates the need for cash on a daily basis, and can be used for breakfast, lunch, and a la carte purchases at any register. Students are held responsible for their own lunch card and lunch account number.

You may open an account for as little as \$4.00 or as much as you need. Cash or checks are accepted for account deposits. The cafeteria does not cash checks for students. They are accepted for deposits only. If your account card is lost or stolen, balances will be transferred to new numbers. This prevents unauthorized use of your money. People who use our debit accounts are assured of being a recognized customer and receive faster service at the cashier stations. There is no charge for the first card.

During lunch, **students are to remain inside the building until the lunch dismissal bell.** Students are to conduct themselves in a courteous and orderly fashion during lunch. Discourteous or disruptive behavior during lunch may result in clean-up duty assignment or other consequences determined by the supervisors and/or assistant principals.

**Those students who leave for DJCC after A lunch should store their backpacks in the front office prior to boarding the bus. No loitering in the lunch lines. Lunch lines are reserved for students buying lunch. Students who are not purchasing lunch items must remain outside the serving line areas.**

## **CELLULAR PHONES (FNCE Local)**

LISD shall prohibit students from using paging devices, cellular telephones/radios, or other telecommunications devices during the school day. Paging devices, cell phones/radios, or other telecommunication devices **shall not be in use, visible, or audible on school property during the school day.**

Any device that could be used as a cellular phone is prohibited during the school day. The campus principal shall define the school day. Students who violate this policy shall be subject to established disciplinary measures in accordance with the Student Code of Conduct. Any District employee observing a student using said device or having it visible during the school day shall report the violation to the appropriate administrator, who shall confiscate the device. The phone will be confiscated in its entirety; students may not remove the SIM card or battery. Upon payment of \$15.00, the paging device, cellular telephone/radio, or other telecommunications device shall be returned to the student at the end of their school day on the first incident, to the student's parent at the end of the school day on the second offense, and upon the third violation, the cell phone shall be confiscated for the length of one semester (45 days). **The \$15.00 district administrative fee will be assessed upon each confiscation.**

Standardized Testing Situations: Students will be warned numerous times to silence their cell phones before beginning each standardized test (TAKS, AP Exams). Once the exam begins, any student who violates the cell phone policy will have his/her cell phone confiscated, be charged a \$15.00 district administrative fee, and will be assigned discipline consequences.

Refusal to Relinquish a Cell Phone: Students who refuse to surrender their cell phone to a teacher will automatically be sent to their assistant principal and receive 2 days in ISS. Refusal to surrender the cell phone to an administrator will result in a 3 day suspension. Upon the student's return to school, the cell phone will be collected and the \$15.00 administrative fee will be collected. If there is a second offense, the student will be placed at AEP.

## **CHEATING**

Honor in class work and examinations are more important than any grade that may be received. Students are to assume the responsibility of not cheating, of not giving the appearance of cheating, of not contributing to the cheating of others, and for reporting violation of this responsibility to teachers and/or administrators. Students reporting cheating violations will not be allowed to be harassed, ridiculed, or subjected to criticism for demonstrating their convictions to honor and honesty.

Actions which constitute cheating shall include, but not be limited to, using notes on tests, copying from another's test or daily work papers, turning in work done by someone else as his/her own work, using another student's computer files and turning them in as their own, taking another student's papers, book, test, computer files, or notes to improve the quality of the work he/she turns in, giving another student assistance on a test or on daily work for the sole purpose of obtaining a higher grade and not for the purpose of assisting in learning.

**Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that will include loss of credit for the work in question.**

**Any student deemed cheating shall receive as a minimum punishment a zero (0) for the work and the teacher will contact the parent.** Subsequent discipline consequences will be

assigned for repeated offenses.

### **CHECK ACCEPTANCE POLICY**

In the event that a check written to any Lewisville ISD campus, club, or organization is returned unpaid by your bank, Lewisville ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

### **CLASSROOM FOOD AND DRINK**

With the exception of bottled water, students will not be permitted any food or drink items outside the cafeteria. Bottled water must be in clear, see through containers. Students may not carry lemonade, kool-aid, or power drinks into the classroom. **Chewing gum is not permitted at any time and mints/candies must be consumed only in the cafeteria.** Failure to comply will result in a teacher warning on the first offense, a detention on the second offense and a Wednesday/Saturday school on the third offense.

### **CLASSROOM VISITS**

Parents or visitors who wish to visit a classroom must have prior permission from the building principal. The principal will determine the length of the visit and the frequency allowed per grading period.

### **CLOSED CAMPUS**

Flower Mound High School, as part of LISD, observes a closed campus school setting. This means that once a student arrives on the school premises, he/she cannot leave the campus except under the following three conditions:

- 1) After following full sign-out procedures in attendance office, which includes obtaining permission.
- 2) When, as an official participant in authorized school work program, their school schedule authorizes such release
- 3) At the end of the normal school day.

Any student found to be leaving the school campus without the above authorization would be subject to a Wednesday/Saturday school; second offense will result in an ISS assignment and a possible loss of parking privileges. The third offense may result in an AEP placement.

### **CLUBS, TEAMS AND ORGANIZATIONS**

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

We feel that school clubs and organizations play a very important part in a strong high school program. Our club and organization program is designed to make available as many different types of clubs, organizations, and activities as possible to meet the interests of the student body. All clubs and organizations meet in designated rooms at times convenient to their members. The plans, activities, and functions of each organization are decided upon and carried out by the members, elected officers, and with the help and guidance of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. A

club is only as good as its members make it.

### **COLLEGE VISITS**

HB 2542 grants **two days** per junior year and **two days** per senior year for college visits to be excused and exempt (counting as day(s) of attendance) if district policy is followed.

To comply with policy to get the absence(s) excused, the following must be done:

1. Students must get absences pre-approved through their attendance office including either a parent phone call or note. 90% attendance law will be considered before approval is granted.
2. Students must obtain an official letter from the college during the visit. Examples to include note from school's admission or visitor's office. *A brochure is not acceptable.*
3. Students must submit an official letter from the college to their attendance clerk within 3 school days upon returning from the visit.
4. School work must be made up in compliance with campus policy.

NOTE: In regards to final exam exemptions for seniors, any additional days missed for college visit in excess of the 2 exempt days during their senior year (although excused) will count against attendance for final exams.

### **COMMUNICABLE DISEASES**

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. These diseases are those defined by the Texas Department of Health. Convalescing students are not allowed to come to school until the disease is no longer contagious.

### **COMPUTER ACCESS**

See Appendix A for guidelines and policy.

### **CONCERNS BY STUDENTS/PARENTS (ACADEMIC)**

**In general, a parent or student should first discuss the concern with the teacher.** If unresolved, the next step is to request a conference with a building administrator. If issues remain, the building principal should be contacted. If still unresolved, the District provides for an appeal process.

### **CONCERNS BY STUDENTS/PARENTS (ATHLETICS)**

**In general, a parent or student should first discuss the concern with the coach.** If unresolved, female sports concerns should be addressed to Coach Sherika Nelson (Women's Athletic Coordinator) and male sports concerns, to Cody Vanderford (Athletic Director). If issues remain, the building principal should be contacted. If still unresolved, the District Athletic Director provides for the next level of appeal.

### **CONDUCT - STUDENT CODE OF**

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity.

Student responsibilities for achieving a positive learning environment at school or school related

activities should include:

- Attending all classes daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly dressed.
- Showing respect toward others.
- Behaving in a responsible manner.
- Paying required fees and fines, unless they are waived.
- Refraining from violations of the code of student conduct.
- Obeying all school rules, including safety rules.
- Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.
- Respecting the property of others.
- Maintaining honesty and integrity in all issues.

The District has authority and control over its students during the regular school day while going to and leaving from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for criminal prosecution for violations of law.

Activities from which students are prohibited include but are not limited to the following:

- Cheating or copying the work of another student.
- Throwing objects, outside supervised school activities, that can cause bodily injury or property damage.
- Leaving school grounds or school-sponsored events without permission.
- Directing profanity, vulgar language or obscene gestures toward other students.
- Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations.
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
- Playing with matches or fire, or committing arson.
- Committing robbery or theft.
- Damaging or vandalizing property owned by the District, other students, or District employees.
- Disobeying school rules about conduct on school buses.
- Fighting.
- Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
- Assaulting a teacher or other individual.

- Selling, giving, or delivering to another person and/or possessing, using, or being under the influence of any of the following items: marijuana or a controlled substance; a dangerous drug; abusable glue, aerosol paint, or other volatile chemical; or alcoholic beverage. Federal law mandates a violation of this prohibition to be wrong and harmful.
- Possession of drug paraphernalia.
- Selling, giving or delivering to another person prescription drugs.
- Possessing a firearm, an illegal knife, a club or other weapon.
- Possessing, smoking or using tobacco products or paraphernalia.
- Hazing or harassment.
- Taking a camera phone into locker rooms, dressing rooms, bathrooms, showers, or any other area where students and/or adults may be partially clothed.
- Using a cellular telephone or other telecommunication device at school during the school day. (See cellular phones)
- Possessing or using a laser pointer.
- Behaving in any way that disrupts the school environment or educational process. (See Disruptions)
- Horseplay, scuffling, and/or pushing/shoving.
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture or any other sexual conduct, including requests for sexual favors.

Students who violate the code of student conduct will be subject to disciplinary action.

#### Offenses Warranting Expulsion

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

A firearm violation, as defined by federal law. Firearm under federal law includes:

- Any weapon (including a starter gun), which will or is designed to or which 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.

Use, exhibition, or possession of the following, under the Texas Penal Code:

- A firearm.
- 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, and poniard; bowie knife; sword; or spear.
- A club.
- A prohibited weapon, such as an explosive weapon; a machinegun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun.

The District will strongly enforce its “zero tolerance” policy regarding the possession of any quantity of illegal drugs, alcohol, or illegal inhalants on school property, nor will the use or consumption of these substances prior to arriving at school be tolerated. The following offenses will be cause for expulsion:

- A student who is in possession, using, or under the influence of illegal drugs, alcohol, or illegal inhalants.
- A student who is in possession with the intent to sell or distribute illegal drugs (including

look-alike drugs), alcohol, or illegal inhalants.

- A student who illegally sells or distributes prescription drugs.

This policy adopted by the L.I.S.D. Board of Trustees on Monday, December 14, 1998 voids the section of the Student Code of Conduct, page 9 (98-99 ScoC), relating to possession, use, influence of illegal drugs, alcohol, and illegal inhalants. This policy now places drug, alcohol, or illegal inhalants in the must be expelled section of the Student Code of Conduct. (98-99 ScoC)

Behaviors containing the elements of the following under the Texas Penal Code are also offenses warranting expulsion:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson.
- Murder, capital murder, or criminal attempt to commit murder.
- Indecency with a child.
- Aggravated kidnapping.
- Behavior related to an alcohol or drug offense that could be punishable as a felony.
- Retaliation against a school employee combined with one of the above listed offenses on or off school property or at a school-related activity.

### **CORRESPONDENCE COURSES**

Correspondence courses shall be used for emergencies or enrichment only, and should not become a substitute for residence work. Only TWO of the state's required units for graduation may be earned through correspondence courses. Courses must be from the University of Texas Division of Extension at Austin or the Extension Division of Texas Tech University if they are used to meet a state-required unit for graduation. All requests to take a correspondence course must be submitted to the principal for approval. (BD. Policy EEJB)

### **COUNSELING**

The counseling offices are located on the first floor, in the main office area. Please **sign in on your counselor's registration sheet**, which is located in the waiting area of the counseling office, to indicate that you wish to see him/her. He/she will send a pass for you as soon as possible.

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 regular high school program and the advanced program. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with the District's counselors so that they may take the high school courses that will best prepare them for further work. Counselors can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

Personal Counseling - Counselors are also able to help students with a wide range of personal concerns. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should make an appointment with the appropriate counselor.

### **COURSE REQUIREMENTS**

Beginning the 2007-2008 school year, incoming 9<sup>th</sup> grade students will follow the new state

guideline, Texas House Bill 74.61, requiring all students that will graduate in 2011 to complete 4 years of English, Social Studies, Math and Science. See your counselor for questions/concerns.

**CREDIT BY EXAMINATION** - See your counselor for information regarding fees and registration.

### **DALE JACKSON CAREER CENTER (DJCC)**

Course offerings in various vocational, technological and trades classes are provided by the LISD at its Dale Jackson Career Center. Enrollment in these courses requires that certain prerequisites be met prior to the time of enrollment. Information regarding these classes may be obtained from the counseling office. Registration begins in the spring term; placement at DJCC is determined by lottery drawing. Students who have taken the first level of a course and/or those who are seniors will be given priority in the lottery.

Students participating in the DJCC program are required to ride the school bus provided by LISD to transport students to and from DJCC to Flower Mound High School. Students will NOT be permitted to drive their personal vehicles to and from DJCC unless they have a 1<sup>st</sup> period class or a 4<sup>th</sup> period class at DJCC.

**Students are NOT permitted to ride with another DJCC student during the school day.** Students who miss the DJCC bus must report to their attendance clerk.

**The first violation of this driving/riding regulation by a student shall result in a Wed/Sat school. Repeated violations may result in further disciplinary action.**

### **DELIVERIES AT SCHOOL**

Only school-related items will be accepted for delivery at Flower Mound High School. **Class will not be interrupted for delivery of these items.** Flowers, balloons, birthday items, pizza, etc. will not be accepted from businesses for delivery at FMHS. Restaurant deliveries will not be allowed. Food items brought **by parents or family members for their child only** may be picked up at the reception table outside the main office. Food items are left unattended – the office will not be responsible for lost or stolen food. **Food items are left at their own risk and students are not allowed to leave the building to retrieve any items.**

### **DETENTION HALL**

The detention hall will be operated Tuesday, Wednesday, and Thursday mornings, from 7:30 - 8:30 a.m., and Tuesday, Wednesday and Thursday afternoons from 4:20 – 5:20 p.m. If an administrator or a teacher assigns a student a detention, it is compulsory that the student attend. Students should bring schoolwork and be prepared to work for an hour. **Failure to serve an assigned detention will result in the assignment of a Wednesday/Saturday school.**

All students assigned detention will be given **24-hour notice**. Tardy detentions are to be served at any detention time within **48 hours** of the receipt of the tardy.

### **DISCIPLINARY CONSEQUENCES**

General misconduct will result in application of one or more discipline management techniques. The primary objective of Flower Mound High School's Behavior Management Program is the maintenance of an environment where learning can take place, free of disruption by individual students. Further, it is hoped that this hierarchy of disciplinary consequences will aid the

individual student in learning responsibility, self-control, cooperation, and respect for authority - traits which will enhance his/her own educational potential as well as that of others.

When a student is found in violation of a rule, he/she will be afforded due process. If found guilty, parents will be notified by phone whenever possible. The student's consequence will be commensurate with the **seriousness** of the offense and the **frequency** of the student's behavioral infractions. The range of possible disciplinary outcomes is a verbal warning to expulsion.

### **Discretionary Removal**

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

### **Formal Removal**

Formal removal will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his/her class or the behavior is so unruly, disruptive, or abusive that the teacher cannot teach.

A teacher or administrator may also remove a student from class for an offense for which a student may be placed in a disciplinary Alternative Education Program.

If the violation results in formal removal, the principal will schedule a conference within three school days with the student's parent or guardian, the teacher, and the student.

After the conference the principal will notify the student of the consequences of the Student Code of Conduct violation.

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

- another appropriate classroom.
- In-School Suspension (ISS).
- a disciplinary Alternative Education Program in which the student must be separated from other students for the entire school program day and will be provided instruction in the core subjects. Counseling will also be provided to the student.

Parental questions or complaints regarding disciplinary measures taken should be addressed to campus administration.

### **Suspension**

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

A student who is to be suspended will be given an informal hearing by the principal or appropriate administrator advising the student of the conduct with which he/she is charged and giving the student the opportunity to explain his/her version of the incident.

Students are not permitted to attend nor participate in school-sponsored or school-related extra-curricular and non-curricular activities during the period of the suspension.

### **Removal to an Alternative Education Program**

The Board delegates to the principal, assistant principal or the expulsion review committee the authority to remove a student to a disciplinary Alternative Education Program.

The duration of a student's placement in a disciplinary Alternative Education Program will be

determined by the principal, assistant principal, or the expulsion review committee.

If placement in a disciplinary Alternative Education Program extends beyond the end of the next grading period, the student and/or the student's parent or guardian will be given notice and the opportunity to participate in a proceeding before the principal. (See Student Code of Conduct)

### **DISCRIMINATION**

Discrimination will not be tolerated and will be treated as a serious offense. Students and/or parents who have a complaint regarding possible discrimination on the basis of sex, race, or religion should contact their building principal. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be brought to Dr. Paula Walker at the Special Education Office.

### **DISASTER/FIRE DRILLS**

We will conduct fire drills throughout the year to ensure students are familiar with procedures to be followed in case of an emergency. Evacuation routes are posted in every classroom and teachers will give necessary information. During the drill, students are expected to exit quietly, quickly, and orderly.

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or marshals quickly and in an orderly manner.

### **DISRUPTIVE ACTIVITIES**

State law prohibits a student from participation in disruptive activities. The District shall pursue a criminal charge against and/or discipline any person participating in such activities. Disruptive activities include acting alone or with others to:

- Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator (i.e. the elevator-library-counselors' office-main stairway area).
- Interfere with an authorized activity by seizing control of all or part of a building.
- Use force, violence, or threats in an attempt to prevent participation in any school activity.
- Use force, violence, or threats to cause disruption during an assembly.
- Interfere with the movement of people at an exit or an entrance to District property.
- Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupt classes 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; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interfere with the transportation of students in District vehicles.

Gangs and Other Prohibited Organizations - Under State law; a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

Hazing Activities - State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

## DRESS CODE

The student and parent may determine the student's dress and grooming standards, provided that the student's dress and grooming:

- Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- Shall not create a health or other hazard to the student's safety or to the safety of others.

**It is the intent of the FMHS dress code to preserve the modesty of our students through appropriate dress.**

The principal, in connection with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in an activity.

### FOR CLARIFICATION PURPOSES, THE FOLLOWING GUIDELINES ARE PROVIDED TO SECONDARY STUDENTS:

- Students' hair must be clean, groomed, and of a **natural color**. The nature of the style and color shall not tend to create a distraction.(i.e. no spikes - hair twisted together to stand up, rattails, mohawks, partially shaved heads or hair carvings). Students' hair length must not cover their eyes.
- Jewelry: Students may wear earrings provided they are in compliance with all other LISD policies and administrative guidelines. Male students will be allowed to wear a single loop or a single stud in each ear. No multiple earrings will be allowed on male students. **No facial jewelry (i.e. nose studs, lip rings, tongue studs, eyebrow rings, ear gauges and/or spacers) will be allowed. Piercings may not be covered with band-aids. No visible tattoos.** Jewelry with sharp edges, points, etc. will not be allowed. Dog collars and leather studded items are prohibited.
- Clothing which, in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general shall not be allowed (including, but not limited to: mini-skirts, revealing or extremely tight clothing, split sides, see-through clothing, pajamas, skates, roller shoes, halters, midriffs, fish-net tops, razor back tank tops (visible back and shoulders) or spaghetti strap tops. **Such tops (ex. Tank tops and spaghetti strap tops) may be combined but at least one strap must be of a 2 inch width.**
- **Female students may not wear clothing that reveals visible cleavage or exposed skin around the waist/midriff area. If a jacket is worn to cover such clothing, it must be worn the entire school day. Failure to do so will result in discipline action.**
- All pants must be worn at the **natural waistline**.
- Female students may wear **skirts or shorts**, which measure no shorter than **six (6) inches from the front and the back of the knee to the garment**. Skirts and/or shorts with a slit will be measured from the top of the slit (if applicable). Skirts that are less than 6 inches may not be worn even if tights/leggings/spandex is worn underneath.
- No bike shorts will be permitted.
- No 3-D Camouflage, hunter attire.
- **No holes in clothing** (i.e. holes in the body/knees of pants) on shorts/pants/skirts. Patches that cover holes must be permanently attached to the garment.
- In the event that warm-ups/pants are worn, the legs will be maintained at shoe top length. Clothes will be worn in their designed nature.
- Students shall wear appropriate undergarments. **Undergarments should not be visible. Off-the-shoulder blouses, razor-back tank tops and open back shirts are prohibited.**
- Clothing that advertises by name or symbol any products that are not permitted in school

(including drugs, alcohol, or tobacco) are not permitted. Profane, obscene or suggestive slogans (i.e. Hooters, Playboy symbols, etc...) or clothing associated with violence, acts of violence, and/or death is also prohibited.

- A school uniform (i.e. cheerleading uniform) is an appropriate and approved form of dress for special occasions.
- No hats, sweatbands, headbands, bandannas, head scarves or pullover sweatshirts/jackets with hoodies pulled over a student's head shall be worn in the school building for any reason. This includes the time between a student's arrival to first period, as well as the time before the student exits the building. **NO HATS ARE TO BE WORN INSIDE THE ACADEMIC BUILDING.**
- For health reasons, students are required to wear shoes at all times. Students may not wear house shoes, slippers, and/or shower shoes. Administration will determine if shoes are considered inappropriate and need to be changed.
- **No chains will be permitted. This includes chains attached to wallets.**
- Male students are not permitted to wear sleeveless sport jerseys or muscle shirts, unless they have a t-shirt underneath.
- No blankets.
- No trenchcoats are permitted.
- Contact lenses should be of a natural eye color and shape.

**FAILURE TO COMPLY WITH DRESS CODE REGULATIONS WILL RESULT IN DISCIPLINE ACTION. STUDENTS WILL ONLY BE ALLOWED TO CORRECT DRESS CODE ISSUES PRIOR TO 8:45 AM. THOSE STUDENTS WHO ARE IN DRESS CODE VIOLATION AFTER FIRST PERIOD WILL BE PLACED IN ISS FOR THE REMAINDER OF THE DAY. REPEAT OFFENSES MAY BE CONSIDERED AS AN ACT OF INSUBORDINATION/OPEN DEFIANCE.**

**The administration reserves the right to determine any inappropriate or distasteful dress.**

## **DRUG TESTING – RANDOM STUDENT DRUG TESTING(RSDT)**

### **Mandatory Drug-Testing Program**

The District requires drug testing of any student in grades 9–12 who chooses to participate in school-sponsored competitive extracurricular activities (TEC 76.1001a) or applies for a parking permit.

A parent may request inclusion of his or her child in the drug testing program even if the student does not participate in school sponsored activities or have a parking permit.

Eligible students shall be randomly tested for the presence of illegal drugs throughout the school year.

## **Purpose**

The purposes of the drug-testing program are to: serve as a deterrent to the use of alcohol and/or illegal drugs among the student body; offer students a credible means to resist peer pressure as it relates to the use of alcohol, performance-enhancing and/or illegal drugs; ensure the health and safety of all students who represent the school in an extracurricular activity or who have school parking privileges; provide a ready resource for support and assistance to any student who may be using illegal drugs and/or alcohol; help enforce a drug-free educational environment; and educate students regarding the harm caused by the use of illegal drugs and alcohol.

## **Distribution of Policy**

The District shall provide each parent and student a copy of the drug-testing policy and consent form prior to the student's participation in an affected activity.

## **Orientation Meetings**

The District shall conduct meetings with parents and interested student participants prior to the start of random student drug testing and at the beginning of each school year. Parents and students shall receive information about the drug-testing program and review the policy and consent form.

Attendance at the orientation meetings is strongly encouraged for parents and students. The presentation from the meetings will also be available on the LISD website.

## **Consent Forms**

Before a student is eligible to participate in extracurricular activities or receive a parking permit, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student's parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities or receive a parking permit.

A parent may request that his or her child be added to the eligibility list for voluntary testing and sign consent for testing for a student who does not participate in competitive extracurricular activities and does not receive a parking permit.

## **Use of Results**

Drug test results shall be used only to determine eligibility for participation in extracurricular activities and to determine eligibility for a school parking permit. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties.

Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

## **Confidentiality**

Drug test results shall be confidential and shall be disclosed only to the student, the student's parents, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student's academic record. Results shall not be otherwise disclosed except as required by law.

Test results shall be maintained until the student is no longer of school age and not enrolled in the District. Records shall be destroyed at that time.

## **Testing Laboratory**

The Board shall contract with a certified SAMHSA drug-testing laboratory to conduct testing of students' urine samples.

Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

## **Substances For Which Tests Are Conducted**

For the purposes of this policy, the term drug shall be defined as any substance considered illegal by either federal or Texas law or that is controlled by the United States Food and Drug Administration including, but not limited to, the following: marijuana; cocaine; prescription painkillers or opiates (e.g., heroin, morphine, OxyContin, Darvon, Vicodin, Percocet, Percocan, and Tylenol with codeine); phencyclidine (PCP, angel dust); sedatives (e.g., downers: sleeping pills, Xanax, GHB (gamma hydroxybutyrate), Valium, Klonopin, Ativan); stimulants (e.g., uppers: amphetamines/methamphetamines, e.g., speed, diet pills; prescription stimulants (e.g., Aderall, Ritalin).

The District shall reserve the right to test for any and all illegal or controlled substances, including adulterants used to mask test results,

as determined at the discretion of the District.

### **Collection Procedures**

Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school's testing site by a District employee and shall remain under employee supervision until the student provides a sample. A student shall produce a sample within a closed restroom stall. A District employee of the same gender as the student shall be present when any samples are collected.

### **Random Testing**

Random tests shall be conducted throughout the school year.

The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time.

### **A Refusal To Test Or Tampering**

A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any.

If a student is absent on the day of the random test, a sample shall be collected on the next random testing date.

### **Confirmation of Positive Results**

An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive. The MRO (Medical Review Officer) shall contact the parent/guardian to determine if there is an appropriate medical explanation for a positive test result.

Upon receiving results of a positive drug test, the campus administrator shall schedule a meeting with the student, the student's parent if the student is under the age of 18, and the coach or sponsor of the extracurricular activity, and the STAR representative to review the test results and discuss consequences.

### **Drug Abuse Prevention**

The District shall notify the parent and student of drug and alcohol abuse prevention resources available in the area.

### **Consequences of a Positive Test**

Consequences of positive test results shall be cumulative through the student's enrollment in the District.

Upon a first offense of receiving a confirmed positive drug test, a student who wishes to return to participation in extracurricular activities or to again be eligible for a parking permit shall be subject to the following consequences and requirements:

1. Suspension from participation in any competitive after-school extracurricular performances, competitions, and activities for 15 school days. During the period of suspension, the student may participate in practices.
2. Loss of parking privileges for 15 school days.
3. Attendance at a mandatory minimum of three counseling sessions in the STAR (Student Assistance and Response) Program or three sessions of external counseling, with proof of completion required.
4. Submission to weekly drug testing. If the results of these tests are negative, the student shall be eligible to participate in performances, competitions, and activities and to resume any parking permit privileges on the Monday following the end of the suspension period.

Upon a second offense of receiving a confirmed positive drug test, a student who wishes to return to participation in extracurricular activities or to again be eligible for a parking permit shall be subject to the following consequences and requirements:

1. Suspension from participation in any competitive after-school extracurricular or curriculum-related performances, competitions, and activities for 30 school days. During the period of suspension, the student may participate in practices.
2. Loss of parking privileges for 30 school days.
3. Attendance at a mandatory minimum of six counseling sessions in the STAR (Student Assistance and Response) Program or six sessions of external counseling, with proof of completion required.
4. Submission to weekly drug testing. If the results of these tests are negative, the student shall be eligible to participate in performances, competitions, and activities and to resume any parking permit privileges on the Monday following the end of the suspension period.
5. Participation by the parent and student in the District's ADAPT (Alternative Discipline and Parent Teaming) Program, which requires a minimum of three sessions, or proof of participation in a similar external program.

Upon a third offense of receiving a confirmed positive drug test, a

student who wishes to return to participation in extracurricular activities or to again be eligible for a parking permit shall be subject to the following consequences and requirements:

1. Suspension from participation in any competitive after-school extracurricular or curriculum-related performances, competitions, and activities for one calendar year. During the period of suspension, the student may participate in practices.
2. Loss of parking privileges for one calendar year.
3. Attendance at a mandatory minimum of 12 counseling sessions in the STAR (Student Assistance and Response) Program or 12 sessions of external counseling, with proof of completion required.
4. Submission to a drug test by the District-contracted lab, at student or parent expense, at the end of suspension period. In order for the student to be reinstated to extracurricular activities and any parking privileges, the test result must be negative.
5. Participation in the District's Family Center for family counseling, or proof of participation in a similar external program.

### **End of Semester Suspensions**

If a student's suspension from participation is not completed by the end of the semester, the student shall complete the assigned period of suspension during the following semester or during the first semester of the following school year.

### **Appeals**

A student or parent may appeal a decision made under this policy in accordance with FNG (LOCAL). The student shall be ineligible for participation in extracurricular activities and parking privileges while the appeal is pending. Dr. Watson, assistant principal, is the contact person for the Random Student Drug Testing Program.

### **DUAL CREDIT**

The Dual Credit Program is a cooperative effort between LISD and cooperating colleges (NCTC for FMHS). This program provides an opportunity to earn both high school and college credit simultaneously. Students are responsible for all financial requirements including tuition, fees and textbooks. For specific questions/concerns, please see your individual counselor.

### **ELEVATOR**

Staff and handicapped and injured students will be provided elevator privileges. Anyone else who needs to use the elevator is to check in the main office for permission.

### **EMERGENCY MEDICAL TREATMENT**

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency

care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, and allergies to medications, etc.).

Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

The District is not responsible for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

The decision to close schools based on inclement weather will be made by 6:30 a.m. School closing decisions are reported to the following:

Television stations: 4(KDFW) 5(KXAS) 8(WFAA)  
Radio stations: KPLX(99.5FM) KDNT (1440 AM)  
WBAP (820 AM) KRLD (1080AM)  
KAAM(1310AM) KVIL (103.7FM)  
KMGC (102.9 FM) KMEZ (100FM)  
KAFM (92.5FM)

Late Starting - due to inclement weather

High schools will start at 10:30 a.m. Buses will run 1½ hours later than normal.

### **EXAMS**

All students will take final examinations at the end of each nine weeks. Students will take their exams at times designated by the administration. **Final exams count 20% of the semester grade. Final exams will not be given early.** Be aware that bad weather days may affect the end of school and final exams.

### **EXEMPTION POLICY**

**Advanced Placement “AP” Exams** – Regardless of the number of absences, any student (9<sup>th</sup>-12<sup>th</sup>) enrolled in an AP class during the spring term who takes the **AP test** and has at least an **85 average** in the class, will be exempt from the exam in that class. Students who are exempt **must attend** school on the day of the exam

#### **Semester Exam Exemptions:**

**Only seniors, during the second nine weeks of the spring term, are eligible for semester exam exemptions.** Requirements for exemptions are as follows:

- Grade averages for exemptions are based on the final 9 weeks average of each course taken during the last nine weeks grading period of the year.
- **Attendance for exam exemption is based on the 18-week attendance period from January through June.**
- For the purpose of counting absences the following will apply:
  1. **School-sponsored absences do not count against a student for exemption purposes,**

**but all other absences whether excused or unexcused count toward exemption status. These absences include medical issues, pre-arranged absences, family emergencies, etc...**

- 2. Any absence due to truancy or suspension disqualifies a student for exemption.**
  - 3. Three tardies will count as one absence.**
  - 4. College days will count as an absence toward exemption status.**
- Seniors who qualify for exemption may take the final exam if desired.
  - Students who are exempt must attend school on the day of exam

The following chart correlates grades, attendance and exemptions:

<b>9 weeks grade</b>	<b>Absences</b>	<b>Exemption</b>
90 or above	2	Yes
85 or above	1	Yes
80 or above	<u>0</u>	<u>Yes</u>

### **EXTERNAL P.E.**

External P.E. must be authorized as well as documented. See counselors for information.

### **EXTRACURRICULAR ACTIVITIES**

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

- 1) A student who receives, at the end of any grade evaluation period, an average grade below 70 in any class other than identified **advanced placement** courses may not participate in extracurricular activities for at least three weeks pending earning a passing grade. A student may, however, practice or rehearse while suspended.
- 2) The student regains eligibility when the principal and teachers determine that he/she has: (1) earned a passing grade (70 or above) in all classes; and (2) completed three weeks of suspension.
- 3) A student is allowed to miss a class up to ten times during the school year for approved extracurricular activities or public performances. All UIL activities and activities approved by the District are subject to these restrictions.
- 4) Any disciplinary behavior-related restrictions (i.e. I.S.S. assignment/Suspension) will prevent a student from attending or participating in extracurricular activities and public performances through the duration of the assignment.**
- 5) A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence unless approved by FMHS administration.

### **EXTRACURRICULAR ACTIVITY/GAME RULES**

- Students who come to enjoy the game, drill team, band and cheerleaders must sit in the stands. Students will be permitted to stand in the designated student section only.
- Elementary age students must be accompanied by parent(s).
- Students are expected to exhibit positive sportsmanship at all times. Students are not allowed to enter the playing field/court at any time.
- All rules for Flower Mound High School, including use of alcohol and tobacco products, will

- apply to games.
- These rules also apply to the parking lots.

### FEES

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including but not limited to:

- Club dues
- Testing exams such as AP, PSAT, etc...
- Security deposits.
- The materials for a class project the student will keep.
- Personal physical education and athletic equipment and apparel.
- Voluntary purchases of pictures, publications, class rings, etc.
- Student accident insurance and insurance on school-owned instruments.
- Instrument rental and uniform maintenance.
- Lost student identification cards.
- Fees for lost, damaged, or overdue library books and lost or damaged textbooks and school-owned equipment.
- Parking sticker fee.
- Driver training course.

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

### FALSE ALARMS

Flower Mound High School will follow Texas Penal Code Section 42.06 in regard to Fire drills/alarms/and campus disruptions. Any student who commits an offense if he or she knowingly initiates, communicates or circulates a report of a present, past or future bombing, fire, or other offense, including but not limited to tampering with a fire alarm, or other emergency that he/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, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

(b) An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

### FIGHTING

Fighting is a serious school offense and will not be tolerated. On the first fighting offense, each student may receive a minimum of 3 days suspension. **CHARGES OF DISORDERLY CONDUCT MAY BE FILED IN MUNICIPAL COURT.** On the second offense, a student will receive 3 days suspension, placement at AEP and charges of disorderly conduct will be filed. If

only one party is involved in the contact and the other party walks away or continually refuses to fight, the party making the physical contact will be disciplined. The physical contact will be deemed an assault. On the first assault offense, a student will be placed at AEP. On the second offense, the student will face expulsion.

Inciting fights/disruption:

Students inciting others to fight or otherwise causing disruption of the school environment by encouraging pandemonium, strife, disruption, etc. may result in a minimum 3-day placement in ISS. This includes students who verbally encourage fighting or gather to assist or encircle the fight.

**FORGERY/LYING**

**Notes signed by the student will be considered a forgery and the student will be disciplined.** Falsification of information (i.e. false name and/or lying) or alteration of documents will be deemed as forgery. On the first offense, students will receive 2 days I.S.S. On the second offense, students may receive 3 days of I.S.S. An AEP placement may result on the third offense.

**FREE AND REDUCED PRICE LUNCHES**

It is the desire of the Lewisville Independent School District that every student has proper nutrition. For families who find themselves unable to afford the regular lunch prices, a program is available which provides either reduced cost or free meals. Forms may be obtained from the cafeteria or main office. They must be filled out accurately and completely and turned in to the principal's secretary in the main office.

**FUND RAISING**

Student clubs, classes, and organizations and parent groups will occasionally be permitted to conduct fund-raising drives. An application for permission must be made to Mr. Moon, principal, at least one week prior to the event. Fund raising shall not take place in a classroom.

**GANG RELATED ACTIVITIES**

Students involved in gang activities will face disciplinary action. On the first offense, students will be suspended from school pending AEP placement and placed at AEP for 30 days. On the second offense, students will be subject to school suspension and placed in AEP for the remainder of the school year.

**GAMBLING**

This will be treated as a serious offense. Gambling or any form of wagering is considered a violation of the LISD Code of Conduct and will be subject to disciplinary action.

**GOVERNMENTAL AUTHORITIES**

Questioning of Students

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

- An Administrator will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.

- An Administrator will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.

### 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.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory 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.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity, and to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents.

**Since the principal does not have the authority to prevent a custody action, notification will most likely be after the fact.**

The District is also required by state law to notify:

- all instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

### GRADE CLASSIFICATION

For grades 9-12: Mastery of at least 70 percent of the objectives on District-approved tests shall be required. Grade-level advancement for students in grades 9-12 shall be earned by course credits. Changes in grade-level classification shall be made at the beginning of the fall and spring terms (See local LISD Board Policy section EI).

**Beginning with the incoming freshman class of 2007-2008, the following credit requirements shall be met before a student is promoted:**

1. To be classified as a Sophomore, a student shall have earned at least 6 credits, including credits in English I, Geography, Algebra I, and Biology.
2. To be classified as a Junior, a student shall have earned at least 12 credits, including credits in English I, English II, Algebra I, Geometry, Geography, World History, Biology I, and IPC or Chemistry or Physics.
3. To be classified as a Senior, a student shall have earned at least 18 credits including English I, English II, English III, Algebra I, Geometry, and either Algebra II or Math Models, World Geography, World History, U.S History, Biology and 2 of either IPC, Chemistry or Physics.
4. Beginning 2007-2008, incoming Freshmen students are required to take 4 years of Math and Science. This is in addition to the already required four years of English and Social

Studies.

### Grading System

Students are graded on numeric basis ranging from 0-100, in which 70 is the minimum passing grade. Check your course description guide for additional information.

### **GRADE REPORTING**

Flower Mound operates on an accelerated block, two-term school year, with 18 weeks per semester. Grade reports are issued every nine weeks. Parents and students are encouraged to utilize Esembler, the district's on-line grade reporting system, as a means to check weekly academic progress. **Three-week reports will be given to students who have a 75 average or below in every class.** Students are responsible for the delivery of progress reports to their parent(s).

**GRADUATION REQUIREMENTS AND GRADE POINT VALUES** - See Course Description Guide. The state of Texas and LISD require successful completion of **26 credits** for high school graduation. Specific course requirements can be fully explained if you will make an appointment with your counselor.

### **HALL PASSES**

As instructional time is valuable and must be protected from interruption, students are DISCOURAGED from asking to leave class except in time of emergency. In the case of an emergency, students MUST have that teacher's personalized hall pass. **Only one student per hall pass is allowed, and all information on the pass must be filled in completely by the teacher. Students without a properly filled in hall pass will be subject to disciplinary action. The misuse of a hall pass by a student will result in a Wednesday/Saturday school.**

### **HARASSMENT**

Harassment is defined as unwelcome or unwanted behavior toward another person or persons, and may be verbal, non-verbal or physical. This behavior may include, but is not limited to, acts that are perceived to be demeaning, hostile, intimidating, or offensive. Any harassment, including racial and sexual harassment, will be treated as a serious offense. (See Sexual Harassment and LISD Student Code of Conduct Booklet.)

### **HAZING OR INITIATIONS**

No student is to be harassed, molested, intimidated, or humiliated by another student or group of students. Violations of this rule are to be reported immediately to an administrator for appropriate discipline that may result in A.E.P. (See Disruptive Activities.)

### **HEADPHONES**

All electronic music/video devices are allowed before school and after school, as well as during lunch within the cafeteria. Upon entering a classroom or the library, students must remove their headphones. **Students may not wear headphones on their ears or around their neck during transition periods. Failure to comply with this policy will result in confiscation of the audio unit.**

## **HEALTH REQUIREMENTS AND SERVICES**

Students will be given temporary care in the event of illness or injury during the school hours. If your child has a medical problem, please make sure that the school is informed. It is important that correct telephone numbers (home, work, mobile, pager, and emergency) are on file in the office and health room.

The following guidelines should be used to help determine when your student should stay home from school due to illness. These guidelines will also help the nurse decide when to send the student home from school.

- Temperature of 100.4 or above (measured when no anti-fever medication given) (exclude until fever subsides; recommend that a student be fever-free for 24 hours before returning to school)
- Undetermined rash (recommend exclusion and readmit after rash is gone or with approval of physician)
- Ringworm of the scalp (exclude and readmit after treatment has begun)
- Diarrhea
- Vomiting two or more times in 24 hours (unless a physician feels the cause of vomiting is not an infectious disease or student is in no danger of becoming dehydrated)
- Red eyes with discharge and crusting around eyes (may exclude and readmit after effective medical treatment and approval of physician)
- Live head lice (exclude and readmit after one effective treatment has been given)
- Jaundice
- Communicable diseases listed by Department of State Health Services

Students in secondary schools, in LISD, are permitted to carry their prescription and over-the-counter medications with them as long as it is not a controlled substance. Examples of controlled substances would be Ritalin or Adderall. The medication must be in the **original** container with dosing instructions on the label and the student's name, if a prescription. The medication must be accompanied by a note from the parent with instructions on how and when to take the medication. The note **must** be registered with the nurse on the day of the initial dose at school.

Medications kept in the health room for more than 5 days will require written authorization and dispensing orders from the parent and prescribing physician. Parents must give written permission for the student to transport medication to and from school.

Students will be screened for vision, hearing, spinal, and acanthosis nigricans at scheduled intervals.

### **LISD Privacy Notice to Parents (effective April 14, 2003):**

**HIPPA** (Health Insurance Portability and Accountability Act) and **FERPA** (Family Educational Rights and Privacy Act) are two laws controlling and limiting access to an individual's medical or educational information. Access to such information is restricted in the Lewisville ISD to school personnel who have completed confidentiality training and who have a "need to know."

LISD personnel who will or may have access to health information about your student are those who are responsible for your student during a school day. These personnel may include LISD nurses, counselors, teachers, school secretaries, attendance clerks, school administrators, substitute nurses and teachers, child nutrition manager, and the school bus driver. The procedures and guidelines governing district personnel cover student teachers and nurses.

Parents who wish to place restrictions on access to health information or who do not wish to complete certain requested forms requesting that information should contact the school nurse to arrange a private conference. If there are no restrictions in place, the school nurse will determine who may need-to-know the information in order to care for or to safeguard your student.

Communications with an individual's health care providers and agencies will commonly require appropriate and specific parent (or student) signed "permission to release information." Nurses are, however, required by law to consult with prescribing physicians in some circumstances. If permission to consult is revoked by the parent, the school nurse may not be able to provide the prescribed care.

Communications with health departments, police, emergency medical services, federal or state authorities and child protective agencies are permitted without parental permission in an emergency or to protect the health and safety of the student or other persons and during investigations of acts of terrorism.

Communications and copies containing health information used in general research or in response to some types of inquiries or investigations must have any personal identification information removed.

If you have particular questions or concerns about this information or about the information on your student, please contact the school nurse or building administrator.

#### **IMMUNIZATON - FFAB (Local)**

ALL IMMUNIZATIONS SHOULD BE COMPLETED PRIOR TO ENROLLMENT. A list of required immunizations can be obtained from your school nurse or from the LISD website at [www.lisd.net](http://www.lisd.net). Click on Departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services. Please refer specific questions to your campus nurse

#### **MEDICAL TREATMENT/EMERGENCY FORMS FFAC (Local)**

**The nurse's office does not dispense over-the-counter medications such as aspirin, Tylenol, or antacids; however, secondary (high school) students are permitted to carry their own medications if the following conditions are met:**

- The student must also carry a written request from the parent or guardian that the student is allowed to take the medication at school. This applies to prescriptions and over-the-counter medications. The request must specify the name of the student, the medication and the dose time(s) and/or indications.
- **The medication must not be a controlled substance, drug paraphernalia (i.e. syringes), or represent a potential hazard to others. These will be kept locked in the clinic and given to the student at the time of the doses.**

The following **examples of controlled substances**, including but not limited to: Pain

medication - Darvocet, Lorcet, Lortab, Tylenol #3, Vicodin, Demerol, Morphine, Proladone, Codine and Hydrocodone; Antianxiety - Diazepam, Valium, Ativan, Xanax and Central Nervous Stimulants - Adderall, Dexadrine, Methylphenidate Hydrochloride (Ritalin), Cylert, and Concerta. If there are questions about a specific medication/prescription, please contact the nurse.

- The medication must be kept in the original container. Parents should ask pharmacies for small containers with prescription labeling if this will be more convenient for carrying. These containers, when properly labeled, are acceptable.
- Refrigeration will be available in the clinic for medications when necessary.
- The student must surrender any medication to the nurse when requested by a school administrator.
- Medications left in the clinic will be returned to the student at the end of the school day or treatment period as indicated, unless the nurse is requested to do otherwise.
- Medications left unclaimed at the end of the school term will be destroyed if attempts to return them to the parent/guardian or student are unsuccessful.

### **HEALTH EXAMINATION - UIL PARTICIPATION** - FFAA (Local)

Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and first year of high school competition. In other years, students shall complete a medical appraisal form. Students may be required to have a physical examination based on answers to the appraisal form.

### **HOMEWORK REQUEST**

Parents wishing to request homework for absences, 3 days or more, will need to contact the appropriate attendance office. This request applies to all absences other than prearranged.

### **IDENTIFICATION CARDS (IDs)**

**Students must have their IDs with them at all times.** IDs are necessary on campus and at school-sponsored activities. IDs are necessary in order to check out textbooks, library books, and to issue a tardy slip. There will be no excuse for not having your ID with you. If you are asked to show your ID card and you do not have it with you, you will be subject to discipline action. If an ID is lost, a replacement may be obtained from the librarians.

### **INDECENT EXPOSURE/ACTS**

Students are expected to adhere to public norms. Any demonstrative act deemed by the administration to be an indecent act of exposure (including mooning) will result in an AEP placement.

### **INJURIES TO STUDENTS, PARENTS, VOLUNTEERS AND VISITORS**

The Texas Tort Claims Act states that school districts in the State of Texas are immune from any liability because of bodily injury or property damage which occurs as the result of the operation of the school district **except** for the operation of motor vehicles – 101.051 Civil Practices & Remedies Code. As a result, Lewisville ISD is not financially responsible for any injury to a student, parent, volunteer or visitor that occurs on any property owned by Lewisville ISD, or

while the injured party was under the supervision of the District, unless the injury was the direct result of the District's use of a motor vehicle. If you have questions concerning an injury or property damage that occurred on property owned by Lewisville ISD, please contact the District's Insurance Office at 469-948-8104

Lewisville ISD does maintain student accident insurance for the following students:

1. UIL participants – 7<sup>th</sup> grade through 12<sup>th</sup> grade – Maximum \$25,000 per injury
2. 5<sup>th</sup> grade camp participants – Maximum \$10,000 per injury
3. Summer sports camps participants – Maximum \$10,000 injury

Any student that is injured as the result of participating in the above activities is covered on a secondary basis by a policy purchased by Lewisville ISD. Parents must first file on their own insurance. The District's accident policy will only pay after the parent(s) has filed on their own policy and submits proof.

In addition to the accident policy purchased by Lewisville ISD to cover students that participant in the above activities, Lewisville ISD makes available each year a voluntary accident policy that parents can purchase for their children. Brochures and/or letters are sent home with students each year offering this coverage to parents. If you have questions regarding the District's UIL/Camp insurance or the voluntary accident insurance available to students, please call the District's Insurance Office at (469) 948-8104.

### **INSUBORDINATION OR OPEN DEFIANCE**

Students are expected to respect the school institution and hierarchy, which includes all school employees and the physical plant itself. Students who fail to comply with a lawful directive from any adult in a position of authority/responsibility may receive from 1 to 3 days out of school suspension. On the second offense, students will be placed at AEP.

### **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 to and claims will be submitted through the principal's office, but 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 or in school-sponsored athletics, 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 which may result. Turn in forms with payment to the principal's secretary in the main office.

### **INTERNET POLICY (See Appendix A)**

Students should adhere to the following school policies:

1. Students must keep their folders no larger than 25 megabytes. Students are encouraged to use a flashdrive or similar portable storage device for their assignments.
2. Students should check their computer files periodically for content and should empty old files on a regular basis.

**Any unauthorized entries/folders may result in an office referral and possible loss of Internet privileges. (See LISD Internet Acceptable Use Policy and appendix A)**

## **LIBRARY**

The Flower Mound High School library has a varied collection of books and other materials on many subjects, and offers opportunities for research and enjoyment. Students may check books in or out without a pass from a teacher before school and after school. A library pass is required during class time. The library pass is only valid when accompanied by student ID.

## **LOCKERS**

Lockers are issued upon student request – students may request a specific locker from the receptionist in the front office. Lockers are school property and are assigned for storing school-related materials. Items such as skateboards, roller blades, etc. must be secured in the locker unit. DO NOT trade or change lockers, give the combination to another student, rig open lockers, or store valuables in lockers. The inside and outside of lockers must remain free of marks or writing.

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of lockers and will make certain they are locked and that the combination is not given to others. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not students are present. **Students may not use personal locks on any school issued lockers.**

## **LONG TERM ALTERNATIVE PLACEMENT** (FOD Local)

If a student is accused of misconduct, or engages in arson or felony criminal mischief that would warrant a long-term suspension, the student and the student's parent or guardian shall be:

- Notified in writing of the specific charge.
- Advised of the nature of the evidence.
- Notified of the date of a hearing.
- Advised of their right to present a defense against the charges.
- Advised of the right to be represented at the hearing.

A student who, after having been placed in an alternative education program, continues to engage in serious or persistent misbehavior that violates the District's previously communicated written standards of student conduct, may be removed from A.E.P. and recommended for expulsion. An expulsion recommendation may be made after a first major offense.

## **LOST AND FOUND**

All articles found in the school building or on the campus should be taken to the main office. Anyone losing an item should report it to the receptionist in the main office. Textbooks found on campus should be turned in to Suite C. Lost and found items will be disposed of periodically during the school year.

## **MAKE-UP WORK**

Make-up work and tests will be permitted for all absences. Students will have one day for make-up for each day of absence caused by illness. An example: one day absence = one day for make-up; three days absence = three days for make-up. The timeframe for accepting make-up work

ends at the conclusion for the period you were absent (i.e. if absent for 1<sup>st</sup> period – all make-up work is due at the end of 1<sup>st</sup> period the day after you return). However, make-up work caused by suspension will be due one day after the student's return. The teacher will set a time for make-up tests. It is the student's responsibility to take the test at that time. Alternative assignments may be given. Make-up work will be subject to a grade reduction for truancies (see class syllabus).

### **NATIONAL HONOR SOCIETY**

Membership in the Flower Mound High School Chapter of the National Honor Society is based upon scholarship, character, leadership, and service. Membership is by invitation. Juniors and Seniors are eligible for consideration during the fall semester. Sophomores and Juniors are eligible for consideration during the spring semester. Candidates must have been in attendance at Flower Mound High School for one complete semester before being selected to membership. For further information see your counselor or the NHS sponsor.

### **PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his/her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook (including the Student Code of Conduct) with his/her child and sign and return the acknowledgment form. A parent with questions is encouraged to contact any assistant principal.
- Become familiar with all of the child's school activities and with the academic programs offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his/her child.
- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments that have been administered to his/her child.

### **PARENT/TEACHER CONFERENCES**

At no time should parents be in doubt of their child's progress. Parents are notified of students' progress through progress reports and report cards. House Bill 72 mandates that: "If in any class or subject, a student receives a grade equal to or less than 70 on a scale of 100, the grade notice must state the need for a conference between the appropriate teacher and the parent." Parents must make an appointment to meet with their child's teacher – this includes during the teacher's conference period as well as before and after school. Parents are not allowed to enter the classroom without prior approval from the teacher or administration. Parents will need to adhere to the visitor policy upon entrance to the building. ( see Visitor Policy).

## **PARKING**

All vehicles parked on school property require proper registration. Parking privileges for the FMHS campus are subject to the guidelines of the Random Student Drug Testing policy as outlined on page 19. **Any student wishing to receive a parking permit will be required to return a completed and signed RSDT consent form prior to the issuance of the permit.**

**Students may purchase up to 2 stickers for a \$5.00 fee. This will allow students to have an FMHS sticker applied to an alternate vehicle. If a student must purchase any subsequent stickers (schedule changes, selling of cars, etc...) an additional \$5.00 fee will be assessed.** Both cars/trucks must be fully registered and on file in Suite A. Failure to register a vehicle or misuse of the second parking sticker (i.e. selling of the sticker, placing the sticker on a friend's car, etc...) will result in disciplinary action.

There will be 200 reserved parking spaces designated for seniors that chose to participate in the Stu Co reserved parking program. If a senior wishes to participate, please see Ms. Owens or Ms. Waller, student council sponsors, for more information.

Before a permit will be issued you must:

- Complete a parking information form that includes the make, model, color, and license plate number of your vehicle.
- Have the information form signed by both you and a parent/guardian.
- Present a **valid Texas driver's license**.
- Fill out and return a Random Student Drug Testing consent form.
- A \$5.00 fee will be assigned for up to 2 parking stickers.

Students who have not registered vehicles by the start of the 2009-2010 school year should do so after classes begin. **Any vehicle without a permit or parked in a reserved space is subject to being towed at the owner's expense**

**Students with senior-in or senior-out may take care of their parking issues during their off period. All parking matters (registration forms, sticker exchange, and temporary parking passes) must be done in Suite A from 8:00-8:30 am or 4:00-4:30 pm.**

Please remember that students are not to loiter in or around a vehicle on or near the campus. Once a vehicle has been driven onto the Flower Mound High School campus it should be parked and locked. Students may not sit in vehicles parked at school any time during the day.

**No student may be on the parking lot during class time, including lunch periods, without a pass from an administrator.** Car radios and CD players should not be played at a volume that can be heard outside the vehicle once it has been driven onto the campus. Violators may receive discipline action.

**NO PARKING** areas for students include:

- The drive in front of the school designated as Visitor Parking.
- Faculty / Administrator parking lot.
- Driveways, sidewalks and medians.
- Designated Fire Lanes and Bus Lanes.
- Any grassy areas.
- The private property directly across from or on either side of the building.

- Along any curb which might restrict the flow of traffic.
- Any area posted with a **No Parking** sign.
- At the end of any row of legally parked cars.
- The driveway between the fieldhouse and main campus building.
- Handicapped parking.

**AGAIN, VEHICLES PARKED ILLEGALLY (without a sticker) ARE SUBJECT TO BEING TOWED WITHOUT WARNING AT THE OWNER’S EXPENSE. Those students with a current parking sticker must obtain a temporary parking pass if they drive a different vehicle on campus from Suite A before 8:30 AM. Failure to comply may result in a Wednesday/Saturday school detention.**

Security officers are employed by the District to regulate the parking lot. These employees are to be treated with respect and all requests made of you concerning your vehicle are to be obeyed immediately and without question. Bring questions to an assistant principal.

**Violations of parking and driving rules will result in disciplinary consequences.**

Additional violations that will result in restrictive action include:

- **Speeds over 10 mph**
- Reckless driving and/or spinning tires
- Driving in bus loading/unloading zones from 8:00 - 9:00 a.m. and from 3:45 - 4:30 p.m.
- Disrespect toward security officer/faculty
- Failure to comply with ID procedures with security officers
- Transfer of a parking sticker from one student to another
- Leaving campus without authorization

All cars parked on school property or within statutory boundaries designed as being under control of the school are subject to school policies and regulations which include the **right to search** for prohibited and/or dangerous substances, weapons and/or anything that presents a clear and present danger to the safety and welfare of the students and staff.

### **Student Drop Off and Pick Up Locations**

**- Pick-Up/Drop off Locations:** The West/Auditorium parking lot and the South Parking lot (lot south of tennis courts) are available for pick up and drop of students before and after school. Parents **may also** drop off students **in the morning** at the **Senior parking lot** (Stadium parking area) located on Old Settlers, south of the tennis courts.

### **PEST CONTROL**

The Lewisville Independent School District is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:

1. The Lewisville Independent School District periodically applies pesticides indoors at your child’s school.
2. Information on the application of the pesticides is available upon request from the principal of your child’s school.

3. Notices are posted at least 48 hours in advance of any pesticide treatment.
4. Pesticides are applied so that a minimum of 12 hours elapses between the application and the time students' return to the school.
5. Further information may be obtained from Sam Russell, LISD administration building, at (469) 948-8104.

### **PHYSICAL EDUCATION**

Physical Education is required for graduation. This requirement may be modified only upon written orders of a physician detailing a medical disability. Failure to participate in all aspects of PE class, including suiting out, may result in loss of points/credit in the course and/or disciplinary action.

### **POSTERS AND HANDOUTS**

The administration must first approve signs, posters, and handouts that students wish to display or distribute. Posters displayed without authorization will be removed. Any student who posts or distributes printed material without approval shall be subject to disciplinary action.

### **PRAYER**

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

### **PRINTED MATERIAL/PUBLICATIONS** (BD. POLICY FMA)

School-sponsored newspapers and/or yearbooks are under the complete supervision of Mr. Moon and the journalism advisor. 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. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student shall have a reasonable period of time to present his/her viewpoint.

All publications edited, written, or distributed in the name of or within the District schools shall be under the control of the school administration and the Board. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of the journalism advisor of Flower Mound High School, and shall be carefully edited to reflect the high ideals and expectations of the citizens of the District for their schools.

### **PROFANITY**

Students are expected to use appropriate language at all times. Student using indirect profanity will receive a Wednesday/Saturday School. On the second offense, students may receive 2 days of ISS. Students who direct profanity toward any other individual will receive 2 days of suspension. On the second offense, students may be placed at AEP. However, a student who

directs profanity toward a school district employee/volunteer will receive a minimum 10 day placement at AEP.

### **PUBLIC DISPLAYS OF AFFECTION**

Students are expected to limit their expression of sentiment and affection to the holding of hands. Anything other than such holding hands (i.e. kissing) will be subject to a Wednesday/Saturday school.

### **RACIAL HARASSMENT**

This will be treated as a serious offense and will not be tolerated. Examples include, but are not limited to, graffiti, name-calling or racial slurs, jokes, stereotyped comments, innuendoes, ridicule, or written comments. On the first offense, students may receive up to 3 days of suspension and a placement at AEP for the second offense. Severe cases may result in an immediate placement at AEP (See Harassment)

### **RETEST POLICY**

These are the two options from which Flower Mound High School teachers may choose their retest policy for the 2008-2009 school year:

Option A: The teacher will create a separate test for each major test given which will be available as a retest for any student who scores below 70 on the original test. The teacher will provide a window of opportunity for taking the retest and it is the student's responsibility to ask for that opportunity in a timely manner.

Option B: The teacher will create one cumulative test to be given at the end of the nine weeks period which students may choose to take and the grade will be used as a replacement for failing major test grades.

Note: Under both options, AP and pre-AP students may retest for no more than two major test grades during any grading period. The highest grade that can be made on a retest is 70, per school board policy, in either option.

Students who are considered to be taking unfair advantage of the retest opportunity will have this privilege revoked and will receive their original score.

The following is a partial list of board policy descriptions of misuse:

- Skipping school or class the day of the test or on a day of reteaching or retesting (i.e. unexcused absences);
- Cheating on either the original test or on the retest;
- Habitually failing to attempt classwork or homework assignments designed to prepare students for either test;
- Continually failing major tests on the first attempt while not taking advantage of reteaching opportunities, tutorials, or parent/teacher conferences;
- Creating a disturbance that results in an office referral during reteaching and/or retesting;
- Failing to attend tutoring as required prior to a retest;
- **Failing to take a retest during the window of opportunity provided by the teacher.**

## **SCHEDULE CHANGES**

A genuine effort is made to schedule students for the courses requested. When this is done, it is felt that the students have an obligation to keep the classes requested and scheduled. Teachers are hired and assignments are made on the basis of these requests. Therefore, only under extenuating circumstances will a change be made. Schedule verifications are handed out to the students prior to the beginning of school at which time schedule corrections can be made before official schedules are printed. Once students attend classes the first day, no schedule changes are made. Students who take an AP/Pre-AP course, after evaluation and teacher/parent conference, may request a level down at the end of the 3 week period.

## **SEARCHES**

School officials may search a student or a student's property with reasonable suspicion or the student's free and voluntary consent. Vehicles on school property are also subject to search. (See Parking Lot)

Areas such as lockers, which are owned and jointly controlled by the District, may be searched if reasonable suspicion exists to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by District policy and local police or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function.

Searches of student's outer clothing and student belongings may be conducted with reasonable suspicion.

## **SEXUAL HARASSMENT**

This will be treated as a serious offense and will not be tolerated. Examples include, but are not limited to, rumors, name-calling, touching, joking, gestures, commenting on sexual activities, requests for sexual favors, or sexual assault. (See Harassment and the LISD Student Code of Conduct Booklet.) revised 10/13/09.

## **SIGN-OUT PROCEDURES**

**Parents must present a Photo ID in order to sign out their child. (See Attendance)**

## **SOLICITATION**

There shall be no solicitation in or on the premises of Flower Mound High School for the purpose of selling items, which have not been approved as a school or school-group fund-raiser by school administration. This shall include, but not be limited to, sales by Little League organizations, Scouting organizations, public-service clubs, individual vendors and the like.

## **STUDENT CARE AND RESPONSIBILITY OF SCHOOL PROPERTY**

Students are entrusted with the general care of school property. No student shall damage, deface, or steal any property belonging to his/her school or to the Lewisville Independent School District. Violators will be subject to disciplinary action and/or legal prosecution. Stolen property, vandalism and break-ins will immediately be reported to the police.

## **STUDENT ELIGIBILITY** (FDB Local)

Eligibility of high school athletes who move with their parents from one Lewisville ISD high school attendance zone to another Lewisville ISD high school attendance zone will be regulated as follows: UIL rules with the following exceptions:

- If the student remains in the original school, he/she must file a statement of intent within

thirty (30) calendar days of the change of residence. The written declaration will commit eligibility to the original school, or the new school at the end of a specified period of time (no later than the end of the current school year). The declaration, bearing the signature of the student and parent or guardian, will be submitted to the principal of the original school. If no written declaration is filed, and the student later enrolls in the new school, the student will forfeit one (1) year of varsity athletic eligibility. One year is defined as one (1) calendar year from the date of enrollment in the new school.

- A student whose parent/guardian owns a house in one Lewisville ISD high school zone and moves to a lease/rental residence in another Lewisville ISD high school zone shall be ineligible in the new zone.

**IMPORTANT NOTE:** Before a student can become eligible in the new high school zone, UIL rules require the following certifying statements:

From the principal and coach of the original school

I/We certify that the student was not recruited and no undue influence was exerted upon him/her or the family to move. This student is not changing schools for athletic purposes.

From the new school administrators

We certify that no one from our community has offered any inducement, directly or indirectly, to the student or parents to move to our district. We certify that the student is not moving for athletic purposes.

From the parent/guardian

I/We certify that I/we, as parent(s) of the above named student, actually reside in the school attendance zone where he/she attends. We are not moving for athletic purposes and there was no pressure or inducement to our child or us. Any attempt to “establish” residency without actually changing domicile could be construed as “moving for athletic purposes only”.

## **STUDENT RECORDS**

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record’s custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student’s records. School officials include any employees, agents, or Trustees of the District, cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student’s case, or a handicapped student’s IEP;

- Compiling statistical data; or
- Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records on ex-students, do not have to be made available to the parent or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has a right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged; parents and students are not allowed to contest a student's grade in a course through this process. Parents or students may complain to the superintendent if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$2.00, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

### **SURVEILLANCE CAMERAS**

FMHS utilizes surveillance cameras to videotape students for purposes of safety, including the maintenance of order and discipline in common areas of the school buildings. Common areas where cameras are used include: hallways, auditoriums, cafeterias, etc. Cameras are not used where students have an expectation of privacy. For example: restrooms, locker rooms, nurses' office, etc.

### **TARDY POLICY**

**Be in class. Be on time. Be prepared every day.**

Flower Mound High School observes a zero tolerance policy for unexcused tardies. **Tardies will be issued for students who are not in their assigned seat when the bell rings. Students must present their student ID card in order to receive a tardy slip.**

- Tardies are **cumulative** for **all classes** in a **nine week period** (i.e., 1 tardy in 1<sup>st</sup> period, 1 tardy in 3<sup>rd</sup> period, 1 tardy in 4<sup>th</sup> period = 3 tardies). These detentions must be served within 48 hours.
- A student will be assigned a one hour detention for each first, 2nd and 3<sup>rd</sup> tardy in a nine week period.
- A student will be assigned a Wednesday/Saturday on the 4<sup>th</sup> - 7<sup>th</sup> tardy in a nine week period. A parent contact will also be made.
- On the 8<sup>th</sup> and each subsequent tardy, a minimum of two days ISS will be assigned.
- Excessive Tardiness (9 or more) may be subject to truancy charges.
- Inclement weather is not an excuse to be tardy.

**20 minutes of unexcused tardiness to class will count as an unexcused absence in that class and subject to disciplinary action. (See mandatory attendance policy.)**

### **TELEPHONE**

Students may not use any classroom phone for personal use. Phones will be available for student use in Suites A, B, and C before, during and after school hours. Students must have a pass indicating permission to use the phone.

### **TEXTBOOKS**

#### **Texas Education Code 31.104 (d):**

*Each student, or the student's parent or guardian is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian.*

- Students are responsible for all textbooks distributed to them. State law requires students to write their name in the book in the appropriate area and to keep all books covered. Do not use glue, tape, etc. to attach the cover to the book.
- When a book is issued to you, notify your teacher immediately of any damage to the book so it can be noted. Failure to identify previous damage to a book may result in you having to pay for said damage.
- If a student loses a textbook they are required to find or pay for the book. **If you pay for a lost book, keep the receipt so that you can receive a refund if the book is found. Students must present a receipt to receive a refund.** Textbooks returned with damage are considered “destroyed” until the fine assessed is paid. Students with textbooks on their accounts with the status of “lost” or “destroyed” **are not allowed to receive books until they clear their accounts.** Do not store or leave textbooks in a classroom.

District and state textbooks and other instructional materials are issued/checked out to student for their use while enrolled in the District. Student responsibilities for textbooks/instructional materials/equipment are listed below: Textbooks, instructional materials and equipment must be maintained in the same condition as issued.

- Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or barcode, lost or damaged materials and lost or damaged equipment issued to the student.
- Fines are assessed for damage to textbooks, instructional materials, and equipment.
- Textbooks, instructional materials and equipment issued to students must be made available for classroom checks. If these items are not available, they will be treated as lost.
- Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared.

Textbooks are issued by the state at no cost to the parents or guardians. They are the property of the state, and therefore, lost textbooks must be replaced at the price set by the Texas Education Agency. **State law requires that textbooks remain covered at all times.** Fines will be assessed for damages resulting from uncovered texts.

When a textbook has been lost, you must meet with Mr. Bracket in Suite A. You may obtain the book cost from his secretary. When the money is brought to school, he will issue a receipt and issue a new book. If the original textbook is found, bring the receipt and book to Mr. Bracket and a refund will be issued through a LISD check request.

**Any outstanding textbook fines may suspend or revoke your parking privileges (i.e. you may not purchase a parking sticker, removal from the parking lot, etc...). After notification, students will have 3 days to clear all fines before this school policy will be in effect.**

### **THEFT/VANDALISM**

Students involved in theft, arson and/or vandalism of property will result in disciplinary action. Incidents of theft for less than \$50.00 may result in an In-School Suspension placement. Thefts greater than \$50.00 will result in an AEP placement. (Refer to LISD Student Code of Conduct Booklet) **Students are responsible for securing all valuables in a hallway locker, in the lockers provided in the athletic rooms or in a classroom to decrease the likelihood of theft.**

### **THREATS** (See LISD Student Code of Conduct Booklet)

All threats will be considered serious. A terroristic threat will include threatening to kill, to use a bomb and/or to do structural damage to the school.

### **TOBACCO POLICY**

State law prohibits the use of tobacco and/or tobacco products by students at school, on school

grounds, or at school-sponsored events and activities. LISD's policy also makes possession of tobacco products and/or paraphernalia by students an illegal act.

Disciplinary action on first offense will result in a three-day I.S.S. assignment and a referral to the SRO for a police citation. Subsequent offenses will result in increased action, including suspension and/or AEP placement as well as a referral to the SRO for a police citation.

### **TRANSCRIPTS**

Official district Transcript Release Forms may be obtained on-line or from the Registrar's office. Once completed, these forms should be returned to the Registrar's office.

### **TUTORING**

Classroom tutoring will take place on campus. (See individual teacher syllabus for specifics.) The TAKS tutoring schedule is available and open for all students. TAKS/AP Test questions should be addressed to the testing center in Room 1460.

### **VALUABLES**

Students are cautioned not to bring large amounts of money, radios, CDs, or cameras to school, and if they wear glasses or watches to keep track of them at all times. **Students, not the school, are responsible for securing their personal property.**

### **VISITORS OR UNAUTHORIZED PERSONS**

Flower Mound High School is a closed campus for unauthorized visitors. Parents of Flower Mound High School students and all visitors are required to park in the front of the school and report to the main office. **Visitors must sign in with the main office. All visitors must present a current ID to obtain a visitor's pass. The front office will keep your Driver's License in a secured box until that time in which you check out of the building.**

The Visitor Pass must be displayed on your clothing, preferably on your shirt or jacket, at all times that you are in the building. Students of other schools are not to be on campus. Criminal trespassing charges may be filed on unauthorized individuals who are on campus.

Students may **not** bring friends or relatives to school to attend classes or lunch with them. Staff members and/or students are to report to an administrator anyone who cannot be identified as having permission to be on campus.

### **WEAPONS** (See Conduct - Student Code)

A student **must** be expelled to DAEP for bringing to school a firearm, as defined by federal law.

### **WEDNESDAY/SATURDAY SCHOOL**

Wednesday/Saturday detentions will be assigned for tardies and other offenses. Wednesday detention is held from 4:20 p.m. to 7:20 p.m. and Saturday detention is held from 8 a.m. to 11:00 a.m. The location will be in the cafeteria.. Failure to serve a Wednesday/Saturday School will result in a 2-day ISS assignment and the rescheduling of the Wednesday/Saturday School. Repeated failure to serve may result in an AEP placement for persistent misbehavior.

### **WITHDRAWAL**

The procedure for withdrawal is as follows:

- Parental or guardian authorization is necessary. The parent or guardian must withdraw the student in person in the registrar's office (in counseling office).
- Turn in all textbooks and receive "clear" status from the library. This step is mandatory to complete request for transcripts to be sent to the student's new school district.

### **ZERO TOLERANCE POLICY**

The district will strongly enforce its "zero tolerance" policy regarding the possession of any quantity of illegal drugs, alcohol, or illegal inhalants on school property, nor will the use or consumption of these substances prior to arriving at school be tolerated. (See Conduct, Offenses Warranting Expulsion and Alcohol/Drug Policy)

## **Appendix Information and Forms**

- i. Extracurricular Code of Conduct**
- ii. Network Access general Use Policy for Students**
- iii. Student Agreement for Acceptable Use of the Electronic Communication System**
- iv. Internet Student Agreement**
- v. LISD On-line Course Student Application**
- vi. Student Handbook Acknowledgment Sheet**



## Extracurricular Code of Conduct

If I am selected to represent \_\_\_\_\_ School in its extracurricular program, I will be sincerely interested in contributing my best effort to the success of the program. I therefore agree to the following expectations and consequences as they pertain to out of school and after hours behavior while a member of an extracurricular group. **It should be noted that the LISD student code of conduct and local school policies regarding appropriate behavior shall always be applied first and foremost when violations occur at school, at a contest/event, traveling to and from an event/contest, or when the students represent themselves as part of a school team, organization, or school group.** Participation in extracurricular activities is considered a privilege and, certainly, higher standards are expected from all participants as it pertains to grades, behavior in and out of school, attendance, work ethic, and commitment.

The following restrictions refer to **any amount** of alcohol, drugs, or tobacco both **on** and **off campus**.

- I. Use and/or possession of Alcohol will not be tolerated.
  - 1<sup>st</sup> offense: Removed from the program for two contests and/or performances. School staff counseling required.
  - 2<sup>nd</sup> offense: Removed from the program for a semester. School staff counseling required.
  - 3<sup>rd</sup> offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.
  
- II. Use and/or possession of Drugs will not be tolerated.
  - 1<sup>st</sup> offense: Removed from the program for a semester. School staff counseling required.
  - 2<sup>nd</sup> offense: Removed from the program for a year. School staff counseling required.
  - 3<sup>rd</sup> offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.
  
- III. Use and/or possession of Tobacco will not be tolerated.
  - 1<sup>st</sup> offense: Suspension from one contest and/or performance
  - 2<sup>nd</sup> offense: Removed from the program for a semester.
  - 3<sup>rd</sup> offense: Removed from the program for one calendar year from date of infraction.
  
- IV. Charged with a **felony** involving **bodily harm**
  - Removed from the program until the case is decided.

**Convicted of a felony**

Removed from the program indefinitely.

- \*\*\*\*\*1. Once a participant has been removed from the program, the head coach or sponsor has the right to review the case and make a decision as to whether to allow the participant back into the program after the 90 day suspension.
2. A semester is considered to be 90 days.
  3. Infractions **will not** accrue from year to year. Infractions **will be** tabulated for one calendar year beginning August 1 and ending July 31.
  4. These violations have to be (a) witnessed by District personnel (b) ticketed by law enforcement (c) or admitted to by the participant.
  5. You are expected to follow the code of ethical behavior both on and off campus.
- V. Additional expectations for extracurricular activities: failure to meet these expectations will result in counseling by the coach or sponsor, or some form of punishment or suspension.
- A. Conduct: We expect you to conduct yourself as ladies/gentlemen at all times. Follow school rules and procedures.
  - B. Attendance: Do not cut class. Do not be tardy. If you miss an athletic period or participation be sure it cannot be helped. Your commitment may include holidays and non-school days. Call the coach or sponsor if you are absent from an athletic period.
  - C. Profanity: We do not allow it.
  - D. Injury: We have a professional trainer who has been educated in training procedures. If you have an injury, see the trainers first. They will either treat the injury or tell you to see your doctor.
  - E. Grades: We expect you to work and maintain good grades.
  - F. Promptness: Always be on time, to practice, meetings, and games.
  - G. Equipment and facilities: Be responsible and take care of both.
  - H. Respect for coaches and teachers: Treat them with respect and in return you will be treated with respect.
  - I. Stealing: Taking things that do not belong to you will result in severe consequences.
  - J. Accountability: You will be held accountable for all of your actions. Be sure you “think” before you “act”.

\*Due process procedures will be in accordance with LISD Board Policies: FOC (Local),FOA (Legal), FOC(Legal), FOD(Legal), and FOD(Local).

# NETWORK ACCESS GENERAL USE POLICY FOR STUDENTS (Appendix A)

## Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources

The Lewisville Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellences in the District's schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Lewisville ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

Proper behavior, as it relates to the use of the computers, is no different than proper behavior in all other aspects of Lewisville ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy.

### **DEFINITION OF DISTRICT TECHNOLOGY RESOURCES**

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

### **ACCEPTABLE USE**

The District's technology resources will be used only for learning, teaching and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited. The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Executive Director of Technology or designee.

Other issues applicable to acceptable use areas:

1. ***Copyright:*** All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. ***Supervision and permission:*** A staff member only allows student use of the computers and computer network when supervised or granted permission.
3. ***Attempting to log on or logging on to a computer or email system by using another's password is prohibited:*** Assisting others in violating this rule by sharing information or passwords is unacceptable.
4. ***Improper use of any computer or the network is prohibited.*** This includes the following:
  - Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private

- Using the network for financial gain, political or commercial activity
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages of any kind
- Using the network to access inappropriate material
- Knowingly placing a computer virus on a computer or the network
- Using the network to provide addresses or other personal information that others may use inappropriately
- Accessing of information resources, files and documents of another user without authorization

### **SYSTEM ACCESS**

Access to the District's network systems will be governed as follows:

1. Students will have access to the District's resources for class assignments and research with their teacher's permission and supervision.
2. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with anyone.
3. With the approval of the immediate supervisor, district employees will be granted access to the District's system.
4. Any system user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.
5. Any system user having been denied access rights may be reinstated with a limited access account to reduce the level of security risk to the system. Limits on this type of account may include time limitations, station access limitations, file access restrictions, and a revocation of Internet access privileges.

### **CAMPUS LEVEL RESPONSIBILITIES**

The campus principal or designee will:

1. Be responsible for disseminating, collecting signed permission forms, and enforcing the District Acceptable Use Guidelines for the District's system at the campus level.
2. Ensure that employees supervising students who use the District's system provide information emphasizing the appropriate and ethical use of this resource.

### **INDIVIDUAL USER RESPONSIBILITIES**

The following standards will apply to all users of the District's computer network systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.
3. System users may not use another person's system account.
4. System users are asked to delete electronic mail or outdated files on a regular basis.
5. System users will be responsible for the care and maintenance of their systems. Maintenance issues should be reported to the campus computer facilitator.
6. System users will be responsible for following all copyright laws.

### **VANDALISM PROHIBITED**

Any attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Intentional attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to the uploading or creating of computer viruses, system break-in utilities such as Sub-7 or system hacking programs.

Vandalism as defined above will result in the cancellation of system use privileges and possible prosecution. The party will be responsible for restitution of costs associated with system restoration, hardware or software costs.

### **FORGERY PROHIBITED**

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

### **INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the District's system should be aware that use of the system may inadvertently provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material. The District will maintain an Internet filtering software package to attempt to minimize the access to objectionable material. Any attempt to circumvent the filtering software will be viewed as an attempt to disrupt the system.

A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. This could result in loss of credit for students or termination of employment for employees.

### **NETWORK ETIQUETTE**

System users are expected to observe the following network etiquette (also known as etiquette):

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
2. Pretending to be someone else when sending or receiving messages is prohibited.
3. Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

### **SUSPENSION/REVOCAION OF SYSTEM USER ACCOUNT**

The District will suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **CONSEQUENCES OF IMPROPER USE**

Improper or unethical use may result in disciplinary actions consistent with existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware or software costs.

### **DISCLAIMER**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

### **TERM**

This policy is binding for the duration of the student's enrollment in Lewisville ISD.

## **STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM**

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. It is important that you read the Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources, and the agreement form. Ask questions if you need help in understanding the documents.

Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or you parents) might find objectionable. While the district will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

### RULES FOR APPROPRIATE USE:

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used only for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### INAPPROPRIATE USES:

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without their permission.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal materials.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources

### CONSEQUENCES FOR INAPPROPRIATE USE:

- Suspension of access to the system
- Revocation of the computer system account; or

Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

**INTERNET STUDENT AGREEMENT**

Grade \_\_\_\_\_ School \_\_\_\_\_ Student ID \_\_\_\_\_

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system.

\_\_\_\_\_  
Student Name – **Please Print**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Date

**PARENT AGREEMENT:**

I have read the District's Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources, and this agreement form. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy, and administrative regulations.

Please check one of the following:

\_\_\_\_\_ **I give permission** for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

\_\_\_\_\_ **I do not give permission** for my child to participate in the District's electronic system

\_\_\_\_\_  
Parent/Guardian Name - **Please Print**

\_\_\_\_\_  
Signature Parent/Guardian

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Date

# Lewisville ISD eStudent On-Line Course Student Application Contract

This application must be completed in full and given to the counselor. **It is very important that valid phone numbers be provided for the student and parents.**

<p><b>Requested Course:</b> _____</p> <p><b>Student's Name</b> _____ (printed)</p> <p><b>Parent/Guardian Name</b> _____</p>	<p>9 Weeks:   <input type="checkbox"/> 1<sup>st</sup>   <input type="checkbox"/> 2<sup>nd</sup>   <input type="checkbox"/> 3<sup>rd</sup>   <input type="checkbox"/> 4<sup>th</sup>  <input type="checkbox"/> summer _____ (Year)</p> <p>Campus:   <input type="checkbox"/> FMHS   <input type="checkbox"/> HHS   <input type="checkbox"/> LLC  <input type="checkbox"/> LHS   <input type="checkbox"/> MHS   <input type="checkbox"/> TCHS  <input type="checkbox"/> KLHSN</p>	
<p><b>Student ID Number</b> _____</p> <p><b>Parent Contact email*</b> (provide if you wish email notifications – may include grade information)</p>	<p><b>Grade Level:</b> _____</p> <p><b>Contact Phone*</b> (required) _____</p> <p><b>Student Contact email*</b> (required) _____</p>	<p><b>Alternate Phone*</b> _____</p> <p>Do you have a home computer?   <input type="radio"/> Yes   <input type="radio"/> No</p> <p>Do you have home internet service?   <input type="radio"/> Yes   <input type="radio"/> No</p>

*\* **Valid phone information MUST be provided.** Student cell phone cannot be used. Please use home phone or parent cell phone.*

**Have you completed the Online Learning Quiz?**    Yes    No   *(This must be done prior to attending the orientation.) Login with your network username and password. On the profile page, you must enter a valid email address and valid phone numbers at the bottom of the page.*

**STUDENT ACADEMIC INTEGRITY**

- All students enrolled in an LISD eSchool course will be held accountable to all district policies, Student Handbook, Student Code of Conduct, and District Acceptable Use Guidelines, as they work with the technology and the online resources necessary to complete the course work. Discipline will be handled at the home campus and may result in immediate removal from class.
- Students are to use technology and the online course format in a respectful manner and will be expected to apply proper internet etiquette, communicate respectfully to all and responsibly complete all required assignments and activities.

**Academic dishonesty will not be tolerated in Lewisville ISD eSchool.** Academic dishonesty includes, but is not limited to, plagiarism, fabrication of information or citations, submitting work of another person as your own, or tampering with computer files and/or academic work of other students. Academic dishonesty will result in one or more of the following actions: If an offense occurs, the student will be notified by the teacher. The teacher will also immediately notify the assistant principal and the eSchool office. If the incident is deemed severe, regardless of whether it is a first or second offense, the student will be removed from the course.

**Student Expectations.** The following criteria are **required**:

1. Computer skills that include the ability to create files, save documents, send emails, etc.
2. Parent permission to do online coursework and counselor recommendation and approval.
3. Absolutely **NO sharing of MySpace, Facebook, Xanga** or other similar type accounts. Doing so may result in disciplinary action.
4. Attendance at a scheduled registration/orientation session and the proctored final exam is mandatory.

**Grades** - All course work will be graded and **MUST** be completed and submitted per the course schedule. Assignments submitted late will receive a maximum of 70%. The final exam is proctored by a teacher and **MUST BE PASSED** to receive credit for the course. Credit for online courses will be reflected on the transcript as online courses

and **will** count toward graduation. Grades in online courses will **not** be calculated in GPA or class rank but **will count toward UIL eligibility.**

**Withdrawal Procedures** – A student will have 4 days from the beginning of the course to withdraw or change their schedule. To withdraw, contact the counselor and submit the Request for Withdrawal form to the eSchool office (<http://www.lisd.net/eschool/>). Upon withdrawal, the student must wait 12 months before being allowed to enroll in another LISD eSchool online course.

**Technical Support:** Due to individual computer configurations, it is impossible for the eSchool office to resolve all technical issues. Technical support is available during the normal working day. Students may email [eschoolhelp@lisd.net](mailto:eschoolhelp@lisd.net) or call 972-350-1800. Check the eSchool website for information on recommendation computer configurations ( <http://www.lisd.net/eschool/> ).

**By signing this contract, both student and parent (guardian) agree to the terms, expectations and requirements of the Student Participation Contract**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I have confirmed that contact information is correct and recommend this student for the requested online course.

Counselor Signature

Date \_\_\_\_\_ Mail or fax (214-2455) the completed application to eSchool at Technology – B Center

**STUDENT NAME (PRINT):** \_\_\_\_\_

**ID #:** \_\_\_\_\_

**FMHS Student Handbook 2009 Acknowledgment Sheet**

- I have read the FMHS student handbook. As such, I understand that I am responsible for all information covered therein.

Print Student's Name \_\_\_\_\_

Signature of Student \_\_\_\_\_

Signature of Parent/ Guardian \_\_\_\_\_

Date: \_\_\_\_\_

- I give permission for FMHS to contact me via e-mail regarding an issue concerning my child.

Parent Signature \_\_\_\_\_

Parent e-mail address \_\_\_\_\_

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**THIS SHEET IS TO BE REMOVED, SIGNED AND RETURNED TO YOUR SECOND PERIOD TEACHER. FAILURE TO RETURN THIS SHEET WILL RESULT IN DISCIPLINARY ACTION.**

