



# 2023-2024 Student Handbook

If you have difficulty accessing the information in this document because of disability, please contact the district at [[studentservices@lancasterisd.org](mailto:studentservices@lancasterisd.org)] 972-218-1510

**Lancaster ISD Board of Trustees  
2023 – 2024**

Board President	Marion Hamilton , MBA-MHA	District 1
Board Vice President	Ty G. Jones , M.Ed.	District 5
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Trustee	Kendall L. Smith, MBA	District 7

**Superintendent of Schools**

Dr. A. Katrise Perera

All **regular** board meetings will take place at 6:30 PM in the Lancaster Independent School District Administration Building Board Auditorium, 422 S. Centre Avenue, Lancaster, TX. Agendas are posted 72 hours in advance. Starting times for called board meetings may vary.

## Lancaster ISD Campuses & Facilities

Elementary Campuses	Secondary Campuses	Facilities
<p style="text-align: center;"><b>Belt Line Elementary</b></p> <p style="text-align: center;">1355 West Belt Line Road Lancaster, TX 75146 972-218-1608</p> <p style="text-align: center;"><b>Houston Elementary</b></p> <p style="text-align: center;">2929 Marquis Lane Lancaster, TX 75134 972-218-1512</p> <p style="text-align: center;"><b>Pleasant Run Elementary</b></p> <p style="text-align: center;">427 West Pleasant Run Road Lancaster, TX 75146 972-218-1538</p> <p style="text-align: center;"><b>Rolling Hills Elementary</b></p> <p style="text-align: center;">450 Rolling Hills Place Lancaster, TX 75146 972-218-1525</p> <p style="text-align: center;"><b>Rosa Parks/Millbrook Elementary</b></p> <p style="text-align: center;">630 Millbrook Drive Lancaster, TX 75146 972-218-1564</p> <p style="text-align: center;"><b>West Main Elementary</b></p> <p style="text-align: center;">531 West Main Street Lancaster, TX 75146 972-218-1551</p>	<p style="text-align: center;"><b>George Washington Carver 6th Grade STEM Learning Center</b></p> <p style="text-align: center;">1005 Westridge Ave. Lancaster, TX 75146 972-218-1577</p> <p style="text-align: center;"><b>Lancaster Middle School</b></p> <p style="text-align: center;">822 W. Pleasant Run Road Lancaster, TX 75146 972-218-1660</p> <p style="text-align: center;"><b>Lancaster High School</b></p> <p style="text-align: center;">200 E. Wintergreen Road Lancaster, TX 75134 972-218-1800</p> <p style="text-align: center;"><b>Lancaster Early College High School</b></p> <p style="text-align: center;">200 E. Wintergreen Road Lancaster, TX 75134 972-218-1861</p> <p style="text-align: center;"><b>Barack and Michelle Obama Ninth Grade Campus</b></p> <p style="text-align: center;">1109 West Main Street Lancaster, TX 75146 972-218-1880</p>	<p style="text-align: center;"><b>Lancaster ISD Administration Building</b></p> <p style="text-align: center;">422 S. Centre Ave. Lancaster, 75146 <b>972-218-1400</b></p> <p style="text-align: center;"><b>Student Exploration &amp; Engagement Center (SEEC)</b></p> <p style="text-align: center;">1201 N. Dallas Ave. Lancaster, TX 75146 (972) 218-1409</p> <p style="text-align: center;"><b>Lancaster ISD Service Center</b></p> <p style="text-align: center;">1003 N. Dallas Ave. Lancaster, TX 75146 Office: 972-218-1485 Fax: 972-218-3042</p> <p style="text-align: center;"><b>J. D. Hall STEM Learning Center</b></p> <p style="text-align: center;">602 E. Second Street Lancaster, TX 75146 972-218-1441</p>

## **Lancaster ISD Vision:**

*Empowering ALL students' purpose and passion through quality education.*

### **Student Handbook**

This Student Handbook explains Lancaster ISD's current policies and practices concerning matters that most often affect the District's students and their parents. Policies or practices described in this handbook are provided for the information and guidance of Lancaster ISD's students and their parents and do not constitute, nor should they be relied on, as contractual obligations of the Lancaster Independent School District to any person. **Lancaster ISD reserves the right to modify this Handbook at any time.** The content, as it appears may be amended in the future, apply to all students enrolled in Lancaster ISD.

### **Equal Opportunity and Nondiscrimination**

In its efforts to promote nondiscrimination and as required by law, Lancaster ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Dr. Marcus Jackson 972-218-1400
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Lamonica Williams 972-218-1400
- All other concerns regarding discrimination: See the superintendent, Dr. A. Katrise Perera 972-218-1400

The Lancaster Independent School District is an equal opportunity district and is committed to providing equal opportunity and nondiscrimination in all programs and services. The District intends to comply with all applicable federal, state, and local laws and regulations concerning state, and local laws and regulations concerning equal opportunity and nondiscrimination. If any of the policies outlined in this Handbook are, or become unlawful for any reason, the applicable law will be followed:

1. All employment decisions and actions such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and educational, recreational, and social programs are administered without regard to the race, color, sex, religion, national origin, citizenship, age physical or mental disability of an otherwise qualified individual, or his or her membership or application for membership in a uniformed service.
2. No students shall on the basis of sex, race, religion, disability, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to unlawful discrimination under any education program or activity sponsored by Lancaster ISD.

# LANCASTER

INDEPENDENT SCHOOL DISTRICT

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422 S. Centre Ave.  
Lancaster, TX 75146  
(972) 218-1400  
(972) 218-1401 FAX  
[www.LancasterISD.org](http://www.LancasterISD.org)

Dr. A. Katrise Perera  
*Superintendent*

Dear Parents:

Welcome to the 2023–2024 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderful and successful year for our students.

The Lancaster ISD Student Handbook is designed to provide basic information that you and your child will need during the school year. The Student Handbook includes general information, notices, and procedures for parents and students.

Please be aware that the Student Handbook is updated annually, while policy adoptions and revisions may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy.

Please review the Lancaster ISD Student Handbook with your child. If you have any questions about the content, please contact your child’s teacher or principal.

Thank you for showing your concern for your child and his or her education by taking the time to read this document. By continuing to work together, Lancaster ISD can look forward to another successful school year.

Sincerely,

Dr. A. Katrise Perera

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# **Section I - Enrollment and Academic Information**

## ***Enrollment***

**Students are entitled to admission if they are over five and younger than 21 years of age on September 1 of any school year in which admission is sought if they meet the requirements described in FD (LEGAL)**

Only students who are legal residents or who have approved transfers by the superintendent may enroll in Lancaster Schools. Upon registering, parents/court appointed guardians will be required to sign proper enrollment forms. Parents/court appointed guardians are required to exhibit documents (drivers' license and a utility bill) that certify them as legal residents of Lancaster ISD. No persons will be allowed to stay in a Lancaster school unless they provide school officials with an up-to-date immunization record within thirty (30) days of enrollment. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at [Affidavit Request for Exemption from Immunization](#). (See Immunizations)

### ***Lancaster ISD Enrollment Requirements Required Enrollment Documents***

- Proof of residency (current gas, electric, or water bill, and a current driver's license with the current Lancaster address)  
*If a current driver's license is not available at the time of enrollment then a grace period of 10 days will be given or the student will be withdrawn.*
- Birth Certificate (if attending school for the first time) Social Security card (with number)
- Current Immunization Records
- Report Card/Transcript **and** Withdrawal Papers from the last school attended, along with any special education information if applicable
- Handwritten statements are unacceptable/Rental contracts are acceptable

Lancaster ISD does not accept as proof of residency rental contracts, check stubs, or bank statements. Copies of the parent/legal guardian's driver's license and utility bill will be made for the student file. All copies made are kept confidential through the FERPA guidelines.

Lancaster ISD may verify any provided information and will prosecute any parent/guardian/sponsor who falsifies documents for the purpose of attending Lancaster ISD. A person who knowingly falsifies information on a form required for enrollment of a student is in violation of Section 37.10 of the Texas Penal Code (Class B Misdemeanor).

**Parents/guardians MUST keep phone numbers, addresses, custody and emergency information up-to-date with the campus office, anytime it changes during the school year.** Throughout the school year you may be asked to update information on forms that will be sent home. Failure to return these forms and keep your student's information current and up-to-date could result in withdrawal from school. All information requested is for the safety of your child.

### **Students in Foster Care (All Grade Levels)**

In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact the Director of Student Services who has been designated as the district's foster care liaison at LISD District Office with any questions

### ***Residency Requirements [See Policy FD (LEGAL)]***

**Proof of residence will be required of all students' families annually.** A parent living in the school district in the role of a joint managing, sole managing or possessory conservatorship may send their child to Lancaster ISD. In addition, a minor

living with a natural parent or court-appointed guardian within the district may attend Lancaster ISD. Records furnished by a parent or other person with legal control of a child under a court order must be furnished not later than the 30th day after the date the child is enrolled. If identifying records are not furnished within the 30-day period, §25.002(c) requires the district to notify law enforcement and request a determination of whether the student has been reported as missing.

### ***Transfers/Open Enrollment for Employees***

1. Employees that reside inside the school district may enroll their child in their zoned school or where they work.
2. Employees that reside outside the LISD attendance zone can enroll students on campus they work or enroll as open enrollment student subject to that policy.
3. The LISD no longer grants intra-district transfers.
4. Students must attend the campus in their attendance zone.

### ***Pre-Kindergarten Program***

The pre-kindergarten program in the District follows standards for Early Childhood Development and Education Programs. The pre-kindergarten program is an intensive language development program to give qualifying (determined by family income and/or language) three-year old children a head start in school. The pre-kindergarten program focuses on language and communication development, cognitive development, social/emotional development, motor development, and creative expression through learning activities that promote interaction among students as well as with the teacher. Activity-based lessons prevail rather than lessons which require paper and pencil skills or reading from a textbook. Pre-Kindergarten bilingual classes are offered at Houston Elementary.

To be eligible for enrollment in a pre-kindergarten class, a child must be at least three-years of age on or before September 1st of the current school year and meet one of the federal guidelines.

A student with learning disabilities may be eligible for the Pre-School Program for Children with Disabilities (PPCD). The program serves students ages 3-5.

### ***Kindergarten Program***

A full day instructional program for kindergarten is conducted at each elementary campus. The instruction enhances the student's social, emotional, physical, and intellectual development through mastery of language arts, mathematics, social studies, science, health, fine arts, and physical education. The program is designed to promote academic readiness skills, prevent later school failure, and give children a head start in school. Children must be 5 years old by September 1 to begin Kindergarten. Kindergarten bilingual classes are offered at Houston Elementary.

### ***Open Enrollment Transfers for Non-Resident Students***

Lancaster ISD accepts Open Enrollment transfers in grades K-12 non-resident students. Open Enrollment transfers are considered on a case-by-case basis and require approval by the superintendent or his/her designee. Criteria for approval include grades, discipline, and attendance. The superintendent or designee is authorized to accept or reject any open enrollment transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language. Open enrollment transfer applications will be processed on a first-come basis. Completed applications will be reviewed by the campus principal and superintendent or his/her designee to determine final disposition. Parents will be notified of the status of the application. Once the application has been approved, the parent will make arrangement for registration. Open enrollment transfer students are subject to campus reassignment if class sizes exceed state limits. LISD is a District of Innovation and reserves that right to revoke the inner-district transfer agreement during a school year.

### ***Entering from Accredited Schools***

Students entering the District from accredited public, private, or parochial schools shall provide a copy of their report card or withdrawal form from prior school outside the District. The student shall be placed initially in the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered on the local campus, the principal shall determine grade placement. "Accredited" is defined as accreditation by the Texas Education Agency (TEA), an equivalent agency from another state, or from a non-public accrediting association that is a member of the Texas Private School Accreditation Commission or a regional accreditation association (e.g. Southern Association of Colleges and Schools).

### ***Entering from Non-Accredited Schools***

Students entering the District in grades 1-12 from non-accredited public, private, or parochial schools including home schools, shall be placed initially at the discretion of the principal, pending observation by classroom teacher(s), guidance personnel, and the principal. Criteria for placement may include the following:

1. Scores on examinations that may be administered on the local campus,
2. Prior academic record,
3. Review of home schooling curriculum,
4. Chronological age, social, and emotional development of the student,
5. Results of examinations administered by the Credit by Exam (CBE) Coordinator at the principal's request for students seeking placement,
6. Other criteria deemed appropriate by the principal.

### ***Withdrawals***

Minor students may withdraw from school by presenting a request signed by the student's parent/guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without parent/guardian signature.

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

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

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

Students within the compulsory attendance age are not withdrawn/dropped from the rolls of any school except for the following reasons: moved from Lancaster ISD placed in an institution; deceased; or enrolled in a non-public school

### ***Grading – Students Who Withdraw from School***

Estimated grades to date of withdrawal are given by teachers on the withdrawal form when a student checks out of school. The date of withdrawal is shown on the permanent record. If a student transfers to another school, the grades at the time of withdrawal are also sent with other records to the new school.

## ***Attendance***

### ***Attendance***

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

### ***Compulsory Attendance***

#### ***Age 19 and Older***

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy [FEA](#).]

### ***Between Ages 6 and 19***

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

### ***Pre-Kindergarten and Kindergarten Attendance***

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

### ***Exemptions to Compulsory Attendance***

#### ***All Grade Levels***

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Life Threatening Illness - is absent as the result of a serious or life-threatening illness or related treatment that makes the student's attendance infeasible. Documentation from a health care professional licensed, certified, or registered to practice in Texas must be provided that specifies the student's illness and the anticipated period of the student's absence relating to the illness or related treatment.
- Drivers License misses school for the purpose of visiting a driver's license office to obtain a driver's license or learner permit. The student must be enrolled in high school and 15 years of age or older. Your district may not excuse the student for more than one day of school during the period the student is enrolled in high school for each purpose (obtaining a driver's license and obtaining a learner license). Your district must verify the student's visit to the driver's license office in accordance with the procedures adopted by your district
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

#### ***Secondary Grade Levels***

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy [FEA\(LOCAL\)](#), the student receives approval from

the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

***Voter Registration***

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

Absences of up to two days in a school year will also be considered an exemption for:



A student serving as an early voting clerk, provided the district's board has authorized this in policy [FEA\(LOCAL\)](#), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and

- A student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran will also be excused by the district.

### ***Failure to Comply with Compulsory Attendance***

#### ***All Grade Levels***

School employees must investigate and report violations of the state compulsory attendance law. A student that is absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

#### ***Students with Disabilities***

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

#### ***Age 19 and Older***

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan. If a 19-year-old student has more than five unexcused absences in a semester, Lancaster ISD may revoke his or her enrollment. If the District revokes enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

#### ***Between Ages 6 and 19***

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is the **Truancy Prevention Facilitator**. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator. A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies [FEA\(LEGAL\)](#) and [FED\(LEGAL\)](#).]

#### ***Attendance for Credit or Final Grade (Kindergarten–Grade 12)***

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy [FEC](#).]

A student who attends fewer than 90% 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. This policy does not affect

a student's right to excused absences or the right to observe religious holidays. If a student is denied credit for a class by the Attendance Review Committee, the student or parent/guardian may appeal the decision.

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under [FM \(LOCAL\)](#) if the student made up the work missed in each class.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy [FNG\(LOCAL\)](#).

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

### ***Denial of Credit Parent/Guardian Notification***

Students must attend each class at least ninety percent (90%) of the time a class is offered in order to receive credit. A student and the student's parent/guardian will be given written notice prior to or upon a student's attendance dropping to the point in which the student will be in jeopardy of not meeting the 90% attendance law. The student, parent, or representative may, upon receipt of such knowledge, submit a written petition to the school's attendance committee requesting award of credit. The deadline for filing petitions is no later than three (3) days after receipt of the letter of notification.

### ***Regaining Credit***

Students who have been denied credit because of unexcused absences will be afforded the opportunity to regain credit during the current semester in which the absence took place by fulfilling the requirements established by the attendance committee. The committee may set more stringent requirements for regaining credit when absences are unexcused. All options for regaining credit will be established through a written contract, which will be administered by the attendance committee.

The following options are ways in which students may regain credit:

1. complete additional assignments as specified by the attendance committee;
2. make up lost academic time before and after school or evening school;
3. summer school, and/or Saturday classes

### ***Documentation after an Absence (All Grade Levels)***

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused.

**Note:** Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

### ***Returning to School after Absence***

Immediately upon returning to school after any absence, a student must bring a note, signed by the parent, describing the reason for the absence. Lancaster ISD may investigate any case in which an excused absence is requested.

The only reasons eligible for consideration as excused absences are:

- a. Illness with a written note from parent/guardian given to campus attendance office  
**NOTE DUE WITHIN 3 DAYS FOR EXCUSED CONSIDERATION**
- b. Doctor or dental appointments with notes when returning to school
- c. Death in the family
- d. Observance of a National Religious Holiday
- e. Extenuating circumstances with prior approval from the building principal

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school to determine whether the absence or absences will be excused or unexcused.

[See policy [FEC\(LOCAL\)](#).]

### ***Excused Temporary Absence***

A student may be excused for temporary absence resulting from any cause acceptable to the principal or his/her designee of the school in which the student is enrolled. A student whose absence is excused will be permitted the same as the number of days absent to make up missed work. Parent/guardians should contact the attendance office before school in the morning if their child is going to be absent.

### ***Extended Absence***

When a student's absence for personal illness exceeds five (5) consecutive days or a total of ten (10) days in a six-week grading period, the parent/student is required to present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school.

### ***Absences Due to Extracurricular Activities***

Students who participate in an extracurricular activity approved by the Board and under the direction of a professional staff member, in accordance with the limits and eligibility criteria, will not be counted absent from school.

### ***School Activities/Athletics***

A student absence from school for any reason other than for a documented health care appointment will not be allowed to participate in school-related activities on that day or evening.

### ***Extenuating Circumstances***

For the purpose of granting credit for a class, LISD recognizes the following extenuating circumstances:

1. Board approved extracurricular activity or public performance subject to limitations in [FDD \(LEGAL\)](#) preceding.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment. \*
4. Temporary absence resulting from any cause acceptable to the principal or the superintendent.
5. Juvenile court proceeding documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency, unforeseen, or unavoidable instance requiring immediate attention.
8. Approved college visitations for juniors and seniors (two days per year).
9. Any activity required under a court order or service plan or other court-order that is not practical to schedule the student's participation in the activity outside of school hours (SB 206).

\*Class time is important. Doctor's appointments should be scheduled, when possible, at times when the student will not miss instructional time.

### ***Truancy Prevention and Attendance Laws***

Students are required to attend each school day for the entire period the program of instruction is provided. District employees must investigate and report violations of the attendance law. A student is required to attend school under Section 25.085; and if the student fails to attend school for 10 or more days or parts of days within a six-month period in the same school year they are in violation of Vernon’s Law and House Bill 2398. Students that miss school three or more days or parts of days within a four-week period will be subject to truancy prevention measures.

Truancy prevention measures: 3-day warning letter, daily parent phone calls being logged, parent meeting with guardian & principal or assistant principal.

The District attendance officer shall file a complaint against the parent/guardian in court, if the compulsory attendance law is violated (Vernon’s Law). Exemptions to the law may be found in Policy [FDC](#).

### ***Dropping Students from the Roll***

Students may be automatically dropped after 10 consecutive absences after review by the attendance committee “Unknown Whereabout.”

### ***Driver License Attendance Verification (Secondary Grade Levels Only)***

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student’s attendance records and, in certain circumstances, for a school administrator to provide the student’s attendance information to DPS. A verification of enrollment (VOE) and attendance form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

### ***Accountability under State and Federal Law (All Grade Levels)***

Lancaster ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district’s financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the district’s website. Hard copies of any reports are available upon request to the district’s administration office. TEA also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#)

### ***Excusing Students from School***

Only the principal, the assistant principal, or his/her designee shall excuse a student from school for any cause. In all instances, people who to pick up students, telephone for them, or send for them must present a driver’s license or state identification card, or the principal must be able to identify them, so as to make certain that unauthorized persons are not taking custody of the student. The parent/guardian who enrolled the student shall be the person to whom the school looks for authority and to whom the student may be excused for any purpose. The parent/guardian who does not have custody of the student shall not be permitted to take charge of the student under any condition without the personal approval of the parent/guardian who has custody. Should a court order or other legal process be served on the school, the school attorney should be consulted for appropriate action to be taken.

A student who becomes ill during the school day should, with the teacher’s permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent/guardian.

## *Leaving Campus (All Grade Levels)*

### **All Students**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place to document parental consent:

- A parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification.
- Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office.
- For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student.
- If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return.
- Documentation regarding the reason for the absence will also be required.

### *Perfect Attendance Awards*

Perfect attendance awards may be given on local school campuses during each six-week period or at the end of the school year. The guidelines require the student to have attended school each day during the period being considered for recognition. Please contact your student's teacher and the office personnel or principal before allowing your student to leave school during any part of a school day, especially if a perfect attendance award is desired. Students who accumulate more than three tardies will not be eligible for the "Perfect Attendance Award" at the end of the year.

### *Tardies*

Parents or guardians are asked to help students learn to value education and to understand the importance of arriving at school on time and being consistent in attendance. The habits developed by children during their school years will last a lifetime. For that reason, tardiness to class and excessive absences are unacceptable. Serious consequences may include parents or guardians receiving a court summons and/or fines, if warranted.

The District will use **Tardy Sweeps** and other techniques routinely to discourage persistent or chronic tardiness. The sweeps will be conducted in a manner that is fair to all children, and disciplinary actions will be consistently applied. Parents will be contacted for students with excessive tardies. Students will receive the disciplinary action assigned by the campus principal. Each campus has established its own tardy policies. Contact the campus principal for the policy.

## *Academics*

### *Academic Dishonesty/Cheating/Plagiarism*

Academic dishonesty includes cheating, plagiarism, and collusion (a secret agreement for fraudulent purposes, a conspiracy). Cheating includes the copying of another student's work—such as homework, classwork, or test answers—and submitting it as one's own work. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

Re-wording someone else’s work is considered to be plagiarism. A student found to have engaged in academic dishonesty is subject to disciplinary action and a grade of “0” will be given on the work affected. Students may also receive consequences in other ways under the code of conduct for these acts. Lancaster ISD, may from time to time, subscribe to a plagiarism detection service. This serves as notification to parents and students that Lancaster ISD participates in this type of service.

### ***Student Cheating on State Assessments***

If a district determines that a student has cheated or been involved in an attempt to cheat on a state assessment either by providing or receiving assistance the district is required to invalidate the student’s test. The test invalidation and additional disciplinary actions may be taken.

### ***Computer Resources***

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Students will be given access to the District’s electronic communication systems. Use of these resources is governed by the *Student Internet Safety and Acceptable Use Guidelines for Technology Resources*. Students and parents or guardians will sign a user agreement regarding appropriate use of these resources to receive access to the District network. Violations of this agreement may prompt termination of privileges and other disciplinary action. Refer to the Lancaster ISD Technology Regulation: Student Internet Safety and Acceptable Use Guidelines for Technology Resources.

### ***Academic and Career Counseling***

Students are encouraged to meet with a school counselor in order to learn about the curriculum, course offerings, graduation requirements, and graduation plans. Counselors assist students in exploring interests and developing goals for their future. Counselors assist students in making information decisions about work, college, military, or vocational education. The counselor provides information about a variety of career programs, college entrance examinations, and college admissions. (High School students see Lancaster High School Academic Handbook.)

### ***Personal Counseling***

The school counselor is also available to assist students with a wide range of personal concerns including personal/social, family, emotional, academic, or chemical dependency. The counseling staff offers valuable information on community resources to address personal concerns. Students who wish to meet with a counselor may do so by checking with the counseling office to request an appointment. All materials used in the counseling program are available during school hours for parents/guardians who have any questions regarding counseling services or programs in the school.

The counselor’s primary responsibility is to provide support services to students in the area of graduation plans, postsecondary goals, and personal concerns. During this process the counselor will consult with staff, students, and parents. To the extent possible, the student’s and family’s right to privacy is protected. Under some circumstances the counselor is required by law and a professional code of ethics to report any form of abuse or endangerment. Under these circumstances it is necessary to confer with other professionals in order to best serve the student.

School counselors hold a professional certificate in counseling issued by the Texas Education Agency.

### ***Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)***

#### **Consistent Application for Graduating Class**

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

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**Note:** The following provisions shall apply to students in the graduating class of 2019, 2020, and 2021.

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**Calculation** The District shall include in the calculation of class rank grades earned in all high school credit courses taken in grades 9–12 only, unless excluded below.

The calculation shall include failing grades.

**Exclusions** The calculation of class rank shall exclude grades earned in any local credit course.

**Categories** The District shall categorize and weight eligible courses as Advanced, Honors, Academic, and Basic in accordance with provisions of this policy and as designated in appropriate District publications.

*Advanced* Eligible Advanced Placement (AP), International Baccalaureate (IB), and dual credit courses shall be categorized and weighted as Advanced courses.

*Honors* Eligible Pre-AP courses and other courses locally designated as honors shall be categorized and weighted as Honors courses.

*Academic* All eligible courses not designated as Advanced, Honors, or Basic shall be designated as Academic courses

*Basic* Eligible courses for which no Texas Essential Knowledge and Skills (TEKS) exist or for which the TEKS are modified; courses in which grades are earned through physical education, athletics, and cheerleading; or courses taken by credit recovery.

**Weighted Grade Point Average**

Grade	Advanced	Honors	Academic	Basic
90–100	7	6	5	4
80–89	6	5	4	3
70–79	5	4	3	2
Below 70	0	0	0	0

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**Note:** The following provisions shall apply to students beginning with the graduating class of 2023.

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**Calculation** The District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, unless excluded below.

The calculation shall include failing grades.

**Exclusions** The calculation of class rank shall exclude grades earned in any local credit course and credit recovery course.

**Weighted Grade System** The District shall categorize and weight eligible courses as Advanced, Honors, Academic, and Basic in accordance with provisions of this policy and as designated in appropriate District publications.

*Categories*  
*Advanced* Eligible Advanced Placement (AP), International Baccalaureate (IB), and dual credit courses shall be categorized and weighted as Advanced courses.

*Honors* Eligible Pre-AP courses and other courses locally designated as honors shall be categorized and weighted as Honors courses.

*Academic* All eligible courses not designated as Advanced, Honors, or Basic shall be categorized and weighted as

Academic courses.

Basic

Eligible courses for which no Texas Essential Knowledge and Skills (TEKS) exist or for which the TEKS are modified,

Weighted Grade  
Point Average

The District shall convert semester grades earned in eligible courses to grade points in accordance with the following chart and shall calculate a weighted grade point average (GPA):

Grade	Advanced	Honors	Academic	Basic
100	7.0	6.0	5.0	4.0
99	6.9	5.9	4.9	3.9
98	6.8	5.8	4.8	3.8
97	6.7	5.7	4.7	3.7
96	6.6	5.6	4.6	3.6
95	6.5	5.5	4.5	3.5
94	6.4	5.4	4.4	3.4
93	6.3	5.3	4.3	3.3
92	6.2	5.2	4.2	3.2
91	6.1	5.1	4.1	3.1
90	6.0	5.0	4.0	3.0
89	5.9	4.9	3.9	2.9
88	5.8	4.8	3.8	2.8
87	5.7	4.7	3.7	2.7
86	5.6	4.6	3.6	2.6
85	5.5	4.5	3.5	2.5
84	5.4	4.4	3.4	2.4



83	5.3	4.3	3.3	2.3
82	5.2	4.2	3.2	2.2
81	5.1	4.1	3.1	2.1
80	5.0	4.0	3.0	2.0
79	4.9	3.9	2.9	1.9
78	4.8	3.8	2.8	1.8
77	4.7	3.7	2.7	1.7
76	4.6	3.6	2.6	1.6
75	4.5	3.5	2.5	1.5
74	4.4	3.4	2.4	1.4
73	4.3	3.3	2.3	1.3
72	4.2	3.2	2.2	1.2
71	4.1	3.1	2.1	1.1
70	4.0	3.0	2.0	1.0
Below 70	0	0	0	0

**Transferred Grades**

When a student transfers semester grades for courses that would be eligible under the Academic category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers grades for courses that would be eligible to receive additional weight under the District’s weighted grade system, the District shall assign weight to those grades based on the categories and grade weight system used by the District.

**Local Graduation Honors**

When a student transfers semester grades for courses that would be eligible under the Academic category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers grades for courses that would be eligible to receive additional weight under the District’s weighted grade system, the District shall assign weight to those grades based on the categories and grade weight system used by the District.

**Local Graduation Honors**

For the purpose of determining honors to be conferred during graduation-related ceremonies, the District shall calculate class rank using grades available at the time of calculation at the end of the fifth six-week grading period of the senior year.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District’s eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See [EIC\(LEGAL\)](#)]

*Ties*

In case of a tie in weighted GPAs after calculation to the fourth decimal place, the District shall recognize all students involved in the tie as sharing the honor and title.

**Highest-Ranking Graduate**

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

### ***Valedictorian and Salutatorian***

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank, respectively. To be eligible for this local graduation honor, a student must:

1. Have been continuously enrolled in the District high school for the four semesters immediately preceding graduation;
2. Be graduating after exactly eight semesters of enrollment in high school; and
3. Have completed the foundation program with the distinguished level of achievement.

### ***Ties***

In case of a tie in weighted GPAs after calculation to the fourth decimal place, the District shall recognize all students involved in the tie as sharing the honor and title.

### ***College and University Admissions and Financial Aid (Secondary Grade Levels Only)***

For two school years following graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.
- In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.
- The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University during the summer or fall 2021 term, the University will admit the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.
- Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.
- Upon enrolling in their first course that is eligible for high school credit, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid.
- Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

### ***Early Graduation***

A parent may make a request with the expectation that the request will not be unreasonably denied, that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation and passes all state assessments as required.

### ***Career and Technical Education (CTE) (Secondary Grade Levels Only)***

The district offers career and technical education programs in the following areas:

- Agriculture, Food, & Natural Resources
- Arts, Audio/Visual Technology, & Communications

- Business Management & Administration
- Education & Training
- Health Science
- Hospitality & Tourism
- Information Technology
- Science, Technology, Engineering & Mathematics

Admission to these programs is based on guidance counseling, career interest surveys, and four-year plans. It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. The district will take steps to assure that individuals who are not proficient in the English Language will not have a barrier to admission and participation in all educational and vocational programs.

### ***College Credit Courses (Secondary Grade Levels Only)***

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB)
- Enrollment in an AP or dual credit course through the Texas Virtual School Network (TXVSN);
- Enrollment in courses taught in conjunction and in partnership with Cedar Valley Community College, which may be offered on or off campus;
- Certain CTE courses.

### ***Texas Virtual School Network (TXVSN) (Secondary Grade Levels Only)***

- The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.
- Depending on the TXVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.
- If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor. Unless an exception is made by superintendent or designee, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

### ***Armed Services Vocational Aptitude Battery Test***

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. Please contact the principal for information about this opportunity.

### ***Hospital/Homebound Instruction***

The Hospital/Homebound Program is an instructional program provided by Lancaster ISD for students who are unable to attend regular classes for four or more weeks because of accident or illness as evidenced by a physician’s statement.

Request for services is initiated by the parent, physician, or school/hospital personnel by obtaining the appropriate form from the home school nurse, who serves as the student’s case manager. The form must be completed and returned to the school nurse as soon as possible to expedite an official referral.

Itinerant teachers are provided to give individualized instruction (total of four hours per week). The student's instruction and course of study are coordinated with the activities and lessons taking place in the local campus classroom. The hospital/homebound teacher will contact the home school for student assignments and will submit attendance, completed schoolwork, and reports of ongoing progress to the home school.

Parent/guardians must provide a proper setting for learning that includes a responsible adult in the home, but not necessarily in the room. The student should be ready for work when the teacher arrives and should call the teacher if the student is unable to have class or if anyone in the home has an infectious disease.

For students receiving services at the local hospital, the campus nurse will assume responsibility for collecting necessary data. The homebound teacher provides instruction in the core subjects and submits work completed to the campus teachers. For additional information, contact your child's school. The school nurse will be notified upon student entering Hospital/Homebound Program and upon return of student to main campus. A Care Plan will be devised to help the student re-enter the school setting, if necessary.

### ***Academic Acceleration Program (J.D. Hall STEM Learning Center)***

Lancaster ISD offers the Academic Acceleration Academy at J. D. Hall for nontraditional high school students. The goal of the accelerated high school program is to provide high quality, rigorous courses as an alternative for students whose instructional needs differ from students in a traditional school setting. This program provides an opportunity in an alternative setting where students can earn credits at their own pace to get back on track and graduate.

Eligibility is determined through an application process. The current student application may be completed by the student, parent and counselor and require the recommendations of the principal(s) and the approval of the superintendent or the superintendent's designee.

Non-Enrolled Student Application (over 18) may be completed by the student and delivered or mailed to:  
Lancaster ISD Academic Acceleration Academy  
602 E. Second Street Lancaster, Texas 75146.

### ***International Baccalaureate (IB) Diploma Programme***

Lancaster High School is one of only 51 high schools in Texas that is an authorized Diploma Programme school. The Diploma Programme is a challenging two-year curriculum (junior and senior years), primarily aimed at students aged 16 to 19. It leads to a qualification that is widely recognized by the world's leading universities. Students learn more than a collection of facts. The programme encourages both personal and academic achievement, challenging students to excel in their studies and in their personal development.

### ***Bilingual/English Language Learners***

Enrollment of Students in the Limited English Proficiency (LEP) Program: Students who are identified on the home language survey as speaking a language other than English, are assessed to see if they qualify for English Language Services or Bilingual Services. If students qualify for services, parents will be notified and have to provide permission for placement within the program. In addition, the parents/guardians must be notified of any change in placement or exit from the program.

### ***Gifted and Talented (GT)***

Identified GT students in grades 2-6 have the opportunity to attend Lancaster ISD's Exploration Academy. The Exploration Academy is a pullout program designed to provide an environment that encourages critical thinking, develops confidence and self-expression and provide leadership opportunities. On the secondary level, identified GT students have the opportunity to enroll in Pre-AP and AP courses, according to their talent area. Lancaster ISD will accept nominations for first through twelfth grade students in the Fall for the gifted and talented program. Students who have been served in a gifted and talented program in a previous school district can receive services once records have been provided.

### ***English Language Learners (All Grade Levels)***

A student who is an English language learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services

recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, may be administered to an English language learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

### ***Special Education***

The Special Education program in Lancaster ISD, consistent with the State Board of Education Plan and Guidelines, serves students who require special instructional techniques and arrangements by reason of a disability. Students are referred for Special Education evaluation by the Student Support Team (SST). The SST on each campus may request technical assistance from the Special Education Department to determine whether or not evaluation for consideration of special education services seems appropriate. This committee is chaired by the local principal, and the parent/guardian may request assistance through the principal and/or the classroom teacher. Services are provided as early as age 3. Students from birth through age 3 may be served for hearing or vision impairments. Referrals may be initiated by parents, medical professionals, or early childhood intervention programs.

### ***Parent/Guardian Involvement***

When a student is referred to special education for initial assessment, the District provides the parent/guardian and student, when appropriate, the Texas Education Agency Document for Notification of Rights. The District is responsible for explaining this document, providing answers to questions pertaining to the documents, and providing parent/guardians updated copies of the documents.

This District gives the parent/guardian specific written notice of placement meetings, change of placement, assessments and other actions concerning their child. Whenever, under federal rules, specific written notice within a reasonable time is required, "reasonable time" shall be defined as five (5) school days. The parent/guardian may waive the five (5) school day notice period.

## ***Standardized Testing***

### ***Secondary Grade Levels***

#### ***SAT/ACT (Scholastic Aptitude Test and American College Test)***

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

**Note:** Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

### ***TSI (Texas Success Initiative) Assessment***

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

### ***STAAR (State of Texas Assessments of Academic Readiness)***

#### ***Grades 3–8***

If a student in grades 3–8 does not perform satisfactorily on the state assessment, the district will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements. For a student who does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8, the district will establish an accelerated learning committee (ALC), which includes the student’s parent, to develop an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the next school year. The district will document the educational plan in writing and provide a copy to the student’s parent. The parent of a student in grades 3, 5, or 8 who fails to perform satisfactorily on the math or reading assessment may:

- Request that the district consider assigning the student to a particular classroom teacher in the applicable subject area, if more than one classroom teacher is available.
- File a grievance or complaint regarding the content or implementation of the ALC’s educational plan. *See Complaints and Concerns (All Grade Levels)*

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student’s ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

#### ***High School Courses—End-of-Course (EOC) Assessments***

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules. There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months.

If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment. STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student’s ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student’s personal graduation plan (PNP).

## **Section II - Grading Guidelines and Graduation Requirements**

### ***Lancaster ISD Grading Guidelines and Graduation Requirements***

After the ninth grade, students are classified according to the number of credits earned toward graduation. Credits may be recalculated at the end of the fall semester for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students.

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
19	Grade 12 (Senior)

### **Testing Requirements for Graduation Requirements**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and U.S. History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

### ***Credits Required***

The foundation graduation program requires completion of the following credits:

Course Area	Foundation Graduation Program	Foundation Graduation Program with an Endorsement
English/Language arts	4	4
Mathematics	3	4
Science	3	4
Social studies, including Economics	3	3
Physical education	1	1

Course Area	Foundation Graduation Program	Foundation Graduation Program with an Endorsement
Language other than English	2	2
Fine arts	1	1
Locally required courses	2	0
Electives	5	7
<b>Total</b>	<b>22 credits</b>	<b>24 credits</b>

### ***Available Endorsements***

A student must specify upon entering 9<sup>th</sup> grade the endorsement he or she wishes to pursue.

- Science, Technology, Engineering, and Mathematics
- Business and Industry
- Public Services
- Arts and Humanities
- Multidisciplinary Studies

### ***Additional considerations apply in some course areas, including:***

- **Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, which will be included on a student’s transcript and is a requirement to be considered for automatic admission to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Language other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

### ***Personal Graduation Plans***

A personal graduation plan will be developed for each high school student. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student’s personal graduation plan will denote an appropriate course sequence based on the student’s choice of endorsement.

Please review TEA’s Graduation Toolkit.



## ***Credit by Exams for Acceleration***

### ***Credit by Examination—If a Student Has Taken the Course/Subject (All Grade Levels)***

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district’s board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.”

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

[For further information, see the school counselor and policy [EHDB\(LOCAL\).](#)]

### ***Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject***

A student will be permitted to take an examination to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The examinations offered by the district are approved by the district’s board of trustees, and state law requires the use of certain examinations, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which examinations are scheduled during the 2021–22 school year will be published in appropriate district publications and on the district’s website. The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific examination only once.

If a student plans to take an examination, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date.

[For further information, see policy [EHDC.](#)]

### ***Credit by Examination (Without Prior Instruction)***

#### **Students in Grades 1–5**

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student’s parent gives written approval of the grade advancement.

#### **Students in Grades 6-12**

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the examination, a scaled score of 50 or higher on an examination administered through the CLEP, or a score of 3 or higher on an AP examination, as applicable. A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school’s high school course sequence, the student must complete the course.

### ***Kindergarten***

In accordance with State Board rules, the Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:

1. Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.
2. Recommendation of the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria deemed appropriate by the principal and Superintendent

Kindergarten students are accelerated upon committee recommendation. The committee is comprised of the campus principal, counselor, classroom teachers, the superintendent or designee. Students considered for acceleration must be five years old by September 1 of the enrollment year.

Teachers are responsible for establishing and communicating grading standards to students and parent/guardians. This includes penalties for late work. These standards must be consistent with guidelines approved by the campus principal. Questions about individual grades should be discussed with the teacher.

### ***Grading Categories and Weighting***

Test or Major Assignment	40% of 6 Weeks Grade
Classwork/Synchronous	50% of 6 Weeks Grade
Homework/Asynchronous or Minor Assignment	10% of 6 Weeks Grade

### **Homework**

Homework is the assignment of work related to the Texas Essential Knowledge and Skills and used as an independent practice activity. These assignments are expected to be completed outside of the regular classroom setting and then reviewed or graded.

Students are responsible for completing assignments on time and scheduling after school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when he or she is absent from class.

### ***Minimum Number of Grades Required Per Subject Area***

<b>Grades 1 – 12</b>	
<b>Minimum Grade Requirements Needed for Each Subject Area</b>	
<b>All Core Subjects</b>	<b>2 Grades Per Week</b>
Homework Grades	3 Grades Per Six Weeks
Test/Major Assignment Grades	3 Grades Per Six Weeks
Classwork Grades	6 Grades Per Six Weeks
<b>Minimum Total Grades</b>	<b>12 Grades Per Six Weeks</b>

### ***Pre-K through Kindergarten***

Report cards for grades PK-1 shall indicate progress toward mastery of student learning standards by content area using the letter grades of **E** for Excellent/Consistent Progress, **S** for Satisfactory Progress, and **N** for Needs Improvement/Additional Time for Learning. For areas identified as Needs Improvement, narrative comments will be provided to indicate targets for growth and to request a parent conference. In Pre-kindergarten, grades for art, music, and physical education are to be assigned by specialists for full day students only. In grades K-1, art, music, and physical education teachers shall assign grades in their content area for each grading period of the school year. Art, music, and physical education teachers shall not be required to tutor students in foundation subjects during regularly scheduled enrichment classes.

<b>Kindergarten State Standards Core Subjects</b>		<b>Special Subjects</b>
M	E = Excellent	E = Excellent
P	S = Satisfactory	S = Satisfactory
N	N = Needs Improvement	N = Needs Improvement
NA	U = Unsatisfactory	U = Unsatisfactory

<b>ALL GRADES</b>		
<b>Numerical Grades</b>		<b>Conduct Grades</b>
90-100 = A	Excellent	E = Excellent
80-89 = B	Good	S = Satisfactory
70-79 = C	Satisfactory	N = Needs Improvement
BELOW 70 = F	Failing	U = Unsatisfactory

<b>GRADE CONVERSION FOR TRANSFER/DUAL CREDIT GRADES</b>			
A+ = 98	B+ = 88	C+ = 78	D = 70 WHERE A "D" WAS PASSING AT THE PREVIOUS SCHOOL
A = 95	B = 85	C = 75	D = 65 WHERE A "D" WAS CONSIDERED FAILING
A = 92	B = 82	C- = 72	

## *Semester Grades*

### **Elementary Six Week and Semester Grades**

Mock STAAR Exams that include items not taught cannot be used as grades.

#### **Grades 6-12**

- Mock STAAR Exams including items not taught cannot be used as grades.
- Semester grades are awarded using an average of the first three six-weeks period (85%) and the semester exam (15%). For purposes of average across a semester 50 is the lowest numeral that will be used.
- Students have five school days following a grading period to complete work for removal of an incomplete due to an excused absence. Extenuating circumstances will be determined by the campus principal.
- Numerical grades must be given for students withdrawing from the District. These grades will be calculated based on the work completed by the student to the date of withdrawal
- For purposes of averaging, a year course will have a weight of “1” and a semester course a weight of “.5”. Courses taken in middle school for high school credit must be passed with a grade of 70 or above in order to receive credit.

#### **Grades 6-8**

In grades 6, 7, & 8, units of credit are awarded on a yearly basis. The only exception is those cases where the course is a single semester course. For purposes of assigning yearly grades, the first semester average and the second semester average will be averaged together. Numerical averages of .5 or above will be rounded up to the next whole number. For example, 77.5 becomes 78 and 77.4 becomes 77.

#### **Grades 9-12**

When a student earns a passing grade in only one semester of a two-semester course and the combined grade for the two semesters is lower than 70, the District shall award the student credit for the semester with the passing grade. The student shall be required to retake only the semester in which he or she earned the failing grade. When a student’s combined average for the two semesters of a course is 70 or higher, the student shall be awarded one full credit even if the grade for one semester is below 70.

### ***Grade Reporting/Parent Conferences***

At the end of the first three weeks of each grading period, Lancaster ISD will provide parents or guardians students’ progress reports for all courses and subjects.

At least once every six weeks, the school will provide written notice to parents or guardians of a student’s grades. The report will include the number of times the student has been absent. Parent conferences are recommended for students whose grades fall below 70 or whose average is deemed borderline. Numerical grades can be below 50 on both progress reports and report cards.

If a student received a six-week grade of less than 70 in any class or subject, the parent/guardian is requested to schedule a conference with the teacher of that class or subject. Teachers shall advise parents, in the grade report, whether students are recommended or required to attend tutorials in the subsequent six-week grading period. Lack of a failure notice shall not absolve a student of the responsibility to pass assigned work. Teachers may ask a parent or guardian to schedule a conference if the student is having trouble in a class. Parents or guardians are encouraged to attend those conferences.

### ***Tutorials***

Students who are failing courses in subject areas and/or state assessments will be offered tutorial sessions. Any student may attend tutorial sessions. Tutorial sessions vary from campus to campus. Contact the teacher for dates and time.

### ***Reteach/Retest Policy***

Retests are considered as part of test performance for grading purposes. The retest policy allows for a student to retake any major test, which was failed, if the test is retaken within 7 school days of the date of receiving the failing grade. Students may be offered the opportunity to retest if they satisfy the teacher requirements for re-teaching, including parent/guardian signature on failed test. Students may not receive a grade higher than 70 on a retest.

### ***Make Up Work***

Students have one (1) day for every day absent, upon returning to school to complete work for removal of an incomplete due to excused absence. Extenuating circumstances will be determined by the campus principal.

### ***Withdrawal Grades***

Numerical grades must be given for students withdrawing from the District. These grades will be calculated based on the work completed by the student to the date of withdrawal.

### ***Honor Roll***

<p style="text-align: center;"><b>“A” Honor Roll:</b></p> <ul style="list-style-type: none"><li>• All grading period grades must be “A’s.”</li><li>• Grades are not weighted or averaged.</li><li>• A - 90-100</li></ul>	<p style="text-align: center;"><b>“AB” Honor Roll:</b></p> <ul style="list-style-type: none"><li>• All grading period grades must be either an “A” or a “B.”</li><li>• Grades are not weighted or averaged.</li><li>• A – 90-100</li><li>• B – 80-89</li></ul>
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### ***Accelerated Student Learning/Tutorials***

Remediation shall be provided to students who maintain less than a seventy (70) average in reading/language arts, mathematics, science, and/or social studies for a reporting period. Instruction shall include but is not limited to the following:

1. Tutorials
2. Re-teaching
3. Instructional Support

### ***Grade Errors and Corrections***

Corrections of grade errors shall be based on teacher grade book records. Corrections shall be made only on a designated form with the teacher’s and principal’s signature and date to verify the change. Corrections shall be distributed to the proper offices: Registrar and Counselors.

### ***High School Courses Taken in Middle School***

Students completing high school courses while in grades 7 and 8 will be awarded credit toward meeting graduation requirements. Completion of high school credit does not necessarily guarantee early graduation. One unit of credit is awarded upon successful completion of each high school course taken in grades 7 and 8. Students must pass the 2<sup>nd</sup> semester and have a combined average of both semesters with 70 or above to receive credit toward graduation. See the campus principal for a list of high school courses offered at the middle school level.

High school courses taken at the Lancaster Elsie Robertson Middle School cannot satisfy National Collegiate Athletic Association (NCAA) core course requirements regardless of the course content or level. (See ‘NCAA’ in the high school academic handbook).

### ***Summer and Winter Academic Projects/Assignments***

Every student in the Lancaster Independent School District will be required to complete a Summer and Winter Academic Project/Assignment. The projects and/or assignments will be due the first day students return to school in the class or period designated by the campus. Failure to return with Summer and Winter Reading Project/Assignment or Packet may result in student being placed in an alternative setting on campus until Summer and Winter Reading Academic Projects/Assignments are complete. Students Summer STEM Camp(s) experiences can be used in lieu of the standard Summer Academic Project/Assignment.

### ***Promotion and Retention***

<b>Grades 1–4</b>	In grades 1–4, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of
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	70 or above in language arts and mathematics.
<b>Grades 5–8</b>	In grades 5–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.
<b>Grades 9–12</b>	Grade-level advancement for students in grades 9–12 shall be earned by course credits. <a href="#">[See EI]</a>  When a student earns a passing grade in only one semester of a two-semester course and the combined grade for the two semesters is lower than 70, the District shall award the student credit for the semester with the passing grade. The student shall be required to retake only the semester in which he or she earned the failing grade. When a student’s combined average for the two semesters of a course is 70 or higher, the student shall be awarded one full credit even if the grade for one semester is below 70.
<b>Students with Disabilities</b>	Certain students—some with disabilities and some classified as English language learners—may be eligible for exemptions, accommodations, or deferred testing. An admission, review, and dismissal (ARD) committee meeting will be convened if a student receiving special education services in grade 5 or 8 fails to meet satisfactory performance after the first STAAR administrations in reading or math. For more information, see the principal, school counselor, or special education director.

## *Section III - Dress Code*

*Dress and Grooming [See Policy [FNCA \(LOCAL\)](#)]*

The school reserves the right to establish rules during the school year regarding new fashions in dress.

Administrators have the discretion to determine the appropriateness of attire and grooming, and make special exceptions, including those for religious or medical necessities. If a principal determines that a student’s grooming is inappropriate or violates the dress code, the discipline action will be in accordance with the Student Code of Conduct. **A second offense may result in more serious disciplinary action. Appropriate discipline procedures will be followed in all cases.** Students will come to school looking clean and neat and wearing clothing and exhibiting grooming that will not be a health or safety hazard to the student or others.

**FINAL DETERMINATION OF A DRESS CODE VIOLATION RESTS WITH THE PRINCIPAL/DESIGNEE.**

*Dress and Grooming [See Policy [FNCA \(LEGAL\)](#)]*

Lancaster ISD’s dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. All students are expected to exemplify proper dress and grooming standards in a manner that portrays an appropriate image for the student and the school. Dress code standards will be distributed and

discussed in each school. **Contact the school principal for dress code standards.** Returning students and students new to the District in Pre-K – 12<sup>th</sup> grades are expected to be uniform compliant by the 2<sup>nd</sup> day they are in school. **The school district reserves the right to establish rules during the year regarding new fashions in dress including the banning of certain articles of clothing adopted by gang-related youth as icons of identification.**

The following are in effect during school and at all school related functions, on or off campus:

**All Grades:**

1. All gang related grooming is prohibited.
2. The District prohibits pictures, emblems or writings on clothing that are lewd, offensive, vulgar, obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF. The District also prohibits any clothing or grooming that in the principal’s judgment may cause disruption of, or interfere with, normal school operations.
3. Hairstyles –
  - Hairstyles, in general, are expected to be clean, neat, and in good taste.
  - Designs in hair are acceptable if the design is not distracting and/or is free from words, symbols or pictures which are generally interpreted as obscene or objectionable in nature or depict violence or nudity, or which display logos of alcohol, tobacco or illegal substances.
  - All facial hair is to be clean and neatly trimmed.
  - Beads in hair are allowed, but they must not cause disruption.
4. Facial/body adornments are **unacceptable for anyone.**
5. No visible body art is allowed that is inappropriate or offensive (refer to item #2 above).

**Female Students:**

6. Blouses must ensure that no cleavage is showing.
7. Pants are to be worn no lower than the hipbone (with belt).

**Male Students:**

8. Pants are to be worn no lower than the hipbone (with belt).
9. Shirts open below the second button are unacceptable.

**PRE-K – 12th GRADE**

The following clothing is not considered “appropriate attire” pursuant to this dress code policy: hoodies or outerwear with hoods (e.g. sweatshirts, jackets, sweaters, coats, windbreakers, parkas, raincoats, fleeces, or vest), revealing/provocative shirts and tops, t-shirts, spandex, or similar tight outfits. Slippers, flip-flops, house-shoes, open- back sneakers, and other similar foot apparel are not considered appropriate attire. **Pre-K through 12th grade students are required to comply with the dress code policy.**

The following is a description of the approved clothing for students in Pre-K through the 12<sup>th</sup> grade: (DAEP students will follow the DAEP dress code)

<p><b>Shirts, Blouses, Turtlenecks, Undershirts</b></p> <p>*Undershirts are to be worn under the approved shirts listed in the next column and must be in colors that coincide with the appropriate grade level. Students in the Middle School may also wear black undershirts.</p>	<p><b>PK-6th:</b> Colors: White, Red, Blue, solid colors collared knit polo shirts and turtlenecks (long or short sleeved). White only dress shirts and blouses (long or short sleeved). All shirts, blouses and turtlenecks for PreK-5th must be tucked in at all times.</p> <p><b>7-8th: Colors:</b> White, Yellow, Gray solid colored collared knit polo shirts and turtlenecks (long or short sleeved). White only dress shirts and blouses (long or short sleeved). All shirts, blouses and turtlenecks for 6th-8th must be tucked in at all times. Undershirts need to be the same color as the uniform colors.</p> <p><b>9-12th: Colors:</b> White, Orange, Black solid colored collared knit polo shirts and turtlenecks (long or short sleeved). Dress shirts and blouses (long or short sleeved). All shirts, blouses and turtlenecks for 9th-12th must be tucked in at all times. Undershirts need to be the same color as the uniform colors.</p>
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Slacks/Capris **GIRLS' slacks without belt loops can be worn without a belt. **MALES must wear belts at all times. If a student is seen with sagging pants, zip ties will be used for boys/girls	PK-6th: Colors: Khaki, Navy Blue, or Black. Jeans Blue or Black without holes, rips, or tears. Slacks, Capris, Jeans will be worn at the waist and properly hemmed or cuffed. No sweatpants, jogging pants, wind suits, warm-ups, spandex, overalls, or coveralls. Slacks may have pockets, but they must be sized in proportion to the pant legs. Belts are required.** 7-12th: Colors: Khaki, Navy Blue, Black, or <u>Orange for 9-12th only</u> . Slacks and Capris will be worn at the waist and properly hemmed or cuffed. No sweatpants, jogging pants, wind suits, warm-ups, spandex, overalls or coveralls. Slacks may have pockets, but they must be sized in proportion to the pant legs. Belts are required-Black, brown, navy blue, khaki, or white leather, leather-like or canvas with buckle.** Belt buckles no larger than a credit card.
<b>Shorts, Skorts-PK-6<sup>th</sup> (relaxed fit, not tight fitting)</b> <b>Shorts – 7<sup>th</sup>-12<sup>th</sup> (relaxed fit, not tight fitting)</b> **GIRLS' shorts without belt loops can be worn without a belt. **MALES must wear belts at all times.	PK-6th: Colors: Khaki, Navy Blue or Black. Jeans Blue or Black Shorts/Skorts, without holes, rips, or tears and length will be no more than three inches above the knee. Belts are required**. 7th, 8th: Colors: Khaki, Navy Blue, Black. Jeans Blue or Black without holes,rips, or tears. Shorts length will be no more than two inches above the knee. Belts are required**. 9th-12th: Colors: Khaki, Navy Blue, Black, Orange. Jeans Blue or Black without holes, rips, or tears. Shorts length will be no more than two inches above the knee. Belts are required**. Belt buckles no larger than a credit card.
<b>Skirts, Jumpers</b>	<b>PK-6<sup>th</sup>:</b> Colors: Khaki, Navy Blue. Length will be no more than two inches above the knee. <b>7th-12<sup>th</sup>:</b> Khaki, Orange, White, Black. Length will be no more than two inches above the knee.
<b>Sweatshirts, Vests, Sweaters (No Hoodies)</b>	<b>PK-6<sup>th</sup>:</b> Colors: White, Red, Blue (any shade) <b>7<sup>th</sup> -8<sup>th</sup>:</b> Colors: White, Gray, Yellow (any shade) <b>9-12<sup>th</sup>:</b> Colors: White, Orange, Black, Grey All sweatshirts, sweaters and sweater vests must be worn over a standard dress-approved shirt, must be a solid color or school approved, and must be appropriately sized in the shoulders, sleeves, and length.
<b>Jackets, Windbreakers, Coats (No Hoodies)</b>	Any solid color (except red or blue), made of any type fabric will be acceptable, and may be worn as an outer garment as weather dictates. The only logos allowed will be Lancaster ISD school affiliated (athletic/academic letters, FFA, band, etc.) or anything approved by the principal. Jackets, windbreakers and coats to be worn coming and going to and from school only. <b><u>ALL must be removed inside the building.</u></b>
<b>Shoes</b>	Appropriate for school ( <u>no stiletto heels</u> , house slippers/bedroom slippers, flip-flops).
<b>Hats, Caps, Shower Caps, Bandanas, Gloves, Headbands</b>	These items are not to be worn inside any building. Bandanas of any kind are strictly prohibited. Headbands of any kind are not allowed for male students. Female students may wear headbands but not the colors red or blue.
<b>Identification Badges</b>	All LISD students will be required to wear the school's ID badges at all times. It must be worn on the upper quadrant of the torso inside of the shoulders. It must be worn and visible at all times during the school day. Lost badges may be replaced at a fee of \$5. If damaged or defaced, students will be required to purchase a new ID. Students must wear ID badges at all times while at school or attending school-related or school-sponsored activities, including extra-curricular events. Students are not to alter badges in any way.
<b>Grooming</b>	Styling should be neat and not distract focus on teaching and learning.
<b>Jewelry</b>	Jewelry referring to alcohol and other drugs, tobacco, profanity, sex, violence, gang membership, or displaying obscene pictures shall not be permitted. Except for the ears, jewelry on other parts of the face, including the interior of the mouth is <b><u>not permitted</u></b> (i.e. grill or tongue ring).



Please note that the dress code for the District Alternative Education Program is modified from the regular dress code. The District Alternative Education Program dress code must be followed if your student is transferred to that campus.

**DISTRICT ALTERNATIVE EDUCATION PROGRAM:**

<b>Shirts, Blouses, Turtlenecks</b>	White collared knit polo shirts and turtlenecks, either long or short sleeved; white-only dress shirts and blouses, either long or short sleeved, all shirts, blouses and turtlenecks shall be tucked in at all times. Emblems and logos may not exceed two by two inches.
<b>Slacks/Jeans</b>	Colors: Khaki. Slacks will be worn at the waist and properly hemmed or cuffed. No capris, shorts, sweatpants, jogging pants, wind suits, warm-ups, or coveralls. Slacks/Jeans (No holes or rips allowed) Blue or Black may have pockets, but they must be sized in proportion to the pant legs. Belts (brown or black) are required.
<b>Skirts, Jumpers, Dresses</b>	Colors: Khaki. Length will be no more than two inches above the knee.
<b>Sweatshirts, Vests, Sweaters (No Hoodies)</b>	Colors: Grade appropriate. Worn under the standard shirts. The sweatshirts, vests, and sweaters will be appropriately sized in the shoulders, sleeves, and length.
<b>Jackets, Windbreakers (No Hoodies)</b>	Any solid color; (except red or blue), made of any type fabric will be acceptable, and may be worn as an outer garment as weather dictates. Only Lancaster ISD school affiliated jackets and sweaters (athletic/academic letters, FFA, band, etc.) are acceptable. (Jackets are not to be worn in the classroom)
<b>Shoes</b>	Appropriate for school (no house slippers/bedroom slippers, thongs or flip-flops.
<b>Hats, Caps, Shower Caps, Bandanas, Gloves, Headbands,</b>	These items are not to be worn inside any building.
<b>Grooming</b>	Styling should be neat and not distract focus on teaching and learning.
<b>Jewelry</b>	Males and Females: <b>No</b> Jewelry and <b>No</b> other body piercing shall be allowed. Students entering the building with unregulated jewelry shall have it confiscated, only to be returned to a parent or guardian. Jewelry referring to alcohol and other drugs, tobacco, profanity, sex, violence, gang membership, or displaying obscene pictures shall not be permitted. Jewelry on any parts of the face, including the interior of the mouth is not permitted (i.e. grill or tongue ring).
<b>Identification Badges</b>	All students will be required to wear the school's I.D. badges at all times at the J.D. Hall Learning Center (DAEP – District Alternative Education Program).

## **Section IV - Other Important Information for Students and Parents**

### ***Child Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children***

The district has established a plan for addressing child sexual abuse, sex trafficking, and other maltreatment of children.

### ***Further Resources on Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children (All Grade Levels)***

The following websites might help you become more aware of child abuse and neglect, sexual abuse, sex trafficking, and other maltreatment of children:

- Child Welfare Information Gateway Factsheet
- Kids Health, For Parents, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Office of the Texas Governor's Child Sex Trafficking Team

■ Human Trafficking of School-aged Children

Reports of abuse or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

***Warning Signs of Sexual Abuse (All Grade Levels)***

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Possible physical, behavioral, and emotional warning signs of sexual abuse include:

- Difficulty sitting or walking;
- Pain in the genital areas;
- Claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children;
- Fear of being alone with adults of a particular gender;
- Sexually suggestive behavior;
- Withdrawal;
- Depression;
- Sleeping and eating disorders; and
- Problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)]

***Warning Signs of Sex Trafficking (All Grade Levels)***

Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Traffickers are often trusted members of a child’s community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and

Older boyfriends or girlfriends.

***Reporting and Responding to Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children (All Grade Levels)***

Anyone who suspects that a child has been or may be abused, sex trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and sex trafficking may be more

indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.] Reports of abuse, trafficking, or neglect may be made to: Lancaster Police Department

The CPS division of the DFPS (1-800-252-5400 or on the web at Texas Abuse Hotline Website).

Further Resources on Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children (All Grade Levels)  
The following websites might help you become more aware of child abuse and neglect, sexual abuse, sex trafficking, and other maltreatment of children:

- Child Welfare Information Gateway Factsheet
- Kids Health, For Parents, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Office of the Texas Governor’s Child Sex Trafficking Team
- Human Trafficking of School-aged Children

The following websites might help you become more

**If a professional employee has cause to believe that a student has been or may be abused or neglected, the first staff member who receives the report will make a report to the Texas Department of Family and Protective Services. Section 261.101 (b) of the Family Code requires that the oral report be made within forty-eight (48) hours and **the professional may not delegate to or rely on another person to make the report.** The employee should also notify the LISD Police Department.**

If a parent/guardian has cause to believe that their child has been abused or neglected, the parent/guardian should immediately notify the principal at the school or make a report to the Texas Department of Family and Protective Services. The LISD Police can also be contacted.

Anyone that suspects that a child is in ***immediate danger*** should call 911. For all other cases, use the contact information below.

**Child Abuse/Neglect Reporting**  
<https://www.txabusehotline.org/Login/Default.aspx>  
**Texas Abuse Hotline 1-800-252-5400**

**City of Lancaster Police Department 972-218-2700**

**Lancaster ISD Police Department at 972-218-1648**

Except in the case of abuse or neglect investigations, the principal ordinarily shall make reasonable efforts to notify the student’s parent/guardian or other person having lawful control of the student. In no case will the person alleged to have committed the abuse be initially contacted by anyone other than the police or CPS worker.

## *Health Services*

School health services are provided to all students in accordance with State Board of Education rules established by the Texas Department of Health and other applicable laws. The following services are available to students through the school clinic:

1. Emergency/first aid for illness or injury
2. Vision, hearing, spinal screening, and acanthosis nigricans
3. Health assessment and referrals
4. Health counseling

## 5. Health education

School health personnel are skillful in emergency care, first aid techniques, and certified in cardiopulmonary resuscitation (CPR). Students may request a conference with the nurse at any time. To visit the school clinic during class time students will follow campus procedures. Students must have a pass to visit the school nurse. Other routine health services include:

- Evaluate and assess student illness and the need for medical referral.
- Administer emergency care and first aid to students and staff.
- Provide an effective communicable disease control program including immunization and protective measures.
- Administer physician prescribed medication and special procedures with parent/guardian and physician permission.
- Assess the need of students with disabilities and provide specialized medical procedures as directed by the health care provider.
- Early identification of health problems which may interfere with learning. Students in grades Pre-K through 12 may receive counseling regarding identified or potential health problems. Teacher/nurse and parent/nurse conferences may occur to interpret medical information and define health needs.

Parents/guardians **MUST** assist by keeping phone, address, custody and emergency care information up-to-date (name of doctor, emergency telephone numbers, allergies, name of medications, etc.) and by teaching their children safety rules. Please contact the school nurse to update any medical related information. Having current information is critical, especially in the case of an accident or injury that requires medical attention.

School nurses will work collaboratively with students, parents, teachers, other schools and community professionals to promote student achievement.

### ***Emergency Medical Treatment***

**Parents/guardians are required to complete an emergency medical authorization form for their student each year. This form provides space for a telephone number where parent/guardian may be reached during school hours in the event of a severe accident or illness. By law, preference of health care provider, permission for school officials to act on the student's behalf when the parent/guardian cannot be reached, and consent for the student to receive medical treatment must be accompanied by written parental or guardian consent. It is the responsibility of the parent to notify the school in writing whenever contact numbers have been changed.**

In the case of a serious accident the student's parent/guardian is called immediately for permission to transport the student to medical care. If the parent/guardian cannot be reached, the instructions as outlined on the medical form are followed unless deemed inappropriate by the emergency medical technician (EMT). In this instance, the student is transported by the EMT to the nearest appropriate medical facility.

Procedures for emergency medical care of the seriously ill or critically injured student.

1. A nurse or other responsible person will remain with the sick or injured student at all times.
2. The parent/guardian will be notified by the principal's office. When the parent/guardian cannot be contacted in a reasonable amount of time, the Lancaster ISD Police Department may assist in locating a responsible family member when necessary.
3. In the event 911 must be called and the parent/guardian or designated family member cannot be located, the emergency medical authorization form will indicate the choice of health care provider and consent for transfer of student to receive medical attention.
4. The parent/guardian or designated family member accompanies the student to the hospital if emergency transportation is needed. If a relative cannot be located, a school faculty member accompanies the student and remains at the hospital with the student until a responsible family member arrives.

### ***Physical Examinations/Health Screenings***

Vision and hearing tests are required by state law for all students not previously enrolled in a Texas school and annually for all students in Pre- K, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades. The required tests will be provided by the school nurse unless the parent/guardian chooses to submit test results with the signature of a physician.

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program. This examination is required to be submitted annually to the district.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy [FFAA\(LEGAL\)](#) or contact the superintendent.

Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

For more information, see the UIL's explanation of sudden cardiac arrest.

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures.

**Students are required by state law to have spinal screening in grades six and nine.** The examination may be provided by the school nurse unless the parent/guardian chooses to submit current validated examination results showing a negative spinal screening.

The Acanthosis Nigricans Screening began in the 2006-2007 school year and is used to help identify students who may run the risk of developing diabetes.

### **Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at Affidavit Request for Exemption from Immunization. The form must be notarized and submitted to the school nurse within 7 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The Texas Department of Health has made significant changes to the immunization requirements for children attending schools and child-care facilities.

Students enrolling in the District must provide evidence of required immunizations. Official records from a physician or health clinic which provides documentation of current immunization are as follows:

DIPHTHERIA-TETANUS-PERTUSSIS (Tdap) – For students six (6) year or younger – Five doses (unless fourth dose was administered on or after the 4th birthday). DPT – For every student seven (7) year or older – Three doses (one of the doses since the fourth birthday). Beginning August 1, 2009, all students entering the 7th grade will be required to have one dose of Tdap vaccine, if it has been 5 years since their last dose of tetanus-containing vaccine.

POLIOMYELITIS – Four doses, unless third dose was administered on or after the 4th birthday.  
RUBEOLA (Measles) - Two doses by Kindergarten and first grade.  
RUBELLA – Two doses entering Kindergarten and First grade.  
MUMPS – Two doses entering Kindergarten and First grade.  
HEMOPHILIUS INFLUENZA TYPE B – Children 15 months of age, but not yet five years of age require one dose.  
HEPATITIS B – Three doses: Kindergarten thru Grade 12. For students aged 11-15 years, two doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received.  
VARICELLA – All students entering Kindergarten, 1st, 7th and 8th grade will be required to have 2 doses of Varicella Vaccine beginning August 1, 2010.  
TETANUS – One dose within last 10 years of the last DTP/DtaP dose. Students in grades 8-12 are required to have a booster of Tdap if it has been 10 years since their previous dose of tetanus – containing vaccine.  
Hepatitis A- Two doses required for all students entering Kindergarten and First Grade August 1, 2010.  
Meningococcal Vaccine- Beginning August 1, 2010, all students entering 7th and 8th grade will be required to have one dose of Meningococcal vaccine.

A student shall be excluded from school attendance if the student has not started or has not continued to receive vaccine doses as they become due. All immunization records must be validated by physician's signature or health clinic stamp. The month, day, and year must be indicated on the record for each new immunization received. [Texas Administrative Code, Title 25, Part 1, Chapter 97, Subchapter B]  
The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.  
A student who is homeless, as defined by § 103 of the McKinney Act, 42 USC § 11302, shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. The school shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

School nurses will notify parent/guardian of immunizations needed as they become due during the school year. When a student has received the required immunization(s), bring or send the immunization record to the school nurse so that the immunization dates may be recorded on the student's school health record. Immunization records are returned to parent/guardian when they are recorded.

The law allows (a) physicians to write a statement that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs. [Texas Education Code, Chapter 38, Subchapter A, B]

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

If assistance is needed to locate an immunization clinic or understand immunization requirements, contact the school nurse.

### ***Medicine at School***

Ideally, all medication should be given at home. Time schedules for prescription medications students receive often allow the

medication be taken at home either before or after school. The parent/guardian of a student who must take prescription medication during the school day must bring the medicine in its original container from the pharmacy labeled with the date

student's name, name of the medication and times the medication should be administered. A signed parent/guardian statement accompanying the medication should request the medication be given and indicate the time the last dose was administered. Students may not carry or administer medications to themselves at school except in special cases such as asthmatics whose licensed health care provider has individually evaluated the student's capability for self-administration and responsible behavior.

The proper medication information must be filed in the nurse's office if a student needs to carry medication at school. When the duration of the medication or special procedure is long-term (greater than 10 days) a physician's order must accompany the parent's request and be on file in the nurse's office. When the duration of the medication/special procedure is complete (or at the end of the school year), the parent/guardian shall be notified to pick up any unused portion of the medication or equipment. Any unclaimed medication will be disposed of at the end of the school year. Physician prescribed special health care procedures may be implemented only with approval of the school nurse.

### ***Medicine Administered at School***

Neither the person administering the above medication nor the Lancaster Independent School District will be held responsible or liable for any effects or problems resulting from the given medication. Forms for permission to administer medication to students must be obtained from the school nurse.

### ***Communicable Diseases [See Policy [FFAD](#), [FFAD \(LOCAL\)](#) and [FFAD \(EXHIBIT\)](#)]***

To protect others from contagious illnesses, students infected with certain diseases are not allowed to attend school while contagious. The parent/guardian of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. These diseases include:

- Amebiasis
- Campylobacteriosis
- Chickenpox
- Common cold with fever
- Fifth disease
- (Erythema Infectiosum)
- Gastroenteritis, Viral
- Giardiasis
- Head Lice (Pediculosis)
- Hepatitis, Viral (A,B, or C)
- Impetigo
- Infectious mononucleosis
- Influenza
- Measles (Rubeola)
- Meningitis, Bacterial
- Mumps
- Pinkeye (Conjunctivitis)
- Ringworm of the scalp
- Rubella (German Measles), including congenital
- Salmonellosis
- Typhoid fever
- Scabies
- Shigellosis
- Streptococcal disease, invasive
- Tuberculosis, Pulmonary
- Whooping Cough (Pertussis)

Communicable diseases are easily transmitted in schools since students are closely contained in small groups. Communicable diseases are those diseases that may be transmitted from person to person. Prevention and control of communicable diseases in the school setting is an essential part of insuring a healthy, safe environment for students and faculty. Nurses are required by law to confirm reports of some communicable diseases and in the event of a positive diagnosis, cases will be excluded until medical clearance for admissions is received. Students, teachers, and other staff who have direct contact with students should not report to school under the following conditions:

- Temperature 100.4 or greater (oral)
- Known communicable disease such as chicken pox, strep throat, etc.
- Recommendation of physician or school nurse.
- Nausea/Vomiting/Diarrhea of unknown etiology
- Parents/guardians and students are strongly encouraged to refer persons with a suspected illness or apparent injury to the school nurse for health care.

### ***Other Examinations and Screenings (All Grade Levels)***

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues or for abnormal spinal curvatures. ([FFAA Legal](#))

### ***Bacterial Meningitis***

What is meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord-also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics.



Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

Strep pneumonia causes pneumococcal meningitis; there are over 80 subtypes that cause illness

Neisseria meningitidis meningococcal meningitis; there are 5 subtypes that cause serious illness-A, B, C, Y,

W-135

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

Children (over 1-year-old) and adults with meningitis may have:

- Severe headache
- Sensitivity to bright lights
- High temperature
- Vomiting
- Neck stiffness, joint pains
- Drowsiness or confusion

In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain. The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

**How serious is bacterial meningitis?** If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system. The bacterium rarely overcomes the body's immune system and causes meningitis or another serious illness.

**What is the risk of getting bacterial meningitis?** The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is the highest among children 2 to 18 years old.

**How is bacterial meningitis diagnosed?** The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

**How can bacterial meningitis be prevented?** Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

**What you should do if you think you or a friend might have bacterial meningitis?** Seek prompt medical attention.

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

### ***Head Lice***

In review of the life cycle of the head louse, research shows that the louse egg hatches every 7-10 days. The louse is able to survive 48-52 hours with no contact with a human host. Even after treatment with a pediculicide (Rid, Nix, Kwell, Pronto)—remaining eggs in the hair are subject to hatch, causing re-infestation. Therefore, the school policy has been changed as follows:

1. Notification of parent/guardian of live lice or evidence of lice (Nits).
2. Exclusion of student, until proof of treatment with a pediculicide (receipt of purchase, prescription). Schools will also exclude students with lice eggs (nits) following the first treatment until eggs are removed. Parent/guardians also are required to wash all bedding, coats, hats and combs and brushes in hot water and treat carpets, sofas, etc.
3. Students may return to school after initial treatment, as long as nits are not present, but must receive a second treatment on or before 7<sup>th</sup> day post first treatment.
4. School nurse will inspect all students in a classroom where a student has been found to have head lice. The nurse will send notification to parent/guardians to inspect their children at home.
5. Notify school if there is a sibling in the District at another school, so that the child can be inspected by the school nurse.

### ***Pregnancy Related Services***

Support services are provided to pregnant students through Compensatory Education Home Instruction (CEHI) when confined to home or hospital during the prenatal period and postpartum periods. Further information may be obtained from the school nurse.

### ***Substance Abuse Prevention and Intervention***

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (DSHS) maintains information regarding children's mental health and substance abuse intervention services on its website. [Services for Children and Adolescents.](#)

### ***Alcohol, Drugs, Tobacco and Weapons***

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, on or off school property. Having one of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited.

Lancaster ISD has adopted and implemented a drug prevention program for its students that includes:

- Age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades of the schools operated or served by the local education agency, from early childhood level through grade 12.
- The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Standards of conduct which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any of its activities.
- Disciplinary sanctions (consistent with local, State, and Federal law), up to and including expulsion and referral for prosecution, of students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
- Compliance with the standards of conduct as written in the Student Code of Conduct and subject to disciplinary actions.

## ***Other Health Related Matters***

### ***Suicide Awareness and Mental Health Support (All Grade Levels)***

- The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access [Texas Suicide Prevention](#) or contact the school counselor for more information related to suicide prevention services available in your area.
- You may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

### ***Physical Activity Requirements***

#### ***Elementary***

In accordance with policies at [EHAB](#), [EHAC](#), [EHBG](#), and [FFA](#), the district will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. For additional information on the district’s requirements and programs regarding elementary school student physical activity requirements, please see the principal.

### ***Physical Activity Requirements***

#### ***Middle School***

In accordance with policies at [EHAB](#), [EHAC](#), [EHBG](#), and [FFA](#), the district will ensure that students in middle or junior high school will engage in at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

For additional information on the district’s requirements and programs regarding junior high and middle school student physical activity requirements, please see the principal.

### ***Temporary Restriction from Participation in Physical Education***

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

### ***School Health Advisory Council (SHAC) (All Grade Levels)***

During the preceding school year, the district’s School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district’s SHAC is available from the Chief of Athletics/Head Girls Track Coach Beverly Humphrey 972-218-1836.

The duties of the SHAC range include:

- Making recommendations regarding physical and mental health curriculum.
- Developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, substance abuse prevention, and employee wellness.
- Making recommendations for increasing parents’ awareness of warning signs of suicide and mental health risks and community mental health and suicide prevention services [See policies at [BDF](#) and [EHAA](#)] information.]

### ***Health and Wellness Policy\Plan***

Lancaster ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at [FFA\(LOCAL\)](#) and corresponding plans and procedures to implement the policy. You are encouraged to contact Beverly Humphrey with questions about the content or implementation of the district’s wellness policy and plan at 972-218-1400.

### ***Physical Fitness Assessment (Grades 3–12)***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to campus principal to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

### ***Vending Machines (All Grade Levels)***

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the *Lancaster ISD Health and Wellness Plan*. [See policies at [CO](#) and [FFA](#).]

### ***Celebrations (All Grade Levels)***

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

### ***Psychological, Social, and Diagnostic Services***

Psychological, Social and Diagnostic Services are provided for students who are experiencing significant social, emotional, or academic difficulties. The Special Education department is comprised of licensed specialists in school psychology (LSSP), educational diagnosticians, and speech pathologists with personnel assigned to each campus. These student-centered professionals provide assessment, prevention and intervention for Pre-K - 12 students. Services are initiated by the Campus Student Review Team. The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

### ***Student Insurance***

Texas statutes place the responsibility of providing insurance coverage for students on the parents, not the school district. Lancaster ISD does not provide insurance coverage for the students of the District except in special instances as directed by the board. The superintendent shall recommend coverage in such special instances as deemed necessary.

At the beginning of the school year, the District will make available to students and parent/guardians 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 the injury.

All questions concerning the Student Insurance should be directed to the Director of Athletics, 972-218-1835.

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

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the District IPM Coordinator at 972-218-1485.

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

An asbestos management plan has been developed for each school and submitted to the Texas Department of Health for approval. An updated management plan for the school is kept on campus and can be made available for inspection by parents, school personnel, and the public within five working days after a request is received. Contact Maintenance Office (972) 218-1485 for additional information.

# *Title I Program*

The purpose of Title I, as defined by legislation (Title I, Subpart A, of the No Child Left Behind Act of 2001, P.L. 107-110) is to enable schools to provide opportunities for students served to acquire the Texas Essential Knowledge and Skills contained in the state's challenging content standards and to meet the challenging state performance standards which are established for all students. The program provides supplemental instruction in high-poverty schools that supports all educational components, promotes a focus on teaching and learning, provides flexibility to local campus initiatives with responsibility for student performance and promotes linkage among the school, parent/guardian and community.

## **School-wide Program**

All Lancaster ISD campuses are Title I school-wide programs. The components of a school-wide program include:

- Comprehensive Needs Assessment
- School wide reform strategies (scientifically research-based strategies)
- Instruction by highly qualified staff
- High quality, ongoing professional development
- Strategies to attract highly qualified staff
- Strategies to increase parent involvement
- Plans for transitioning students
- Teacher involvement in the decisions regarding the use of academic assessments
- Opportunities/strategies to ensure mastery
- Coordination/integration of federal, state, and local services and programs

## ***Parent/Guardian Conferences***

Students and parents/guardians may expect teachers to request a conference if (1) the student is not maintaining passing grades or achieving the expected level of performance, (2) the student presents any other problem to the teacher, or (3) in any other case the teacher considers necessary.

A student or parent/guardian who has a question or concern should talk with the appropriate teacher, counselor, or principal. A parent/guardian who wishes to talk with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher return the call during a conference period or another mutually convenient time. **Parents may go to the classroom during instructional time only with the proper clearance from the principal for observation purposes only.**

## ***Volunteers (All Grade Levels)***

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the Lancaster ISD Human Resource Department for more information. A volunteer application may be completed online using the link below.

<https://lancaster.tx01.teams360.net/volunteer/EntryPointHomeAction.do>

## ***Parental Involvement and Responsibilities***

School-wide programs are designed to significantly increase the opportunities for schools to raise the achievement of all children. A major component for school-wide programs is that of shared responsibility for high student performance. There is an emphasis to link schools, parents, and communities in order to meet the educational needs of students. This philosophy builds on the belief that school-community links are critical to creating environments where all children can reach high standards. These are encouraged by the School Parent/Guardian Contract, designed to increase the sharing of responsibility between families and schools.

Education succeeds best when there is a strong partnership between home and school where communication is frequent and ongoing. Parents/guardians are partners with teachers, administrators, and the board and are encouraged to:

- Review the student handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Student Code of Conduct.

- Become a school volunteer; for further information, contact the campus liaison.
- Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
- Ask questions, including concerns about placement, assignment, or early graduation.
- Update address, name changes, phone numbers in a timely manner
- Attend board meetings to learn more about ongoing operations of the District.
- Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs only. Such removal cannot be for the purpose of avoiding a test or conflict with the teacher and may not be for an entire semester. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and TEA.
- Review your child’s school records when needed, monitor your child’s progress and contact teachers as needed.
- Take advantage of all opportunities to stay informed regarding your child’s activities, as well as school activities and issues in general.
- Follow up on a matter not resolved administratively by presenting it to the board for review according to policy.
- Participate in campus parent/guardian organizations. The activities are varied, ranging from band booster to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.

### ***Parent and Family Engagement (All Grade Levels)***

#### ***Working Together***

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child’s school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child’s academic progress and contacting teachers as needed. [See Academic Counseling on page 50.]
- Schools that receive Title I, Part A funding are required to develop a parent and family engagement “policy.”
- Note: The term “policy” here is not typically intended for local board adoption. [See [BQ\(LOCAL\)](#) for a general board-adopted statement about parental involvement and [EHBD\(LEGAL\)](#) for the federal requirements regarding parent and family engagement.]
- [BQ\(LOCAL\)](#) [EHBD\(LEGAL\)](#)
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See Report Cards/Progress Reports and Conferences]

#### ***Student Information Updates***

Parents/guardians **MUST** keep phone numbers, addresses, custody and emergency information up-to-date with the campus office, anytime it changes during the school year. Throughout the school year you may be asked to update information on forms that will be sent home. Failure to return these forms and keep your student’s information current and up-to-date could result in withdrawal from school. All information requested is for the safety of your child.

### ***Prayer***

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

### ***School Sponsored Trips***

Parents/guardians should check with the school principal on the proper procedure for their children to participate in school-sponsored trips. Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances:

- The parent/guardian personally requests that the student be permitted to ride with the parent or another approved contact listed in school database.

### ***Visitors***

Parents/guardians and other visitors are welcome to visit Lancaster ISD. For the safety of the schools and those within it, all visitors must first report to the front office. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors are required to sign in and wear a badge.

### ***Unauthorized Persons***

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with [FNG\(LOCAL\)](#) or [GF\(LOCAL\)](#).

## ***Bullying***

### ***Bullying [See Policy [FFI \(LOCAL\)](#) and [LEGAL](#)]***

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or, threat creates an intimidating, threatening, or abusive educational environment for a student;
- Is sufficiently severe, persistent, or pervasive enough that the action or, threat creates an intimidating, threatening, or abusive educational environment for a student;
- Is sufficiently severe, persistent, or pervasive enough that the action or, threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or

- Infringes on the rights of the victim at school.
- Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.



If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee. If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy [FFH](#), and if so proceed under that policy instead.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

### ***Cyberbullying***

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet based communication tool. Cyber bullying may include sharing visual material that has the unique characteristics of the internet and other communications networks that could potentially be searched, replicated distributed to a worldwide audience.

In connection with such acts, possible legal consequences and penalties for sharing visual material depicting a minor engaged in sexual conduct. Behaviors related to this policy can have negative impacts on relationships; loss of educational and employment opportunities; and possible removal, if applicable, from certain school programs or extracurricular activities.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.
- Students in grades 6-12 will be required to take cyberbullying course to receive certification

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident on the district's website using the steps and link below:

1. Go to the Parents/Students Tab

2. Look for Bullying under the letter “B”

<https://www.lancasterisd.org/domain/850>

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy [FNG\(LOCAL\)](#).

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <https://pol.tasb.org/Policy/Code/368?filter=FFI>. Below is the text of Lancaster ISD's policy [FFI\(LOCAL\)](#) as of the date that this handbook was finalized for this school year.

## **Student Welfare: Freedom from Bullying** **Policy [FFI\(LOCAL\)](#) adopted on 11-9-17.**

**Note:** *This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.*

*For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.*

<b>Bullying Prohibited</b>	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
<b>Retaliation</b>	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
<b>False Claim</b>	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a

District investigation regarding bullying shall be subject to appropriate disciplinary action.

<b>Timely Reporting</b>	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
<b>Reporting Procedures</b>	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
<b>Student Report</b>	
<b>Employee Report</b>	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
<b>Report Format</b>	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
	<b>Notice of Report</b> When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
<b>Prohibited Conduct</b>	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy <a href="#">FFH</a> , including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
<b>Investigation of Report</b>	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
<b>Concluding the Investigation</b>	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.  The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
<b>Notice to Parents</b>	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
<b>District Action Bullying</b>	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<b>Discipline</b>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.  The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
<b>Corrective Action</b>	Examples of corrective action may include a training program for the individuals involved in the complaint, a

comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District’s policy against bullying.

<b>Transfers</b>	The principal or designee shall refer to <a href="#">FDB</a> for transfer provisions.
<b>Counseling</b>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
<b>Improper Conduct</b>	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
<b>Confidentiality</b>	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
<b>Appeal</b>	A student who is dissatisfied with the outcome of the investigation may appeal through <a href="#">FNG(LOCAL)</a> , beginning at the appropriate level.
<b>Records Retention</b>	Retention of records shall be in accordance with <a href="#">CPC(LOCAL)</a> .
<b>Access to Policy and Procedures</b>	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District’s website, to the extent practicable, and shall be readily available at each campus and the District’s administrative offices.

## *Distribution of Material*

### *School Material*

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. All school publications are under the supervision of a teacher, sponsor, and the principal.

### *Posters*

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

### *Non-School Material*

Students must obtain prior approval from the the campus principal before selling, posting, circulating, or distributing more than [number listed at [FNAAL\(LOCAL\)](#) that defines distribution] copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The campus principal is responsible for designating time, place, and manner restrictions for distribution of non-school literature from students] has designated.

A student may appeal a decision in accordance with policy [FNG\(LOCAL\)](#). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

### ***From Others***

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy [GKDA](#). To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Chief Communications Officer for prior review. The Chief Communications Officer will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at [DGBA](#) or [GE](#).]

The campus principal will designate the location for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy [GKD\(LOCAL\)](#) or a non-curriculum-related student group meeting held in accordance with [FNAB\(LOCAL\)](#).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

## ***Harassment***

### ***Racial/Ethnic/Gender/Sexual Orientation***

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct: 1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; 2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or 3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy. Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

The District and the public expect employees/officials, agents, representatives (contractors, consultants, vendors) and students to respect the rights and dignity of all persons in matters of personnel consideration, enrollment, academic instruction/evaluation and administration of District policies and procedures. Accordingly, the District expressly prohibits racial, ethnic, religious, gender or sexual orientation harassment of its students, employees, and those who seek to join the campus community in any capacity or those who interface with the District (i.e., citizens, parents, vendors). Racial, ethnic, religious, and gender or sexual orientation harassment includes, but is not limited to:

**Verbal, written, cyber, physical, psychological (both climate and contact) or any other demonstrative actions with regard to race, creed, ethnic origin, religious preference, gender, or sexual orientation that is harassing.**

All individuals shall be afforded the full rights and privileges that are inherent in attending, working, studying or visiting on the campuses of the Lancaster ISD. Persons subjected to racial, ethnic, and religious, gender, or sexual orientation harassment

should notify the campus administrator at the school level. The campus administrator or department head will then contact the Title IX Coordinator. Should the complaint be against an administrator of the District; the complaint will be filed with the superintendent.

The complaints of allegations of racial, ethnic, religious, gender, sexual orientation harassment shall be investigated and recommended actions as deemed appropriate pursuant to District policy will be determined. Filing allegations of harassment without substantive cause is strictly prohibited and may result in disciplinary action including a recommendation for termination. Any person who files a false claim may be subject to any and all available state and District penalties. Questions regarding this policy can be directed to the Human Resources Department.

### ***Sexual Harassment/Sexual Abuse***

Lancaster ISD believes that every student has the right to attend schools and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment/sexual abuse. Lancaster ISD considers sexual harassment/sexual abuse of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Unwanted and unwelcome conduct of a sexual nature, words, gestures, or any other sexual conduct, including requests for sexual favors, directed toward another student or a District employee is unacceptable.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents/guardians are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal/designee, or the Office of Student Services.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District will notify the parent/guardian of all students involved in sexual harassment/sexual abuse by student(s) or employee(s). To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment/sexual abuse by another student or staff member will be presented by a student and/or parent/guardian in a conference with the principal/designee or with the Office of Student Services. The parent/guardian or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than seven calendar days from receipt of the complaint. The principal/designee or the Office of Student Services will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent/guardian will be informed if extenuating circumstances delay completion of the investigation.

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

If the resolution of the complaint by the principal/designee or the Office of Student Services is not satisfactory to the student or parent, the student or parent/guardian may, within seven calendar days, request a conference with the superintendent/designee. Prior to or at this conference, the student and/or parent/guardian must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal/designee, or the Office of Student Services.

If the resolution by the superintendent/designee is not satisfactory, the student and/or parent/guardian may present the complaint to the board at the next regular meeting. Information on the procedure for addressing the board can be obtained from any campus office or the superintendent's office.

Students and/or parents/guardians are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal/designee. Students, parents, and/or the student's representative who wish to have confidential counseling as to an individual's rights concerning sexual harassment may contact the Office of Student Services for such information.

### ***Special Programs (All Grade Levels)***

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Director of Student Services (972) 218-1510.

A student who has or is at risk for dyslexia or a related reading difficulty is eligible to participate in the Texas State Library and Archives Commission's Talking Book Program, which provides audiobooks free of charge to qualifying Texans with visual, physical, or reading disabilities.

## ***Student Records***

### ***FERPA***

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/guardian 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.

Records may be reviewed during regular school hours upon completion of the written request form. The registrar will respond to reasonable requests for explanation and interpretation of the records.

Parents/guardians of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" includes any employees, agent, or trustees of the District, or cooperatives of which Lancaster ISD is a member of, or facilities with which Lancaster schools contract for the placement of students with disabilities, as well as their attorney and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. Lancaster ISD forwards a student's records on request and without prior parental consent 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, records pertaining to former students after they are no longer students in Lancaster ISD, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parent/guardian or student.

Parents/guardians 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 Lancaster ISD refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parent/guardians and the student are not allowed to contest a student's grade in a course through this process.

Copies of a student's records may be requested from the registrar's office. Parent/guardians may be denied copies of a student's record (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; (3) if the parent/guardian fails to follow proper procedures and pay the copying charge of 10 cents per page, (4) when the school is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parent/guardians 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/guardian objects to the release of the information. Please see student first day enrollment packet.

The District will release educational records to a juvenile justice agency in accordance with an agreement between the District and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student. (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is accurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance

committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. **Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**WHAT THE LAW SAYS ABOUT TRANSFERRING RECORDS WHEN A STUDENT MOVES:** The Commissioner's Rules, 34CFR 99.31 and 34 CFR 99.34, state that the District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission.

If you believe the District is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

### ***Special Education Records***

Parents or guardians of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent/guardian requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### ***Complaints and Concerns (All Grade Levels)***

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at [FNG\(LOCAL\)](#) in the district's policy manual. A copy of this policy and complaint forms may be obtained in the principal's or superintendent's office or on the district's website using the link below.

<https://www.lancasterisd.org/domain/126>

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy [FNG\(LOCAL\)](#). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## ***Standards for Conduct and Behavior***

### ***Disruptions of School Operations***

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

### ***Social Events***

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share the responsibility for the conduct of the guest. Students attending social events may be asked to sign out when leaving before the end of the event and will not be readmitted. Students will be expected to have their school ID badges with them.

### ***Acceptable Use of District Technology Resources***

District-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the district’s network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Unacceptable and Inappropriate Use of Technology Resources***

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child [‘Before You Text’ Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## ***Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones***

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images or recording fights is strictly prohibited in all areas of the school including locker rooms and restrooms areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal’s office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [\[See policy FNCE.\]](#)

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

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

## ***Possession and Use of Other Personal Electronic Devices***

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device. **The District will not be responsible for lost or stolen cell phones.** Any disciplinary action will be in accordance with the Student Code of Conduct section of this book. For certain items, such as pagers, in which a third party retains a legal right of ownership, the school may charge for releasing the pager to the third party. **Parents will be contacted and charged \$15.00 (payable in cash) to retrieve cell phones and all electronic devices.**

Campus administrators shall have the discretion to determine the appropriate use of cellular phones and cell watches for students participating in extra-curricular activities while on school property or while attending school-sponsored or school-related activities on or off school property.

## ***Instructional Use of Personal Telecommunications and Other Electronic Devices***

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Gang-Free Zones (All Grade Levels) – [FNCC \(LEGAL\)](#)***

Lancaster ISD is ***Gang Free Zone*** 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 such action; has knowledge of planned action or action that has occurred, without reporting that knowledge in writing to a school official. **(See the Student Code of Conduct section for disciplinary consequences)**

### ***Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)***

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school related activity. The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other

electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at [FNCD](#) and [GKA](#). Smoking is prohibited by anyone on Lancaster ISD property.

### ***Telephone Use***

Students will not be allowed to use the office phones without permission from the office staff. Students will not be allowed to make social or long distance calls on school phones.

### ***Safety/Accident Prevention***

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

Students should:

- Avoid conduct that is likely to put themselves or other students at risk.
- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal, staff members, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### ***Prohibited/Miscellaneous Items***

- Blankets and/or pillows are not allowed in secondary grade levels 6-12. Principals/designees will set their own policies for their campus.
- No stuffed animals
- Flowers and/or balloons will not be accepted for delivery to students

### ***School Facilities***

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

### ***Assemblies***

During the school year, students will have several opportunities to hear speakers, celebrate school spirit, observe performances, and attend a variety of presentations and ceremonies. A student's conduct in assemblies must meet the standards of appropriate behavior as determined by local campus guidelines and the Student Code of Conduct.

### ***Field Trips***

The Student Code of Conduct is in effect during all school-related trips. Attendance, grades, conduct and dress code violations can be used to deny students the opportunity to participate in instructional excursions (field trips).

### ***Law Enforcement Agencies (All Grade Levels)***

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

### ***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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### ***Notification of Law Violations***

The district is required by state law to notify:

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

### ***Vandalism (All Grade Levels)***

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

## ***Extracurricular Activities, Clubs, and Organizations***

A variety of school-sponsored clubs, activities, and performing groups are available in each school. Students are encouraged to participate in those activities that they find interesting. Most organizations engage in community service projects, academic competitions, leadership development, performances, or career exploration activities, which enhance the academic and personal growth of students. These activities also build pride, school spirit, and a sense of community between and among students.

Social clubs, secret societies, and other groups not sponsored through Lancaster schools are of concern if morale is damaged by intense club loyalty or when undue emphasis on prestige and exclusiveness becomes disturbing to other students. Membership in a club composed of students who induct members based on selective membership, rather than elective

membership, is an infraction of Board Policy. Parents or guardians are urged to insist that any organization to which a student belongs is devoted to wholesome purposes and sponsored by responsible adult leaders.

Lancaster ISD has authority over students at school related events including the regular school day, while using school transportation, and at any school related misconduct, regardless of time or location. The Student Code of Conduct applies to all school sponsored and school related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to authorities for criminal prosecution for violations of law.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor.

**Participation in extracurricular activities is a privilege.** While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating districts, eligibility for participation in many of these activities is governed by state law as well as UIL rules:

- A student who receives, at the end of any grading period, a grade below 70 in any academic class may not participate in extracurricular activities for at least three weeks. The only exception is identified honors or advanced class. In addition, students with disabilities who fail to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks. Ineligible students may practice or rehearse. A student will regain eligibility when the principal and teachers determine that he/she has
  1. earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced
  2. completed the three weeks of ineligibility
- A student participating in Honors, IB, Advance Placement or Dual Credit/Early College that has a score of 65 or higher will be consider eligible to compete in UIL activities but cannot score below a 70 in the subsequent grading period and maintain eligibility.
- A student is allowed up to ten absences from class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board of Trustees are subject to these restrictions. A student who misses class because of participation in a nonapproved activity will receive an unexcused absence.
- Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

If a student is enrolled in a state-approved course that requires demonstration of the mastery of an essential knowledge and skills in public performance and the student receives a grade below 70 at the end of the grading period, the student may participate in a performance so long as the general public is invited.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

**Please note:** Student clubs and performing groups may establish higher standards of behavior and dress code—including consequences for misbehavior and violations of the dress code, that are stricter than those stated above. Any violation of



school rules will not only be subject to consequences outlined by the organization but also the consequences specified by the Student Code of Conduct or by local policy.

### ***Fees***

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

1. Any program in which a product is in excess of minimum requirements or at the student's option, which becomes personal property of the student. Fees may not exceed the cost of the material.
2. Membership dues in student organizations or clubs.
3. Admission fees/charges for attending extracurricular activities when membership or attendance is voluntary.
4. Security deposits for the return of materials, supplies, or equipment.
5. Personal physical education and athletic equipment and apparel. Athletic equipment and apparel must meet reasonable requirements and standards relating to health and safety as established by the Board of Trustees.
6. Items of personal use or products that a student may purchase at his or her own option, such as student publications, class rings, annuals, and graduation announcements.
7. Fees permitted by any other statute.
8. Any authorized, voluntary student health and accident benefit plan or voluntarily student accident insurance.
9. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by Lancaster ISD.
10. Items of personal apparel used in extracurricular activities that become the property of the student. Students are responsible for the timely payment of authorized fees for lost books, library late fees, supplies ordered for special activities or personal purposes, fees assessed as a result of damage to school property, and other obligations incurred by the student.
11. Technology maintenance fee is \$25 for student who takes device home

The fee law permits a waiver on payment of fees in the case of unusual and exceptional economic hardship. Procedure: "Upon receipt by Lancaster ISD of reliable proof that a student and his/her parent/guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Students and his/her parent/guardian must present evidence of their inability to pay to the appropriate principal who will determine eligibility for a fee waiver."

In circumstances of non-payment and after all efforts have been exhausted the school attorney may work with the principal to file a small claims suit to recover sums that, in the judgment of the superintendent, are substantial and necessary to the financial interest of the school and Lancaster ISD.

## ***Other Information***

### ***Emergency Drills (Fire, Tornado, Other)***

From time to time students, teachers, and other school employees will participate in emergency drills. When the alarm is sounded, students should follow directions quickly, quietly, and in an orderly manner. In the event of severe weather, etc., a signal will be given to evacuate the classrooms. This means you should move to the hallways as quickly as possible and listen for instructions. It is imperative that students remain quiet in order to receive instructions and to prevent panic.

### ***Emergency School Closing***

In the event weather or other conditions make it necessary to close school, students, parents and guardians will be notified through announcements made on the District website, television stations, and social media.

### ***Athletic Events***

Updated athletic information for all of Lancaster ISD's teams can be found on the District's website. ([www.LancasterISD.org](http://www.LancasterISD.org))



### ***Cafeteria Services (All Grade Levels)***

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential. The district may share information such as; A student's name and eligibility status help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals according to the grace period set by the school board, and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student. (CO Local)

### ***Fundraising***

Fundraising activities by student groups and/or for school-sponsored projects will be allowed with prior administration approval and under the supervision of the project sponsor. All fund raising projects will be subject to the approval of the principal and Superintendent/designee. Student participation in approved fund-raising activities cannot interfere with regular instructional programming. Lancaster ISD does not permit door-to-door solicitation. No outside organization may solicit contributions of any type from students within the schools.

### ***Vehicles on Campus***

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

## ***Lancaster Independent School District Vehicle Parking Rules and Regulations***

The Lancaster Independent School District Police Department is given the responsibility of providing a safe environment for all staff, students and visitors. The Lancaster ISD Police Department therefore issues the following rules and regulations regarding vehicle parking on all property owned or controlled by the Lancaster Independent School District.

### ***Parking Permit Required***

A parking permit is required for all students and staff members who drive and park a motor vehicle on Lancaster Independent School District property. All students and staff members driving a motor vehicle onto Lancaster Independent School District property must have a valid driver license and the motor vehicle must have valid liability insurance and current registration.

### ***Purchase of Parking Permits***

Eligible students must complete a parking permit application and pay a \$15 maintenance fee for a student parking permit. Students also must present a valid driver license and valid motor vehicle liability insurance for the vehicle. Only one vehicle will be registered to each student parking permit. Students who drive more than one vehicle must purchase a student parking permit for each vehicle.

Staff members must complete a parking permit application for a staff parking permit. No fee is charged for staff parking permits. Staff members must present a valid driver license and valid motor vehicle liability insurance for the vehicle. Additional vehicles can be registered to the same staff parking permit as long as a parking permit application is completed and motor vehicle liability insurance is presented for each additional vehicle.

### ***Place of Purchase***

Student parking permits are available for purchase at Lancaster High School, 200 E. Wintergreen Rd. Lancaster, Texas during student lunch breaks. Lancaster ISD Police Department will have a staff member in the cafeteria the first two weeks of school so students can purchase student parking permits. Students needing to purchase a student parking pass after this time must go to the Lancaster ISD Police Department office at Lancaster High School before or after school.

Staff parking permits can be obtained from any Lancaster ISD Police Department staff member or from the Lancaster ISD Police Department at 814 W. Pleasant Run Rd. Lancaster, Texas.

### ***Display of Permit***

Student parking permits must be affixed, by its own adhesive, to the lower left side of the front windshield and only to the registered vehicle.

Staff parking permits must be hanging from the rear view mirror where it can be plainly seen only in the registered vehicle.

### ***Permit Parking Locations***

Students must park in the designated spaces as directed by the principal or their designee.

Staff members must park in the designated spaces as directed by their supervisor.

### ***Visitor Parking***

Visitors can only park in the designated visitor's parking area.

All visitors at Lancaster High School, 200 E. Wintergreen Rd. Lancaster, Texas must check in at the guard gate prior to parking. Once visitors have checked in they will be directed to the visitor's parking area.

### ***Parking Lot Violations***

Parking lot violations include, but are not limited to:

Speeding	Handicap Parking
Reckless Driving	Parking without a Permit
Disorderly Conduct (Loud Music)	Permit Registered to Different Vehicle
Exhibition of Acceleration	Display of Obscene, Offensive or Indecent Materials
Fail to Obey Traffic Control Device (stop sign)	Parking on Sidewalk
Refusal to follow direction of police officer	Parking in Fire Lane
Parking in Wrong Parking Area	

Lancaster ISD Police Officers may at their discretion issue citations for parking lot violations that are violations of the Texas Transportation Code. Repeated violations may result in the revocation of parking privileges and/or towing of the vehicle.

Lancaster ISD Police Officers will notify school administration of all students who commit a parking lot violation. All disciplinary action(s) are referred to in the Student Code of Conduct.

A staff member's supervisor will be notified of parking lot violations committed by their staff member.

### ***Replacement Permits***

In the event a permit registered vehicle is stolen, wrecked, sold or has the windshield replaced the permit holder must notify the Lancaster ISD Police Department as soon as possible. The Lancaster ISD Police Department will issue a replacement permit at the discretion of the Chief of Police or designee. The Chief of Police or designee may require documentation such as the original permit, a letter from the insurance company, a police report or other related information. If a replacement permit is issued a service fee may be charged.

### ***Vehicles Subject to Search***

Any vehicle entering any property owned or controlled by Lancaster Independent School District is subject to a complete search by school authorities. Such a search may be conducted without warrant or consent for any reasonable purpose. Following notice of intent to search, the vehicle will not be permitted to leave. The vehicle owner does not have to be present for the vehicle to be searched.

Lancaster ISD Police Officers will not search any vehicle unless there is probable cause to believe that evidence or contraband is in the vehicle or they have a valid search warrant.

### ***Revoked Permits***

Student and staff parking permits are the property of Lancaster Independent School District at all times. Any person who obtains a parking permit agrees to surrender the permit to any Lancaster ISD Police Officer or administrator immediately upon request. A person may file a written letter of appeal to the Chief of Police, after first surrendering the permit. If the permit is not surrendered immediately upon request, no appeal will be heard and driving privileges on campus may be revoked.

## **Section V - Parental Rights**

This section of the Lancaster ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

### ***Consent to Conduct a Psychological Evaluation***

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

### ***Consent to Receive Parenting and Paternity Awareness Instruction if Student is under Age 14***

A student under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

### ***Consent to Video or Audio Record a Student when Not Otherwise Permitted by Law***

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

### ***Prohibiting the Use of Corporal Punishment***

Corporal punishment—the board prohibits the use of corporal punishment in the district. Students shall not be spanked, paddled, or subjected to other physical for violations of the Student Code of Conduct and policy [FO\(LOCAL\)](#) in the district's policy manual.

## *Limiting Electronic Communications with Students by District Employees*

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual's professional responsibilities, as described by district guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

## **Consent, Opt-Out, and Refusal Rights: Objecting to the Release of Directory Information**

**The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information” from a student’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released.**

Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school wide or classroom recognition; a student’s name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student’s directory information. This objection must be made in writing to the campus principal within the first 10 days of instruction for the current school year.

As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and the second for all other requests.

**For all district publications and announcements**, the directory information shall include student name, address, telephone listing, photograph, date of birth, honors and awards received, grade level, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

**Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.**

**For all other purposes**, the directory information shall include student name.

## ***Consent, Opt-Out, and Refusal Rights: Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)***

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s

information without prior written consent. A form included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

### ***Participation in Third-Party Surveys: Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation***

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

[For further information, see policy [EF\(LEGAL\).1](#)]

### **Participation in Third-Party Surveys: “Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information**

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

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

**Note:** This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies [EF](#) and [FFAA](#).]

### **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction: Human Sexuality Instruction**

As a part of the district’s curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. [\[LISD SHAC Website\]](#)

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;

- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction: Lancaster ISD has courses that involve topics including: responsible decision making, risky behaviors, disease prevention, family planning, the reproductive system, human growth and development, and healthy strategies in the courses below.

- Secondary Science Courses
- Secondary Health Courses
- Secondary Family and Consumer Courses
- Secondary Physical Education Courses

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district’s SHAC. Please see the campus principal for additional information.

### ***Right of Access to Student Records, Curriculum Materials, and District Records / Policies***

You may request information regarding any state or district policy related to your child’s participation in assessments required by federal law, state law, or the district. Contact the district office for more information.

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

### ***Notices of Certain Student Misconduct to Noncustodial Parent***

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child’s misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy [FO\(LEGAL\)](#) and the Student Code of Conduct.]

### ***Participation in Federally Required, State-Mandated, and District Assessments***

In accordance with the, Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child’s participation in required assessments.

## ***Student Records***

### ***Accessing Student Records***

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

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission

- Health and immunization information
- Other medical records
- Teacher and school counselor evaluations
- Reports of behavioral patterns
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your child, as the term intervention strategy is defined by law
- State assessment instruments that have been administered to your child
- Teaching materials and tests used in your child’s classroom
- When the district discloses information it has designated as directory information. [See **Objecting to the Release of Directory Information** for opportunities to prohibit this disclosure.]

A parent or eligible student who wishes to inspect the student’s records should contact the campus principal.

The parent’s or eligible student’s right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher’s personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parent or student. The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

### ***Right of Access to Student Records, Curriculum Materials, and District Records: Teacher and Staff Professional Qualifications***

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### ***Safety Transfers/Assignments***

#### **Students with Exceptionalities or Special Circumstances: Safety Transfers/Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying, which includes cyberbullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy [FDE](#).]
- Request the transfer of your child to another district campus **OR** a neighboring district (secondary only) if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

### ***Students Who Are Homeless***

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family. Please also check the campus website for information related to services available in the area that can help families who are homeless.

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

For more information on services for students who are homeless, contact the district's homeless education liaison the Director of Student Services at 972-218-1510.

## ***Students with Exceptionalities or Special Circumstances: Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services***

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. These system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### ***Special Education Referrals***

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.



Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

### ***Contact Person for Special Education Referrals***

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

Contact Person: Susan Keen

Phone Number: 972-218-1400

### ***Section 504 Referrals***

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### ***Contact Person for Section 504 Referrals***

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Lamonica Williams

Phone Number: 972-218-1400

#### **Additional Information:**

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

### ***Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education***

The district will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies

### ***Students Who Receive Special Education Services with Other School-Aged Children in the Home***

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy [FDB\(LOCAL\).1](#)]

### ***Students Who Speak a Primary Language Other than English***

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

### ***Students with Physical or Mental Impairments Protected Under Section 504***

A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine if the student is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law. [See policy FB.]

## **SECTION VI- Lancaster ISD Student Acceptable Use Policy**

The following information is provided so that students, parents and staff are aware of the responsibilities involved in the effective, ethical and legal use of technology resources.

Each student will be required to adhere to all District policies and to the *Acceptable Use Guidelines* in order to be granted access to District technology resources.

Access to the District's electronic communication systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines.

Access to the District electronic communication systems, including the Internet, shall be made available to students for instructional and administrative purposes and in accordance with administrative regulations.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies.

Electronic mail transmissions and other use of the electronic communication systems by students are not private and may be monitored at any time by designated District staff to ensure appropriate use.

### ***WEB 2.0 Tools***

For students under the age of 13 the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for education software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal.

### ***System Access***

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

1. Students in all grades will be granted access to the District's system as appropriate. Individual accounts with username and password login may be assigned as authorized by designated District personnel.
2. Any system user identified as a security risk to the network or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
3. Files residing on the District network should not be considered private and may be opened for inspection by authorized District personnel.
4. All users will be required to sign a user agreement annually.

### ***Filtering***

All Internet access will be filtered for minors and adults on computers with Internet access provided by the school. The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotions of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (i.e. bomb making); and online gambling.

### ***Consent Requirements***

- Copyrighted software or data may not be placed on any system connected to the District's network system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.
- All non-school and non-district software purchases (including shareware and freeware) may not be placed on any district's system. All software must be pre-approved prior to installation on any system. Approval must be obtained through the Technology Department.
- No original work created by any District student will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) who created the work.
- No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy.

### ***Individual User Responsibilities***

The following standards will apply to all users of the District's electronic information and communications 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 policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the District's network system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus or District administrator as appropriate.
6. System users may not pretend to be someone else when sending/receiving messages.
7. Students may not distribute personal information about themselves or others by means of the electronic communication systems unless instructed to do so by an administrator, counselor, librarian or teacher for instructional purposes. This includes, but is not limited to; full name, personal addresses and telephone numbers.
8. Students should never make appointments to meet or talk to people in person with whom they communicate online and should report to a teacher or administrator if they receive any request for such a meeting.
9. Students may not respond to requests for personally identifying information or contact from unknown individuals.
10. Users may not use the network for financial or commercial gain, advertising or political lobbying.
11. System users must purge electronic mail in accordance with established retention guidelines.
12. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy and administrative regulations.
13. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers or external storage devices.
14. System users may not use inappropriate language such as swear words, vulgarity, ethnic or racial slurs, or any other inflammatory language.
15. System users may not purposefully transmit or access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
16. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, cyberbullying, damaging to another's reputation or illegal.
17. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
18. System users may not transmit pictures without obtaining prior permission from all individuals depicted, or from parents of depicted individuals who are under the age of 18.
19. System users may not waste District resources related to the electronic communication systems, including chain letters.
20. System users may not gain unauthorized access to resources or information.
21. Students who identify or know about a security problem are expected to convey the details to a teacher without revealing the information to other students.

### ***Network Etiquette***

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages, is prohibited.
4. Transmitting and/or viewing obscene messages or pictures are prohibited.
5. Be considerate when sending attachments with e-mail. Consider whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited

### ***Forgery Prohibited***

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

### ***Participation in Chat Rooms***

Student participation in social networking interactions (including but not limited to, newsgroups, chat rooms, blogs, or wikis) accessed on the Internet is permissible, under appropriate supervision by authorized staff.

Students and employees participating in social networking Web sites or chat rooms using District electronic resources should assume that all content shared, including pictures, is public. No personally identifying information should be published. Students should not respond to requests for personally identifying information or contact from unknown individuals. Information about the date, time and location of District field trips should not be shared in social networking environments.

### ***Vandalism***

- Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, "hacking" systems, the uploading or creating of computer viruses or malicious software.
- Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences in accordance with the *Student Code of Conduct*.

### ***Information Content / Third Party Supplied Information***

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the *Student Code of Conduct*.

### ***Improper Use of Technology On and Off Campus***

Use of the internet and/or other technologies in a threatening manner (such as cyberbullying), in a manner that creates or causes a material or substantial disruption of the educational environment, or reasonably forecasts a material or substantial disruption of the educational environment (to be evaluated on a case-by-case basis) may be a basis for school disciplinary consequences even if the conduct did not occur or was not initiated on school property.

The following list of prohibited acts is not exhaustive:

1. Attempting to access or circumvent passwords or other security-related information of the District, students, or employees or upload or create computer viruses.
2. Attempting to alter, destroy, or disable District computer equipment, District data, the data of others, or other networks connected to the District's system.
3. Use of the internet or other electronic communications to threaten District students, employees, or volunteers.
4. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, cyberbullying, damaging to another's reputation, or illegal.
5. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
6. Attempting to bypass District network safety measures set to protect equipment, network systems and system user data.

### **Reporting Violations**

Students must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to a supervising teacher or the administrator.

Students must report requests for personally identifying information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

### ***Termination/Revocation of System User Account***

Termination of a student's access for violation of District policies or regulations will be effective on the date the principal or District administrator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### ***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 merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. 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 system user's requirements, or that the system will be uninterrupted or error free, or 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 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 electronic communication systems.

### ***Copyright Compliance***

The use of District technology in violation of any law, including copyright law, is prohibited. Copyrighted or licensed software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright or license. Only the copyright or license owner, or an individual the owner specifically authorizes, may upload copyrighted or licensed material to the system.

No person will be allowed to use the District's technology to post, publicize, or duplicate information in violation of copyright law. District technology designees will use all reasonable measures to prevent the use of District technology in violation of the law.

## **STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE LANCASTER ISD ELECTRONIC COMMUNICATION SYSTEMS**

You are being given access to the Lancaster Independent School District's electronic communication systems. Through these systems, 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.

With these educational opportunities come responsibilities. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Access to the District's technology, network and the internet is a privilege, not a right. Inappropriate system use will result in the loss of the privilege to use this educational tool.

### ***ELECTRONIC COMMUNICATION DEVICES***

Lancaster ISD is excited about the new learning opportunities available through Bring Your Own Technology. It is our goal that students and teachers will collaborate in rich, engaging learning experiences using technology. Students may bring their own technology and utilize personal electronic communication devices at school and at school activities. District guest Wi-fi will not be available for any outside non-issued district devices. The district will continue to offer support for district issued devices; however, the district does not support non-issued district devices. Students may only use these non-issued devices in the classroom when the teacher deems them appropriate for educational purposes. All devices must remain silent or be put away unless being used within a lesson during class time. All devices should be clearly labeled with the student's full name. Students are responsible for personal property brought to school and should keep personal items with self or in a locked space. Devices should be charged prior to bringing them to school. In the event the technology is used inappropriately, normal disciplinary consequences may occur.

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 content and some material you (or your parents) might find objectionable. While the District will take reasonable steps using filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow:

### ***RULES FOR APPROPRIATE USE***

1. You will use the District technology primarily for identified educational purposes, with some limited personal use permitted.
2. You will be assigned an individual account to access the LISD electronic communication systems. You are responsible to use only your account information and password and not share your information with others.
3. You will use the computer and computer systems with staff supervision or staff permission.
4. You will be held responsible at all times for ethical and proper use of the District's electronic communication systems.
5. You must only open, view, modify, and delete your own computer files, unless you have specific permission from a teacher or staff member to do otherwise.
6. You will be provided a District e-mail account. E-mail is not encrypted and therefore not secure and may be read by others. Remember that people who receive e-mail from you with a school address may think your message represents the school's point of view.
7. Your use of the Internet and online interactions at school must be in direct relationship to school assignments and projects. You will interact appropriately online with others on social networking sites.
8. You will report network security issues to a teacher or technology designee immediately.
9. You will maintain your own data in the assigned network drive space or on external storage devices.
10. You will properly document and reference Internet resources. Plagiarism is unacceptable.

### ***INAPPROPRIATE USES***

1. Using the system for any illegal or unlawful purpose.
2. Borrowing someone's account without permission.
3. Posting personal information about yourself or others (such as full name, addresses and phone numbers) by means of the Internet, e-mail, or other technology.
4. Downloading or using copyrighted information without permission from the copyright holder.
5. Downloading, executing, or installing software to any school computer without the permission of the District Technology Department. Software on District computers must be legally licensed and meet technology guidelines.
6. Accessing any website that contains pornography, web-based email, pro-gang sites, personal/dating sites, violence related sites, gambling sites, or any site that does not serve a legitimate learning purpose.

7. Posting messages or accessing materials that are abusive, vulgar, obscene, sexually oriented, threatening, harassing, cyberbullying, damaging to another's reputation, or illegal.
8. Wasting school resources through the improper use of the computer system.
9. Gaining unauthorized access to restricted information or resources. Students will not by-pass the District's content filtering system, including but not limited to, remote proxy websites.
10. Any attempt to harm or destroy District equipment or materials, data of another District user, or any of the agencies or other networks to which the District has access is prohibited.
11. Intentionally disrupting the operation of the LISD network or another person's access to the computer system. This includes introducing malicious software or a virus to the District network.
12. Wireless Hotspots not provided by LISD are prohibited on the LISD network.

#### **CONSEQUENCES FOR INAPPROPRIATE USE**

Any student violating this policy, state and federal laws, posted classroom or District rules pertaining to computer use and the network is subject to:

1. Suspension of access to the system;
2. Revocation of the computer system account; or
3. Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws. School and District administrators will make the final determination as to what constitutes inappropriate use of District technology. The decision of school and District administrators is final.

The student agreement must be renewed each academic year.

## *Glossary*

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT**, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ARD** stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**EOC (end-of-course) assessments** are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

**ESSA** is the federal Every Student Succeeds Act.

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

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

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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



**PGP** stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

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

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must perform successfully on some state-mandated assessments to be promoted and students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for promotion or graduation.

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

**TAC** stands for the Texas Administrative Code.

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

**TSI** stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

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

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