



LEWISVILLE
LEARNING CENTER
STUDENT HANDBOOK
2009-2010

Mission Statement

Lewisville Learning Center is committed to providing an environment where students are empowered to ownership in attaining their educational goals and are encouraged to become positive members of the communities.

To Students and Parents:

For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us do this. Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's policy manual is available on-line at <http://www.lisd.net/info/about/index.html>. If you have particular questions or concerns about this information or about the information on your student please contact the building administrator.

Lewisville ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Title IX questions regarding compliance with the nondiscrimination requirements can be answered by the District Coordinator, Brant Buck.

Section 504 Coordinator, Dr. Paula Walker, has been designated for concerns regarding discrimination on the basis of disability.

American with Disabilities Coordinator is Dr. Lynda Haynes.

The Learning Center periodically applies pesticides. Information concerning these applications may be obtained in the Principal's Office. An AHERA management plan with re-inspection documentation is available for inspection during normal business hours. The master plan is available for inspection at the district administration building.

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

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

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

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

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

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

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

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

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

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

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

Contact Person: Dr. Paula Walker, Executive Director of Special Education, 469-713-5203

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Contact Person: Dr. Paula Walker, Executive Director of Special Education, 469-713-5203

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Link to LISD Student Code of Conduct: <http://www.lisd.net/stusvcs/index.html>

Link to LISD Policy and Procedures: <http://www.tasb.org/policy/pol/private/061902/>

Absence:

The Parent/Guardian of a student should call the school before 9:30 when it is determined their student will be absent. Upon returning to school after an absence the student must present a note signed by the parent which describes the reason for the absence. If a student is absent for a doctor's visit or court appearance, an excuse of absence from their office should be presented to the attendance office.

Address verification:

All students will show proof of residency upon enrollment.

Attendance for credit:

In order to receive credit in a class, students (k-8) must be in attendance for at least 90% of each day classes are offered. Students (grades 9-12) must be in attendance for at least 90% of each period the class is offered. Students who are in attendance less than 90% shall not be given credit for the class unless the absences are a result of extenuating circumstances. Per state law and school board policy, an attendance committee will be formed for the purpose of reviewing parent/student petitions to regain credit after the student's attendance drops below 90%. When a student's attendance drops below 90%, truancy charges may be filed with the Justice of the Peace. For further specific information please refer to Board Policy FEA (LEGAL).

Bad weather days:

In the event of bad weather, when in the opinion of the superintendent weather conditions are too hazardous for safe operation, schools will not be open. This judgment will be made by 6:30 a.m. The decision will be released to the news media by the Office of the Superintendent after thorough inspections of all bus routes are made. Should the decision be made to close the schools, it will be reported to radio stations and television channels and posted on the LISD.net web page.

Bicycles:

Bicycles are to be parked and locked in the designated areas. Students are not to ride bicycles anywhere on the school campus; they are to be walked on and off campus before and after school. The school cannot assume responsibility for theft of or damage to bicycles. Students may lose the privilege of riding a bicycle if regulations are violated.

Calendar:

The LISD calendar is available on-line at www.lisd.net

Cell phones/radios or other telecommunications devices:

The District shall prohibit students from using paging devices, cellular telephones/radios, or other telecommunications devices during the school day. Paging devices, cell phones/radios, or other telecommunications devices shall not be in use, visible, or audible on school property during the school day. The campus principal shall define the school day. Students who violate this policy shall be subject to established disciplinary measures in accordance with the Student Code of Conduct. Any District employee observing a student using a device during the school day that is prohibited by this policy shall report the violation to the appropriate administrator, who shall confiscate the device. The paging device, cellular telephone/radio, or other telecommunications device shall be returned to the student or to the student's

parents at the end of the school day after payment of a \$15 administrative fee per offense. A second offense will require a parent to retrieve the device after payment of a \$15 administrative fee per offense. Persistent noncompliance with this policy shall result in the telecommunications device being returned at the end of the semester after a payment of a \$15 administrative fee is received. FNCE (LOCAL)

Change of address:

Changes of residence, mailing address, or telephone numbers, after enrollment, should be reported promptly to the attendance office so that records are accurate.

Check acceptance policy:

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

Child nutrition:

Online meal payment information, menus, pricing, and free and reduced meals information is available on-line at <http://www.lisd.net/childnutrition/index.html>.

Deliveries:

Deliveries of flowers, balloons, gifts, etc. create a disruption to the classroom; therefore deliveries of this type will not be made to students.

Detention hall:

Students assigned to detention hall by the principal or assistant principal are required to attend unless prior arrangements have been made with the principal or assistant principal.

- School detention is held Tuesday 4:00-5:00 p.m., Thursday from 4:00-6:00 p.m. and Saturday 8:00-10:00 p.m. An announcement will be made if detention is cancelled for any reason.

Discipline Management Plan:

The district has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on District transportation.
- While the student is participating in any activity during the school day on school grounds.
- Within 300 feet of school property.
- While the student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When retaliation against a school employee occurs or is threatened, regardless of time or location.
- When the student commits a felony, as provided by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property, or at a school-related event.

Lewisville Learning Center Accelerated Program Offenses and Discipline Program

Offense	1 st Offense	2 nd Offense	3 rd Offense
Alcohol/Drugs	Expulsion – Zero Tolerance: Expulsion Committee determine duration of assignment at JJAEP	Same	Same
Possession of drug paraphernalia	30 days DAEP	60 days DAEP	DAEP placement – duration determined by committee
Dress Code: see LLC Student Handbook page.	Student compliance, time out of class is unexcused or ISS until resolved	Insubordination – 2 days ISS	Open defiance – 2 days suspension
Fighting	3 days suspension, 3 days ISS, police intervention	3 days suspension, 3 days ISS, police intervention, removal from program	N/A
Assault	3 days suspension, police intervention, pending removal from program	N/A	N/A
Gang related activities	30 days minimum DAEP, 3 days suspension pending DAEP placement	3 days suspension, DAEP placement determined by committee	3 days suspension, pending removal from program
Forgery; falsification of identification, altering documents or misrepresenting the fact verbally or in written form	2 days ISS	3 days ISS	10 days DAEP
Indecent exposure, indecent acts	Minimum 15 days DAEP	20 days DAEP	3 days suspension, pending removal from program
Racial slurs	3 days suspension	3 days suspension, 3 days ISS	20 days DAEP
Threats of violence; directed or not directed to a person	10 days DAEP	30 days DAEP	3 days suspension – pending removal from program
Arson; refer to LISD SCOC	Expulsion – JJAEP duration determined by expulsion committee	Same	Same
Terroristic threat to a public school (e.g. bomb threats; false fire alarms, etc...)	Expulsion – JJAEP duration determined by expulsion committee	Same	Same
Theft (\$50/more); vandalism (\$50/more)	10 days DAEP and restitution	20 days AEP	3 days suspension – pending removal from program
Theft (less than \$50) Vandalism (less than \$50)	1 day suspension or 2 days ISS	3 days suspension	3 days suspension – pending removal from program
Tobacco violations (includes look-alike)	2 days ISS and police intervention	2 days suspension and police intervention	10 days DAEP
Parking violations	Varies – penalties		

	include suspension for parking in non-designated parking areas		
Missing detention, night/Saturday school	Varies – penalties include reschedule, ISS and/or suspension	1 day ISS and/or suspension	2 days ISS and/or suspension
Public display of affection (Inappropriate as defined by school administration)	Administrative warning	Thursday Night or Saturday School	ISS (days determined by administrator)

General Offenses and Common Area Offenses

Offense	1 st Offense	2 nd Offense	3 rd Offense
Tardy (See page 15 for definition) These start over each grading period.	Teacher verbal warning – student initials referral	Teacher calls parent – student initials referral	Referral to administrator – detention, Thursday night or Saturday school. 4 th – 1 day ISS; 5 th – 2 days ISS; 6 th – Administrator will determine
Excessive tardies (5 to 20 minutes – over 20 minutes is unexcused absence)	Teacher referral– Thursday Night or Saturday School	Teacher referral – 1 day ISS	Teacher referral – 2 days ISS
Classroom disruption	Teacher verbal warning - detention	Teacher calls parent – Thursday Night or Saturday School	Teacher refers student to administrator: 1 day ISS; 4 th – 1 day suspension; 5 th - Administrator will determine
Insubordination (rude or disrespectful to staff member)	2 days ISS	5 days ISS	3 day suspension; 4 th – Administrator will determine
Open defiance (failure to abide by direct instructions of teacher/staff/administrator)	1 day suspension	3 days suspension	10 days DAEP; subsequent offenses, administrator will determine
Technology misuse/abuse – All offenses may result in loss of technology privileges	Minor: Thursday Night, Saturday School, or ISS Major: 3 days ISS; possible restitution	Minor: 2 days ISS Major: 2 days suspension	Minor: 3 days suspension Major: 3 days suspension – pending removal from program
Failure to report to office with teacher referral	1 day suspension	2 days suspension	10 days DAEP
Profanity (not directed)	Thursday Night School or Saturday School	2 days ISS	3 days suspension
Profanity (directed)	1 day suspension	2 days suspension	10 days DAEP
Paging devices, cellular phones, radios (includes any non-school related items deemed unacceptable by school administration)	Confiscated and returned to student at end of school day after payment of a \$15.00 administrative fee (fee applies to cell phones only)	Confiscated and parent must come to claim after payment of a \$15.00 administrative fee (fee applies to cell phones only)	Open defiance – 2 days suspension. Returned to student or parent after payment of a \$15.00 administrative fee (fee applies to cell phones only)

Absence Related Offenses/Consequences

Offense	1 st Offense	2 nd Offense	3 rd Offense
Leaving class without teacher pass or	1 day ISS	2 days ISS	3 days ISS (possible removal from program)

permission			
Leaving campus or returning to campus during the school day without signing in/out through attendance office	Thursday Night or Saturday School	1 day ISS	3 days ISS
Leaving campus without permission (i.e. lunch)	1 day ISS	2 days ISS	3 days ISS
Student in area of facility at time not in accordance with student schedule (no hall pass)	Thursday Night or Saturday School	1 day ISS	3 days ISS
Truancy	Thursday Night or Saturday School	1 day ISS	3 days ISS

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a District building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- 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/or disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in District vehicles.

Electronic devices:

Radios, CD players, cell phones, games, and other electronic devices:

Students are not permitted to possess such items as pagers, radios, CD/MP3 players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will contact an administrator. The administrator will determine whether to return item(s) at the end of the day or to contact parents to pick up the item(s).

Disciplinary actions:

Disciplinary actions taken by schools that do not remove students from their home campus settings are appealable to the campus principals. The principals' decisions on these appeals are final. Ex: in-school suspension, detentions, removal from bus privileges, extra duties.

A disciplinary action that removes a student from their regular home campus setting; i.e. out-of-school suspensions, alternative education placement and expulsion from school, may be appealed through the District Appeal process. The first level of appeal is to the campus principal. If the appeal is not resolved at the campus level, the disciplinary action may be appealed to the District Student

Discipline/Expulsion Review Committee. If the appeal is not resolved at this level, the disciplinary action may be appealed to the Superintendent of Schools and the Board of Trustees.

Out-of-school suspensions cannot be appealed beyond the Board of Trustees level. Alternative education placement actions may be appealed to the Commissioner of Education if the disciplinary behavior by the student does not apply to placements resulting from offenses for which the state requires mandatory disciplinary Alternative Education Program placement.

For a student to be expelled from school, the campus principal must make a recommendation for the student's expulsion to the Campus Student Expulsion Review Committee (Level 1 hearing). If the Campus Student Expulsion Review Committee, after a due process hearing, votes to expel a student, the expulsion may be appealed to the District Expulsion Review Committee (Level 2). If the District Expulsion Review Committee upholds the campus level expulsion, this decision may be appealed to the Superintendent of Schools and the Board of Trustees (Level 3). The final level of appeal for a student expulsion is the State District Court in the county in which the school district's central administration offices are located (Level 4). (Denton County)

Dress code:

Lewisville ISD policy followed. The District's over all policy regarding dress is that a student's dress and grooming shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, or detract from school activities, i.e., advertising of alcohol, drugs, sex, violence, tobacco products, obscene language, or suggestive wording and must comply with district and campus rules. The District prohibits any clothing or groom that, in the principal's judgment, may cause disruption or interference with normal school operations.

- All students must be clean and neatly groomed.
- Student's hair, by the nature of the style, shall not tend to create a distraction. Hair should be of a natural color. Colors should not be extreme (no pinks, orange, green, purple, etc).
- Clothing which, in the opinion of the professional staff, would be deemed in-appropriate or offensive for school in general, shall not be allowed; i.e., among, but not limited to: split sides, see-through clothing, halters, bare shoulder tops, midriffs, fishnet tops, tank tops, bike shorts, or pants not worn at the natural waistline.
- Male students may wear long pants or shorts of appropriate length (at or about mid-thigh or long but should not drag the ground) and shirts of appropriate length.
- Female students may wear skirts of appropriate length, long pants, or shorts of appropriate length (at or about mid-thigh or longer but should not drag the ground). Shirts must cover the shoulder.
- Appropriate undergarments shall be worn by all students.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in school, including, but not limited to: alcohol, drugs, obscenities, profanity, suggestive slogans, or tobacco.
- No hats, sweatbands, or bandannas shall be worn in the school building, either by male or female students except on special days.
- Sneakers or enclosed shoes are required for Physical Education. Shoes with metal, plastic or rubber cleats are not allowed. Shoes with wheels are not permitted.
- The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment. Students will be given one warning. Students will be given the opportunity to correct this problem for the second infraction or be assigned to in-school suspension for the remainder of the day.

Early arrival:

All accelerated students arriving before 8:30 a.m. must report to designated room. Students are required to sign-in upon arriving in designated room.

E-Mail:

E-mail communication with LISD employees containing information about your student requires a release form on file. This form can be obtained in the main office or on line at www.lisd.net.

Emergency preparedness:

Each campus has an individualized safety plan that dictates procedures to be followed in the event of an emergency. These plans are updated regularly with the aid of local authorities to ensure the safety of all our students. LISD also receives updates from the Texas Education Agency's Statewide Education Notification System (SENS) alerting us to potential crisis situations. This is in addition to the implementation of a district-wide All-Talk radio system to keep the Administrative office in constant contact with each campus.

Schools will continue to remain open and operate on regular schedule to provide our students with a normal school day. Students, however, should feel free to talk to their counselors, teachers and principals about their concerns. As always, we will be guided by the direction of emergency management officials regarding the nation's risk level to provide for the safety of our students. Based on our crisis plan, it is LISD's practice for students to remain at school as long as necessary. Should emergency management officials direct us otherwise, we will notify parents through our local media sources and/or by telephone.

Facial jewelry:

Nose piercing, tongue rings, lip piercing, eye brow piercing are not permitted on LISD campuses. Earlobe gauges are not permitted. All facial jewelry must be removed before entering the building.

False alarm:

Lewisville Learning Center will follow Texas Penal Code Section 42.06 in regard to Fire drills/alarms/ and campus disruptions. Any student who commits an offense if he or she knowingly initiates, communicates or circulates a report of a present, past or future bombing, fire, or other offense, including but not limited to tampering with a fire alarm, or other emergency that he/she knows is false or baseless and that would ordinarily:

- (1) Cause action by an official or volunteer agency organized to deal with emergencies;
 - (2) Place a person in fear of imminent serious bodily injury; or
 - (3) Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
- (b) An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

Falsifying information:

If a person knowingly falsifies information on an enrollment form or submits false documents, that person is subject to civil and criminal penalties. Texas Education Code 25.001 (i)

Fire drill:

Take purses and valuables with you and quietly follow the teacher to the nearest exit. The last person out should make sure that the door is shut. You will be notified when to re-enter the building.

Handbook:

The Lewisville Learning Center Student Handbook is accessible through the Lewisville ISD web page www.lisd.net. A printed copy is available upon written request to the counselor or principal office.

Hazardous weather drill:

In case of hazardous weather, students will be warned by the Public Address System. Teachers will be instructed what precautions to take. Drills are a serious matter; all noise and horseplay are to be avoided.

Health services:

Students will be given temporary care in the event of illness or injury during the school hours. If your child has a medical problem, please inform the school. The following guidelines should be used to help determine when your student should stay home from school due to illness. These guidelines will also help the nurse decide when to send the student home from school:

- Temperature of 100.4 or above
- Undetermined rash
- Ringworm of the scalp (exclude and readmit after treatment has begun)
- Diarrhea
- Vomiting two or more times in 24 hours (unless a physician feels the cause of vomiting is not an infectious disease or student is in no danger of becoming dehydrated)
- Red eyes with discharge and crusting around eyes (may exclude and readmit after effective medical treatment and approval of physician)
- Live head lice (exclude and readmit after one effective treatment has been given)
- Jaundice
- Communicable diseases listed by Department of State Health Services
- MRSA

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

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

All immunizations should be completed prior to enrollment. A list of required immunizations can be obtained from your school nurse or from the LISD website at www.lisd.net. Click on Departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services.

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

Identification cards:

Students will be issued an ID card by the school following school pictures in the fall. This card will be used for cafeteria meal tickets and library book check out. Replacement cards are available for a fee of \$5.00.

In School Suspension (ISS):

Any student who is in serious violation of a school or district rule, or is a chronic discipline problem in one or more classes, may be assigned to the on-campus suspension unit. ISS assignments are for a full school day 8:00 AM-3:30 PM for high school and 8:45 AM- 3:55 PM for middle school. If a student is assigned to this unit, that student will be isolated from other students during the normal school day, but will be allowed to continue, under supervision, with all school work for full credit. That student will remain in the suspension unit for the time assigned by the administration. The rules for the suspension must be obeyed; otherwise, the student may be sent home (Out of School Suspension).

Inclement weather:

Days that snow and ice prevent the safe transportation of students to school, closing of the school will be determined by the Superintendent. Closings are announced over local radio and television stations by 7:00 a.m. Late starting time will be 10:30 a.m. Buses will be 1-2 hours later than normal.

Injuries to students, parents, volunteers and visitors:

The Texas Tort Claims Act states that school districts in the State of Texas are immune from any liability because of bodily injury or property damage which occurs as the result of the operation of the school district; **except** for the operation of motor vehicles - §101.051 Civil Practices & Remedies Code.

As a result, Lewisville ISD is not financially responsible for any injury to a student, parent, volunteer or visitor that occurs on any property owned by Lewisville ISD, or while the injured party was under the supervision of the District, unless the injury was the direct result of the District's use of a motor vehicle. If you have questions concerning an injury or property damage that occurred on property owned by Lewisville ISD, please contact the District's Insurance Office at 972-539-1551.

Interrogations and/or searches:

School authorities may search a student's person and/or personal effects (e.g., purse, book bag, and the like), student lockers, student automobiles, or other possessions or property under a student's control, in accordance with the circumstances described in the LISD Board Policies, and may seize any prohibited, illegal, or otherwise unlawful contraband, including weapons, discovered as a result of the search.

Searches may be conducted because there is reasonable cause or upon securing the student's voluntary consent. For further specific information please refer to Board Policy FNF(LOCAL).

Leaving campus:

Students must be signed out by a parent/guardian in the attendance office. Identification will be required and the person picking up a student must be identified on the student enrollment information. A student, who becomes ill during the school day, should, with the teacher's permission and a health room pass, report to the school nurse. The nurse will determine whether or not the student should be sent home and will notify the student's parent. Students must follow this procedure to ensure an excused absence.

Lockdown plan:

School lockdown procedures will be activated in the event of an intruder alert. Doors will be locked and closed. Lights will be turned off (can leave a small light on in the back of the room). Students and staff will assume a duck and cover position away from doors and glass. Telephone use is prohibited. Students that are not in a classroom should immediately report to the library safe area. All clear will be announced.

Lost and found:

All articles found in the school building or on campus should be taken to the main office. Textbooks are returned to the assigning teacher. Anyone losing an article should inquire in the office as soon as possible. Articles not claimed in a reasonable amount of time will be donated to charity.

Parking (student):

Student parking permits must be obtained from the registrar in the counseling office. All students that attend LLC are required to park in the Dale Jackson Career Center parking lot. Students are not allowed to park in the LLC faculty/staff parking areas nor the church parking lot next door.

Prohibited items:

Items prohibited (but not limited to) on campus: taser guns, pepper spray, pocket knives, laser pens, cigarette lighters, matches, stuffed animals, mace, skateboards, in-line skates, balloons, electronic games and equipment, inappropriate jewelry, paintballs, stink bombs, etc., will be confiscated and may be returned to the student or to the parent/guardian within 30 days upon request. The administration reserves the right to prohibit any article that it feels is disruptive or inappropriate to the school environment.

Public display of affection:

The school day for students compares to the business day for adults; public display of affection between students is not acceptable.

Tardy:

Students are tardy when they are not seated in the classroom at the class starting time.

- Students arriving to the campus after class has started will sign in at the attendance office and receive an admit slip or tardy detention to present to the teacher.
- If a student is tardy to class (does not have an admit slip or tardy detention slip), a teacher may write a referral and send student to an administrator according to the Discipline Management Plan.
- If a student is in class but not seated when the bell rings, the teacher may follow the Discipline Management Plan.

Valuables:

Students are reminded to be especially careful in the handling of money and other valuables. Students should not leave purses or wallets unattended at any time, nor should they let others have access to them. Do not bring large amounts of money to school. If you must have large amounts of money, show or tell no one. The school cannot be held responsible for stolen items.

Visitors:

Any person wishing to see a student must sign in through the front office. No person will be allowed to see a student without student's parents first being contacted for permission. No visitors may attend classes or remain at school with a student.

Video surveillance:

In the interest of promoting safety, including maintenance of order and discipline in common areas of the school as well as on school buses, video surveillance may be used by any school within the District. This policy serves as notice to students, parent/guardians, and visitors to any campus of the possible presence of video cameras in common areas of school campuses of school campuses and on school buses.

FFFF(Local)

Web sites/links:

Lewisville Independent School District: <http://www.lisd.net>

Lewisville Learning Center: <http://www.lisd.net/lidschools/lc>

LISD Board Policy Manual: <http://www.lisd.net/info/about/index.html>

LISD Parent/Student Information: <http://www.lisd.net/parents/>

Withdrawal from school:

A parent/guardian must sign withdrawal forms in the registrar office.



LISD eSchool Online Course STUDENT PARTICIPATION CONTRACT

Website: <http://www.lisd.net/eschool>

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

Requested Course: _____

Student's Name _____
(printed)

Parent/Guardian Name _____

9 Weeks: 1st 2nd 3rd 4th
 summer _____ (Year)

Campus: FMHS HHS LLC
 LHS MHS TCHS
 KLHSN

Student ID Number _____ Grade Level: _____ Contact Phone* (required) _____

Alternate Phone* _____

Parent Contact email* (provide if you wish email notifications – may include grade information)

Do you have a home computer? Yes No

Student Contact email* (required) _____

Do you have home internet service? Yes No

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

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

STUDENT ACADEMIC INTEGRITY

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

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

Student Expectations. The following criteria are required:

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

Grades - All course work will be graded and **MUST** be completed and submitted per the course schedule. Assignments submitted late will receive a maximum of 70%. The final exam is proctored by a teacher and **MUST BE PASSED** to receive credit for the course. Credit for online courses will be reflected on the transcript as online courses and will count toward graduation. Grades in online courses will not be calculated in GPA or class rank but will count toward UIL eligibility.

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

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

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

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

I have confirmed that contact information is correct and recommend this student for the requested online course.
Counselor Signature _____
Date _____ Mail or fax (214-222-2455) the completed application to eSchool at Technology – Bolin Center