

# LISD Elementary

where students  
learn to soar.



## Handbook 2022 - 2023

- Early Childhood Center
- College Street Elementary
- Velma Penny Elementary
- E.J. Moss Intermediate

LISD Website: [www.lindaeagles.org](http://www.lindaeagles.org)

# Parent Acknowledgement Form

**PLEASE RETURN THIS COMPLETED PAGE TO YOUR SCHOOL WITHIN 10 SCHOOL DAYS FROM RECEIPT**

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**Print Student's Name: (Last Name, First)**

**Grade:**

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Please indicate your response by circling "yes" or "no" below:

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**Yes No** This is to verify that I have reviewed a copy of the Lindale Independent School District Student- Parent Handbook, including Appropriate Use of the Internet in K-12, Code of Conduct, and School Discipline Plan.

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**Yes No** As a parent/guardian of the above named student, I understand that the handbook I reviewed contains specific school District information, rules, and consequences that are extremely important for me to discuss with my student. I also understand that any changes to District policy or law could cause changes to the content of this handbook.

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**Yes No** I understand and agree that my child shall be held accountable for the behavior and consequences outlined in the LISD Code of Conduct and the campus discipline plan at school and any school-related activities.

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**Yes No** I understand that falsification of information may be a Class A misdemeanor and can lead to legal action.

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**Yes No** I hereby certify that the above named student resides with his/her parents or legal guardian within the boundaries of the Lindale Independent School District.

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**Yes No** My child has permission to appropriately access the internet under the supervision of a teacher.

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**Yes No** I have completed and am returning with this Acknowledgment Form the Student Health Record.

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**Yes No** I have verified and am returning with this Acknowledgment Form the completed Data Change Form required for registration each school year.

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**Yes No** You may publish my student's photograph in the school yearbook as well as in electronic publications and local newspaper.

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**Yes No** I understand that Lindale ISD enforces laws relating to Drug-Free Schools and that each school's discipline plan addresses actions taken if policies are violated.

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**Yes No** I give permission for my child to participate in the school's counseling and guidance program for the school year. (Includes direct counseling, individual or group counseling)

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**Student Signature:**

**Date:**

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**Parent Signature:**

**Date:**



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## Lindale Independent School District

Physical Address: 505 Pierce Street  
Lindale, Texas 75771  
Mailing Address: P.O. Box 370  
Lindale, Texas 75771  
Phone: (903) 881 – 4001  
Fax: (903) 881 – 4004  
Website: [www.lindaleagles.org](http://www.lindaleagles.org)

## Administrators

Superintendent, Stan Surratt  
Deputy Superintendent, Jamie Holder  
Director of Federal Programs & Testing, Christy Clouse  
Director of Curriculum & Instruction-Secondary, Jennifer Lane  
Director of Curriculum & Instruction-Elementary, Candace Widemon  
Director of Finance, Michelle Tate  
Director of Technology, Randall Anderson  
Director of Communications and the LISD Education Foundation, Courtney Sanguinetti  
Director of Special Programs, Megan Stanley  
Director of Transportation, Pete Ridge  
Director of Child Nutrition, Cindy McClenny

## Board of Trustees

President, Mike Combs  
Vice President, Robert McGee  
Gary Camp  
Karen Gott  
Donny Williams  
Brooks Beeler  
Ragan Burgess

## Student Holidays & Early Release Days:

Please see 2022-2023 District Calendar



# BELL SCHEDULE

## Early Childhood Center

First Bell – 7:55 a.m.

Tardy Bell – 8:05 a.m.

Dismissal Bell (Pre-K Car Riders) – 2:30 p.m.

Dismissal Bell (Pre-K & K Bus Riders) – 3:05 p.m.

Dismissal Bell (Kinder Car Riders) – 3:05 p.m.

## College Street Elementary School

First Bell – 7:55 a.m.

Tardy Bell – 8:05 a.m.

Dismissal (Bus Riders) – 3:05 p.m.

Dismissal (1<sup>st</sup> & 2<sup>nd</sup> Grade Car Riders) – 3:05 p.m.

Dismissal (3<sup>rd</sup> Grade Car Riders) – 3:15 p.m.

## Velma Penny Elementary School

First Bell – 7:55 a.m.

Tardy Bell – 8:05 a.m.

Dismissal (Car Riders) – 3:05 p.m.

Dismissal (Bus Riders) – 3:10 p.m.

## E. J. Moss Intermediate School

First Bell – 7:50 a.m.

Tardy Bell – 8:00 a.m.

Dismissal – 3:25 p.m.

To Students and Parents:

Welcome to the new school year! Teachers and other school staff members want this year to be an especially good one for each child, with many interesting learning experiences. For this to happen, we all have to work together: students, parents, and teachers. This Student Handbook is designed to help us do this.

The Lindale Elementary Handbook contains information that you are likely to need during the school year.

We have attempted to make the language as informal as possible, however, in parts of the handbook please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with the Lindale Independent School District Student Code of Conduct, where you will find the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct that is adopted by the Board. Please be aware that the handbook is updated annually, while policy adoption and revision takes place throughout the calendar year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

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

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 in the school office and online at [www.lindaleeagles.org](http://www.lindaleeagles.org).

## STUDENTS

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Be prepared for each class with appropriate materials and assignments.
- Act responsibly.
- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.
- Pay required fees and fines unless they are waived.
- Share school information with parents.
- Seek changes in school rules and District policies in an orderly and responsible manner through appropriate channels.
- Visit another campus only when it is appropriate to be there.

## PARENTS – Our Most Important Partners

Your support, encouragement and participation in your child's education are very important. Lindale ISD values the partnership between schools and families as we work together for the benefit of the children. Your input and involvement in your child's education is the key to success in school. If you have questions, please feel free to call the school or make an appointment with your child's teacher. We welcome and need you as partners.

- Be sure your child attends school daily.
- Be sure that your student brings the required notes explaining absences.

- Be sure your student arrives to school on time.
- Maintain up-to-date school records for your child including, home, work and emergency telephone numbers, immunization records, and other pertinent information.
- Encourage proper study habits at home.
- Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.
- Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives to assist your child if needed.
- Stay informed of school rules and encourage your child to obey these rules.
- Participate in school-related organizations.
- Be sure that your child is appropriately dressed for school and school-related activities and has all materials needed for class.
- Discuss progress reports, report cards and school assignments with your child.
- Bring to the attention of school authorities any learning problem or condition that may relate to your child's education.
- Cooperate with and support school staff and administrators and teachers to assist your child.
- Be sure your child attends school tutorials when needed.
- Return the student acknowledgment form with your signature indicating that you have read the student rules and consent to the responsibilities outlined in this plan.
- A student's parent is legally liable for property damage caused by negligent or malicious conduct of the student.

## TEACHERS

- Encourage high achievement.
- Use appropriate discipline management techniques.

- Advocate for the success of all students.
- Ensure good student discipline by being in regular attendance and on time.
- Perform teaching duties with appropriate preparation, assignments and resource materials.
- Comply with District and school policies, rules, management guidelines and directives.
- Maintain classroom atmosphere that nurtures students and promotes active learning.
- Establish rapport and an effective working relationship with parents, students and other staff members.
- Encourage good work habits that will lead to the accomplishment of personal goals.
- Serve as an appropriate role model for students in accordance with the standards of the teaching profession.

## ADMINISTRATORS

- Establish the learning climate for the school.
- Provide instructional leadership.
- Assume responsibility for discipline and for implementation of the Student
  - Code of Conduct.
- Respond to discipline problems referred by teachers or other staff members.
- Encourage and participate in parent communication with the school, including participation in required parent-teacher conferences.
- Serve as appropriate role models for the students and staff on the campus in accordance with the standards of the profession.
- Supervise and assess the implementation of all programming at the school.

## CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, field trips,

student competitions, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

## JURISDICTION

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. Within the District's jurisdiction is any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The District's jurisdiction also includes any student whose conduct at any time and in any place interferes with or obstructs the mission or operations of the District or the safety or welfare of students or staff members.

## ASBESTOS REPORT

Contact Ed Rienhardt, Director of Maintenance for any questions or concerns, at (903) 881-4100.

## BACTERIAL MENINGITIS

In the fall of 2001 Senate Bill (SB) 31 was signed into law by Governor Perry and requires school districts to provide information relating to Bacterial Meningitis to all parents each school year.

Meningitis is most commonly spread in the college dormitories, due to close living arrangements, but the legislature felt it was important for all parents to be made aware of the disease. Colleges now require students to provide proof of having had the Meningitis vaccine within the last 5 years. Below you will find information on Bacterial Meningitis. If you would like a copy of SB 31, a copy may be obtained on-line at the following address:

[www.capitol.state.tx.us](http://www.capitol.state.tx.us).

## 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 pneumoniae* 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
- High temperature
- Vomiting
- Sensitivity to bright lights
- 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.*

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 bacteria 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 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, W135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is required by colleges for students. 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.

## DENIAL OF INTERNET ACCESS/ELECTRONIC PUBLICATION

Your child has an opportunity to access the Internet using the Lindale Independent School District's Wide Area network (WAN). The Internet is a connection between many computers that enables users to share many resources. Through the District's WAN, your child will have access to hundreds of databases, libraries, and computer services worldwide. During lessons, students will be accessing specific Internet sites pertaining to their research topics.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you may find objectionable. While the District will take reasonable steps to preclude access to such material and does not encourage such access, it is not possible to absolutely prevent such access.

With this educational opportunity also comes responsibility. Inappropriate system use as stated in the Acceptable Use Guidelines will result in loss of privilege to use the District WAN and the Internet.



## HARASSMENT/BULLYING

Harassment or bullying will not be tolerated by the District. 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 encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability  
Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or teacher. The allegations will be investigated and addressed. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). See also policy FNCL

### Sexual Harassment / Sexual Abuse

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.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. 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 by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Jamie Holder at (903) 881-4000.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (L).

**LINDALE EARLY CHILDHOOD CENTER**  
**Procedure for Addressing Bullying, Intimidation, and Harassment**

**Bullying, defined (TEC 37.001, FO Legal):** Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. 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 damage to the student's property; or
2. is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**Harassment:** any physical or verbal abuse of a person because of his/her race, religion, age, gender, disability or any other legally protected status. Harassment can further be clarified as any conduct that creates significant anguish to another person, with the intent to bother, scare or emotionally abuse him/ her. Federal and state harassment laws have further outlined what does and does not constitute harassment for various situations. Lindale Early Childhood Center will continue to work within the LISD Policy and will not tolerate mistreatment of students. All campus staff will be trained in the appropriate and effective method of reporting an incident of bullying, harassment and/ or intimidation as follows:

- Incidents can be reported to any staff member. It can be verbal, written, emailed or observed.
- The staff member should refer the report on to the classroom teacher. All repeated or severe incidents will be reported to the principal or counselor.
- Investigation of each incident will be done by appropriate school personnel.
- Appropriate consequences will be assigned ranging from verbal discussion and clarification to disciplinary actions as specified in the Student Discipline Plan.

**COLLEGE STREET ELEMENTARY AND VELMA PENNY ELEMENTARY SCHOOL**  
**Procedure for Addressing Bullying, Intimidation, and Harassment**

**Bullying, defined (TEC 37.001, FO Legal):** Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

1. 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; or
2. is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**Harassment:** any physical or verbal abuse of a person because of his/her race, religion, age, gender, disability, or any other legally protected status. Harassment can further be

clarified as any conduct that creates significant anguish to another person, with the intent to bother, scare or emotionally abuse him/her. Federal and state harassment laws further outlined what does and does not constitute harassment for various situations.

Students at Lindale Elementary Schools (College Street and Velma Penny) are expected to regard each other with respect and civility recognizing the importance of being a student of good character as a key to academic success. Procedure to address bullying, harassment and intimidation are as follows:

- Complaints may be initiated by parents, educators, or students through notes, emails, phone calls or personal contact. The issue needs to be reported within a 48 hour period of occurrence.
- Complaints will be handled by the principal or designee.
- Complaints will be kept confidential
- An investigation process will be conducted by the principal or their designee.
- At the conclusion of the process, the outcome may be all or one of the following as determined by the principal or their designee:
  - ●Counseling
  - ●Mediation
  - ●Discipline/Correction
  - ●Or an Action Plan to address the perpetrator, the victim and the bystander

## E.J. Moss Intermediate

### Procedure for Addressing Bullying, Intimidation, and Harassment

Bullying, defined (TEC 37.001, FO Legal): Bullying occurs when a student of group of students engages in written or verbal expression or physical conduct that:

1. 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; or
2. is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Harassment: any physical or verbal abuse of a person because of his/her race, religion, age, gender, disability, or any other legally protected status. Harassment can further be clarified as any conduct that creates significant anguish to another person, with the intent to bother, scare or emotionally abuse him/her. Federal and state harassment laws further outlined what does and does not constitute harassment for various situations.

E.J. Moss Intermediate School will work within the policies of Lindale ISD to promote a climate of respect and consideration among all students and staff. We support a preventative approach toward bullying behaviors and instruct students in positive character development strategies. Procedure to address bullying, harassment and intimidation are as follows:

### Reports incidents of bullying:

1. Students may report to a teacher, administrator, or any other adult employee of the school any incidents of bullying. All reports will be forwarded to the school Counselor, Assistant Principal, or Principal.
2. Reports may be made in person, through digital communication, or in writing
3. It is best if reports are made within 24-48 hours of the incident.
4. All reports and information will be kept confidential.
5. Parents may report an incident on their student's behalf by contacting the Principal, Assistant Principal, School Resource Officer or School Counselor.
6. Reports will be investigated by school personnel.
7. A written report will be documented and kept on file for the remainder of the school year. If deemed appropriate by the school administration, the documentation will be passed on to the next school counselor.
8. Appropriate consequences will be determined:
  - Counseling Mediation
  - Discipline/Correction
  - Or an Action Plan to address the perpetrator, the victim and the bystander

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education 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. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the Lindale Independent School District 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 principal 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 an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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 District 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 District 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 Lindale Independent School District discloses education records without consent to officials of another school District in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue,  
SW Washington, D.C. 20202-4605

FERPA allows the Lindale Independent School District to disclose “directory information” without a parent or eligible student consent. The disclosure of directory information may include disclosure in a school or class directory, a program for an extracurricular event, or on a badge which students are required to wear or exhibit during the school day and extracurricular activities.

The Lindale Independent School District has identified the following and similar personally identifiable information as \*directory information\*: name, address, telephone number, classification, dates of attendance in the schools of the District, height and weight for students involved in athletics or similar extracurricular programs, honors received, most recent previous education institution, extracurricular activities in which the student is involved, and photographs. A parent or an eligible student may object to any of these items as directory information. If a parent or eligible student objects to any or all of the items as directory information, such person must notify Lindale Independent School District in writing of the items which should not be designated as directory information of that student. The District must receive any objection to an item of directory information within 10 days of receipt of this notice.

## NONDISCRIMINATION

Lindale ISD and its Career and Technology Education Program does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities or employment as required by Title IX, Section 504 and Title VI.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator for concerns regarding sex discrimination: Jamie Holder, (903) 881-4004
- Section 504 Coordinator for concerns regarding disability discrimination: Lori Anderson, (903) 881-4004

## NOTICE TO STUDENTS AND PARENTS REGARDING DRUG-FREE SCHOOLS

The Lindale Independent School District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a code of student conduct that prohibits the use, sale, possession and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct. The District's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be suspended for up to six school days or expelled for a period of time ranging from seven school days to the end of the school year. In addition, they may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the District's policies. The principal of your school will be glad to provide you access to or a copy of these policies.

Depending on the nature and severity of a drug or alcohol-related offense, a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline. The principal or counselor of your school can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of our community.

## PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. If you have any questions about pesticides, call the Maintenance IPM Coordinator at (903) 881-4100.

## PHYSICAL FITNESS ASSESSMENT

Annually, the District will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the campus principal, to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## REQUESTING PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF

You may request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## REQUEST TO RESTRICT STUDENT INVOLVEMENT IN PUBLICITY/MEDIA COVERAGE

Lindale ISD welcomes the news media to publicize student, campus and District accomplishments and events. LISD also attempts to cooperate with media requests to interview, photograph, audiotape, and/or videotape students or staff when the coverage will not cause excessive disruption to the instructional process and when the coverage supports the school District's public information responsibilities and/or provides positive public relations opportunities.

State and federal laws do not require the school District to obtain the permission of parents or guardians prior to a child being photographed, videotaped, or interviewed for the following reasons:

- News media coverage
- Publicity related to participation in co-curricular or extracurricular activities (such as athletic, band, or PTA/PTO/PTP programs.)
- Instructional or staff development purposes
- Safety or disciplinary reasons

Whenever possible, District and campus staff will notify parents/guardians if an individual student has been interviewed, photographed, or videotaped by the news media. Although not required by law, LISD makes every effort to honor requests from parents/guardians to prevent their students from being photographed, videotaped and/or interviewed for media coverage of the school District.

- You may deny granting or denying any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - when it is to be used for school safety;
  - when it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - when it relates to media coverage of the school.

## REQUESTING TRANSFER FROM UNSAFE SCHOOLS

To request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]

To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

## SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

The School Health Advisory Council provides an efficient, effective structure for creating and implementing an age-appropriate, sequential health education program, and early intervention and prevention strategies that can easily be supported by local families and community stakeholders. For more information pertaining to SHAC, contact the campus counselor or Lori Anderson at (903) 881-4004.

## SERVICES FOR TITLE I PARTICIPANTS

The Parent Involvement Coordinator, who works with parents for students participating in Title I programs is Lori Anderson and may be contacted at (903) 881-4004.

## STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents certain rights.

You may review your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child. Removing your child temporarily from the classroom is permitted if an instructional activity in which your child is scheduled to participate in conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records and may be released to:



- The parents—whether married, separated, or divorced—who will generally have access to the records. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may access the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include the Superintendent, and principals, school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the Superintendent’s office is: P.O. Box 370, Lindale, TX 75771

The addresses of the principals’ offices are same as above.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may review and inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process defined by policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Please note: Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. The District’s complete policy regarding student records is available from the principal’s or Superintendent’s office.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District—do not have to be made available to the parents or student.

- Parents have the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

## STUDENT SURVEYS

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.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information 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 any teaching materials used in connection with such a survey, analysis, or evaluation. For further information, see policy EF.

## TRANSLATORS

If you need a translator for any parent involvement at your child's school, please contact his/her campus.

Si Usted necesita a un traductor para una conferencia en la escuela de su hijo(-a), por favor, contacte/llame a la escuela.

## VENDING MACHINES

The District has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines you may contact the Director of Child Nutrition, Cindy McClenny at (903) 881-4121. [See policies at CO and FFA.]

## ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day, 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. Parents will be notified by letter when a student has reached an excessive amount of absences, whether excused or unexcused.

### Attendance Accounting

Attendance for Average Daily Attendance purposes (ADA) will be taken at 10 a.m. each school day.

### Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered.

When a student must be absent from school, the parent must notify the school office by phone within seven (7) days of the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older. Students with prior notification of absences will follow the make-up work policy already stated.

### Compulsory Attendance

The state compulsory attendance law requires that:

- A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused.
- All students are under the state’s compulsory attendance law once they enroll in school.
- School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

## Lindale Independent School District Truancy Court Documentation

### Attendance Intervention Policy

Truancy may be filed on any student for three undocumented absences within a four week period or 10 undocumented absences within six months after the following three steps of intervention have occurred:

Date/Initial:

- |          |  |
|----------|--|
| 1. _____ | School Messenger phone call to every undocumented absence. |
| 2. _____ | Official warning letter sent to parent/guardian.           |
| 3. _____ | Conference with parent/guardian.                           |

State law requires that a student be in attendance 90% of the days in the academic year (K-8) or semester (9-12) to be granted credit.

### Documentation from Healthcare Professionals

Notes from health care professionals (to excuse the absence/s) are due in the office at the time the student returns from his/her appointment or from the day(s) absent. No doctor's note will be accepted later than one week from the date of the absence or appointment.

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

### Excused Absences

State law and Board policy permit certain absences, including:

- An extracurricular activity or public performance approved by the District's Board of Trustees.
- Required screening, diagnosis, and treatment for Medicaid-eligible students. § Observance of religious holy days, including travel for that purpose.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention.

## EJ Moss Intermediate

### Make-Up Work

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. For each day of absence, a student has one day to make the work up.

### Tardies

A student who is tardy to school more than 3 times during a six weeks period will be assigned a mandatory study hall. Repeated instances of tardiness may result in more severe disciplinary action.

### Pre-Kindergarten-6<sup>th</sup> Grade Campuses

A student with excessive tardies and/or early check-outs will lose credit toward perfect attendance. Parents will be notified when students have excessive tardies.

Regardless of whether absences are excused or unexcused, due to State regulation, letters will be sent home to parents of students who have been absent approximately 5, 10 and 15 days.

A parent wishing to withdraw a student from school must present a signed statement to the principal explaining the reason for the withdrawal and the effective date. The student must then follow the procedure outlined in the withdrawal from School section, on the last day of attendance.

For further information, see policies at EHBC, EIA, FDC, and FDD.

## ATTENDANCE COMMITTEE

If a student does not meet compulsory attendance requirements, the campus attendance committee will review the circumstances, using the guidelines at Board Policy FEC(Local), to determine whether the student will receive credit.

## ENROLLMENT

### Age Requirements

State guidelines and District policy require a Kindergarten student to be 5 years old on or before September 1. A first grade student must be 6 years old on or before September 1, unless the child has successfully completed public Kindergarten in another state or has received instruction in public first grade in another state. An original birth certificate, not a hospital copy, must be presented for Kindergarten and first grade students enrolling in Lindale ISD schools for the first time. In Texas, children must attend school from the age of 6 until their 18<sup>th</sup> birthday.

## Pre-Kindergarten

Lindale ISD offers full-day Pre-Kindergarten classes for children who are four years old on or before September 1, live in the District and:

1. have a limited ability to speak and/or comprehend the English language; or
2. are homeless; or
3. whose family income allows the child to qualify for free or reduced lunch; or
4. whose parents or guardians are active duty uniformed members, of the Army, Navy, Marine Corps, Air Force or Coast Guard who are assigned to duty stations in Texas or who are Texans who have eligible children residing in Texas; or
5. whose parents or guardians are Guard and Reserve-Activated/Mobilized uniform members of the Texas National Guard-Arm or Air Guard or the Activated/Mobilized members of the Reserve components of the Army, Navy, Marine Corps, Air Force or Coast Guard who are Texas residents regardless of the location of the reserve unit; or
6. have military parents who are missing in action or who have died.
7. is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family code.

A child who is eligible for enrollment under item 4 or 5 above remains eligible if the child's parents leaves the Armed Forces, or is no longer on active duty after the child begins Pre-Kindergarten class.

All students who have a legal residence within the Lindale Independent School District and who meet the age and immunization requirements established by the State of Texas are eligible to attend the Lindale Public School free of tuition charge.

Admission will be granted to eligible students desiring enrollment in Lindale ISD Pre-K-sixth grade. Prior to actual enrollment they will be required to provide:

1. Show proof of residency (a current electric, gas, or water bill; or original lease/rental agreement)
2. Show proof of withdrawal with clear records from the previous school
3. Provide an up-to-date immunization record
4. Provide the student's social security number
5. Complete an enrollment data form
6. Provide a birth certificate

## IMMUNIZATIONS

All immunizations must be completed before admission/placement in a classroom. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized.

Children on an ideal schedule as recommended will have received 5 doses of DTP/DTaP vaccines, 4 doses of Polio vaccine, 3 or more doses of Hib vaccine, 3 doses of Hepatitis B vaccine, 2 doses of MMR, 1 dose of Varicella vaccine, 2 doses of Hepatitis A, and PCV7[according to Prevnar schedule] by the time they enter Kindergarten. The following immunizations are required by Texas State Law, Title 25 Health Services, 97.63 of the Texas Administrative Code, and are grouped by age:

### IMMUNIZATION DOSES REQUIRED TO START SCHOOL

#### (STUDENTS LESS THAN 5 YEARS OLD)

Diphtheria, Tetanus, Pertussis 4 DOSES-PLUS A BOOSTER AT 4 YRS  
(DTaP/DTP/DT/Tdap/Td)  
POLIO 3 DOSES-PLUS A BOOSTER AT 4 YRS  
MMR 1 DOSE-PLUS A BOOSTER AT 4 YRS  
HIB 3 DOSES-OR 1 HIB AT OR AFTER 15 MONTHS OLD HEPATITIS B 3 DOSES  
VARICELLA 1 DOSE  
(CHICKEN POX)  
HEPATITIS A 2 DOSES  
PCV7 SEE PREVNAR SCHEDULE (\*Note below)

#### KINDERGARTEN THRU 12<sup>TH</sup> GRADE

##### (5 YEARS AND OLDER)

Diphtheria, Tetanus, Pertussis 5 DOSES-UNLESS 4<sup>TH</sup> DOSE GIVEN AFTER 4<sup>TH</sup> B-DAY  
(DTaP/DTP/DT/Tdap/Td) (FOR STUDENTS 7 YRS OR OLDER-3 DOSES REQUIRED IF LAST DOSE AFTER 4<sup>TH</sup> BIRTHDAY)  
\*\*Tdap BOOSTER REQUIRED FOR 7<sup>TH</sup> GRADE STUDENTS if 5 years since last DTP Vaccine  
FOR 8<sup>TH</sup>-12<sup>TH</sup> GRADE: Tdap BOOSTER REQUIRED When 10 years have passed since last DTP vaccine  
(Td acceptable substitute if Tdap medically contraindicated)

POLIO 4 DOSES-UNLESS 3<sup>RD</sup> DOSE GIVEN AFTER 4<sup>TH</sup> B-DAY  
MEASLES, MUMPS, 2 DOSES-1<sup>ST</sup> DOSE MUST BE ON OR AFTER 1<sup>ST</sup> B-DAY  
RUBELLA (MMR)  
HEPATITIS B 3 DOSES  
VARICELLA 2 DOSES- 1<sup>ST</sup> DOSE MUST BE ON OR AFTER 1<sup>ST</sup> B-DAY  
(CHICKEN POX)  
HEPATITIS A 2 DOSES-(1<sup>ST</sup> DOSE MUST BE ON OR AFTER 1<sup>ST</sup> B-DAY)  
\*\*REQUIRED FOR KINDERGARTEN THRU 8<sup>TH</sup> GRADE ENTRY ONLY\*\*  
MENINGOCOCCAL 1 DOSE \*\*7<sup>TH</sup>- 12<sup>TH</sup> (AFTER 11<sup>TH</sup> B-DAY)

**Military families:** Effective December 30, 2004, a dependent of a person who is on active duty with the armed forces of the United States can be enrolled provisionally for no more than 30 days if he/she transfers from out-of-state and is awaiting the transfer of the immunization records.

### HOMELESS STUDENTS

If a child is less than 18 years of age on or before Sept. 1 of the year for which admission is sought and resides separate and apart from parents, guardian or other persons having lawful control of the child under order of court, it must be established that the child's presence in the school District is not for the primary reasons of participating in extracurricular activities. It shall be the responsibility of the Lindale ISD Board of Trustees to make such determinations.

### WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school only by a parent/legal guardian. A withdrawal form may be obtained by the parent from the school's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book

clearance; to the librarian to assure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal's office for any other outstanding fees. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

## CREDIT BY EXAMINATION

### Kindergarten-Grade 5

The District shall accelerate a student in grades 1-5 one grade level if the student meets the following requirements:

1. The student scores 80 percent or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies;
2. A District representative recommends that the student be accelerated; and
3. The student's parent or guardian gives written approval of the acceleration. Grades 6-12

The District shall give a student in grades 6-12 credit for an academic subject in which the student has received no prior instruction if the student scores 80 percent or above on a criterion-referenced examination for acceleration for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript. (See policies EEJB (Legal))

## GRADING

Pre-Kindergarten -1st grade utilize skill-based grading, which reflects a child's progress towards each standard within each subject area such as math, reading, language arts, science, and social studies.

In grades 2 - 6, achievement is reported to parents as number grades in core subject areas.

## HOMEWORK

Homework is an essential part of learning. It is assigned regularly for the purposes of practice, reinforcing skills, enhancing learning and providing feedback to students. It is also designed to teach children responsibility in completing tasks in a specified time.

### E. J. Moss Intermediate Homework Policy

A student who does not complete work in class or as homework will receive a late work form with instructions to receive credit. If a student receives multiple late homework forms they will be referred to the office.



## PROGRAMS

### Instructional Programs Foundation Curriculum

English Language Arts prepares students for the increasingly rich media world of today. As receptive listeners, discerning readers, expressive oral readers, and fluent, analytical writers, our students practice the skills required in this dynamic subject. Language Arts is a vital part of every grade level and provides students the opportunities to develop skills in reading, writing, listening and speaking, research, and oral and written conventions.

Mathematics skills are the ability to use and interpret figures and numbers logically to solve problems. Mathematics spans all grade levels. Instruction stresses number, operation and quantitative reasoning; patterns, relationships and algebraic thinking; geometry and spatial reasoning; measurement; and probability and statistics.

Science courses help students acquire knowledge about the natural world and develop critical-thinking skills and investigative tools. Kindergarten through 6th grade courses cover a wide range of scientific topics in the areas of earth, life, physical, and nature of science.

Social Studies is the integrated study of the social sciences and humanities to promote civic competence. Courses equip students to make informed decisions for the public good as citizens of a diverse, democratic society in an interdependent world. Social Studies begins in Kindergarten with the study of home and school and progresses through the study of communities to state and national history through 6<sup>th</sup> grade.

### Enrichment Curriculum

Fine Arts: Music begins as required formal instruction in Pre-Kindergarten through 5th grade and band or choir at grade 6. Students receive art instruction in 4<sup>th</sup> & 5<sup>th</sup> grade in conjunction with choir. Sixth grade will have a choice of electives: art/choir or band.

Health: Students acquire information and skills necessary to become healthy adults and learn about behaviors in which they should and should not participate. Health education is integrated into all subjects in Pre-Kindergarten through 6<sup>th</sup> grade.

Physical Education: Students acquire the knowledge and skills for movement that provide the foundation for enjoyment, continued social development through physical activity and an active lifestyle. P.E. is a required in Pre-Kindergarten through 6<sup>th</sup> grade.

Character Development: As required by the state of Texas, the development of character and citizenship is integrated into all foundation courses for all grade levels as well as being a District, campus, and community focus.

### Other Instructional Programs

- Career Awareness – Throughout the school year children are exposed to various careers. Guest speakers present careers using props, handouts and other visuals.
- Counseling – Individual and group counseling services are available to students upon parents' written request. Counseling issues include social skills, divorce, academic concerns, grief and behavior.

- Dyslexia –Qualifying students receive specialized instruction using a systematic dyslexia program. For more information, contact the campus dyslexia teacher.
- ESL (English as a Second Language) – The ESL program assists qualified students in the acquisition of English regardless of their native language. Intensive instruction is provided by the teacher to develop oral and written comprehension and reading and writing in English. For more information contact Lori Anderson at (903) 881-4004.
- Gifted and Talented – The District’s program for Gifted and Talented students is provided for those who excel or show potential to excel in general intellectual ability or specific subject matter aptitude. The screening process is designed to identify students who fall in the top 3-5% of the population. A student may be nominated for the Gifted and Talented Program at any time by teachers, counselors, parents, or other interested persons. Students in grades K-12 must be nominated by their grade’s deadline date in order to be tested for possible placement the following semester.

We will have one testing session for grades 1-5 for possible placement the following school year. Kinder will have one testing session for placement in the spring, of the current school year. We will have two testing sessions for grades 6-12: one in the fall (for possible placement in January) and one in the spring (for possible placement the following fall).

Contact the campus for dates regarding nominations for spring testing for grades 1<sup>st</sup> – 5<sup>th</sup> and 6<sup>th</sup>-11<sup>th</sup>.

Please submit nominations to the curriculum and testing department as early as possible. Nomination forms may also be submitted to homeroom teachers or campus offices by the due dates. Results of the testing will not be available until the last day of the semester in which the student is tested. Information and Nomination Forms are available through the district web-site. Click on the Departments tab and then on Gifted and Talented, and then Nomination Information. Parents are also welcome to download the forms from the site. General information about the Gifted and Talented program is also available on the district website.

- Health and Safety Assemblies – Programs which include fire safety, school bus safety, bicycle safety and home safety, as well as nutrition, exercise and fitness. Special speakers present programs to students and provide information for parents.
- Section 504–Section 504 Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. A child 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. The designated person to contact regarding a referral for evaluation applicable to Section 504 is the Campus 504 Coordinator.

- Special Education- Special Education students with disabilities are provided with specialized instruction based on individual needs as determined by an Admission, Review, and Dismissal (ARD) Committee. Services are provided in the least restrictive environment with access to the general education curriculum based on the Texas Essential Knowledge and Skills (TEKS). The District provides a full continuum of services for all eligible students from age 3 through 21. For students with a visual or auditory disability, services start as soon as the child is identified, infant through 21.
- Technology – Technology is responsible for providing leadership in the implementation of educational technologies that increase the effectiveness of student learning; instructional management; professional development; and administration. Technology, both software and hardware, is integrated into every classroom, campus, and department and is a major area of emphasis in the District.
- Volunteer – Adults who work one-on-one with students to improve their abilities. All volunteers will be approved through the school office and will require a background check.

## PROMOTION AND RETENTION

A student in grades 2-6 may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

A student shall obtain an average of seventy (70) or above in reading and seventy (70) or above in mathematics to be promoted. In addition, to comply with Senate Bill 1, students to be promoted from one grade level to the next shall attain for the year a combined average of seventy (70) or above in the areas of language arts, social studies, and science. NOTE: Language arts includes English, spelling and handwriting.

### Kindergarten & 1st grade

In Kindergarten & 1st grade, student performance is reflected on a skills-based report card which will be used to help determine promotion to the next grade. Students may be retained in Kindergarten & 1st with parent approval.

### Grades 2-6

In grades 2-6, a student will be promoted to the next grade level if:

- a student obtains an average of seventy (70) or above in reading and seventy (70) or above in mathematics
- In addition, to comply with Senate Bill 1, students to be promoted from one grade level to the next shall attain for the year a combined average of seventy (70) or above in the areas of language arts, social studies, and science.

## REPORT CARDS, PROGRESS REPORTS, CONFERENCES

Written reports of your child's grades or performance in each class or subject are issued to you at least once every 3 weeks. We encourage parents to request parent/teacher conferences. The district will hold a parent/teacher conference night that can be located on the district calendar.

If your child receives a grade lower than 70 in any class or subject during a grading period, please request a conference with the teacher of that class or subject.

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and progress reports must be signed by the parent and should be returned to the school within three days.

## SUMMER SCHOOL

Summer school is provided for students in grades K-6 who need additional intervention based on promotion, retention and/or attendance policies. Students may be required to attend Summer School or be retained according to their STAAR results.

## APPLICABILITY OF SCHOOL RULES AND DISCIPLINE

To achieve the best possible learning environment for all our students, Lindale ISD rules and discipline will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day or while a student is going to and from school on district transportation within 300 feet of school property.
- While a 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 or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by the Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

## CHECK ACCEPTANCE POLICY

Our school District has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. When paying by check you authorize checks returned unpaid and the state allowed fee to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash, online payment for cafeteria meals).

## CLASS SCHEDULES

Changing of a student's schedule is at the principal's discretion (FDB board policy).

## COMPUTER RESOURCES

To prepare you for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

For additional information, see policy CQ.

## COUNSELING

### Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. If you wish to meet with the counselor, you should call the school office.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. For more information, refer to policy FFE.

## DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct. (SEC 37.124 and GKC Local).

## DISTRIBUTION OF PUBLISHED MATERIALS, DOCUMENTS

### School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal. Such items may include school posters, brochures, murals, etc.

The school yearbooks are offered for purchase to students each year.

All school publications are under the supervision of a teacher, sponsor and the principal.

### Non-school Materials

Party invitations may only be handed out at school if including all students or all boys/girls in the classroom.

Unless a student (or a non-student) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

The principal has designated an area for approved non-school materials to be placed for voluntary viewing by other students.

Special deliveries for students (flowers, balloons, etc.) will be delivered at the end of each school day. Mums and garters are reserved for Jr. High and high school students only.

## DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students shall come to school looking clean and neat and wearing clothing that exhibits grooming that will not be a health or safety hazard to the student or others. LISD prohibits picture emblems or writings on clothing that are lewd, offensive, vulgar or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under Policy FNCF (L). LISD also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of, or interfere with, normal school operations.

### General Dress Code criteria for Pre-K – 6<sup>th</sup> grade students

#### All Students:

1. Are to wear appropriate shoes in the academic buildings.
2. Are to wear clothing that is not "exotic," see-through or leaves the back or midriff exposed, even when both arms are raised.
3. Are to wear pants at waist level. No extremely baggy pants or sagging is allowed.
4. Should keep hair neat and clean.
5. Are prohibited from wearing clothing or accessories that represent alcoholic beverages, tobacco products, illicit drugs, vulgar slogans or pictures, suggestive comments or pictures, or references to death or violence.
6. May not wear hats and caps except on days specified by the principal.
7. Are not allowed to have/wear any form of tattoos, drawings or markings.
8. Are not allowed to have any body piercing.

#### Female Students:

1. May not wear spaghetti strap sundresses or tops.
2. May not wear low-neck blouses.
3. Are to keep hair well groomed and out of the face and eyes. Hair may not be colored any color other than natural tones.
4. Are prohibited from wearing makeup.
5. May wear earrings that are not distracting.

#### Male Students:

1. Boys' hair requirements for looking clean and neat will include (a) Hair out of and/or above the eyes, (b) Hair styled not to be below the ear lobe on the sides, (c) Hair is not to extend more than one (d) inch below the top of a shirt collar of a standard style dress shirt, (e) Any unnatural hair coloring, razor designs, colored weaves, or plaiting of hair

will not be allowed. Hair is not to be pony-tailed or bun or cut in any way that is disruptive to the educational process.

2. Boys may not have their hair cut in a Mohawk.
3. May not wear tank tops or shirts with sleeves cut or torn out. All sleeves must have a hem.
4. Are prohibited from having any facial hair.
5. May not wear any type of ear adornment.
6. May not wear painted fingernails nor wear facial makeup.

Specific Dress Code criteria for Pre-K – 3rd grade students (ECC, CSE, VPE) 1. Students are allowed to wear walking shorts (no short shorts). Skirts and shorts length need to be at mid-thigh level. NOTE: Rule will be altered for track meet and other specified events.

**\*\*Students must be in compliance with the dress code before starting the 1st day of school\*\***

Specific Dress Code criteria for 4<sup>th</sup>-6<sup>th</sup> grade students

*EJ Moss Dress Code:*

All items of clothing or accessories must be worn in the manner in which they were designed to be worn. Students may not wear clothing, accessories or styles that disrupt the learning process or the educational setting.

All Students:

1. Are to wear appropriate shoes in the academic buildings.
2. May not wear clothing that is see-through or leaves the back or midriff exposed, even when both arms are raised.
3. Are to wear pants at waist level. No extremely baggy, sagging, or excessively tight pants.
4. Should keep hair neat and clean.
5. Are prohibited from wearing clothing or accessories that represent alcoholic beverages, tobacco products, illicit drugs, vulgar slogans or pictures, suggestive comments or pictures, references to death or violence.
6. May not wear hats and caps except on days specified by the principal.
7. Are not allowed to have/wear any form of tattoos, drawings or markings.
8. Are not allowed to have any body piercing.
9. Are not allowed to wear any type of shoes with rollers in them, or any type of rollerblades at school or school-sponsored events (unless approved by the campus principal).
10. Are permitted to wear shorts. The length of shorts must be no shorter than three inches from the top of the knee cap and all sides. Tight shorts and bike shorts are not allowed. Boxer shorts are not allowed to be visible.
11. Are prohibited from wearing chains, including wallet chains.



12. Are prohibited from wearing clothing that is cut, torn or that has holes above the knees. (permanent patches in jeans is permissible)
13. Are to wear appropriate undergarments.
14. Are prohibited from wearing/displaying any gang related clothing or graffiti at school.
15. Are prohibited from wearing sleepwear or pajamas (unless approved by the campus principal).

#### Female Students:

1. May not wear spaghetti strap sun-dresses or tops.
2. May not wear shirts, tops, blouses or dresses that resemble tank tops. Shirt straps must be at least 3 inches in width.
3. May not wear low-neck blouses.
4. Are to keep hair well-groomed and out of the face and eyes. Hair may only be colored in natural tones.
5. Are prohibited from wearing exaggerated makeup or hair colors.
6. May wear earrings that are not distracting.
7. May wear skirts, shorts, or dresses that are no shorter than 3 inches above the knee on all sides.
8. Leggings may be worn with a skirt, dress, top or shorts in dress code length as stated in point # 7 above (no shorter than 3 inches above the knee on all sides).

#### Male Students:

1. Boys' hair requirements for looking clean and neat will include: (a) Hair out of and above the eyes, (b) Hair styled not to be below the ear lobe on the sides, (c) Hair is not to extend more than one inch below the top of a shirt collar (d) Razor designs, colored weaves, plaiting of hair will not be allowed. (e) Hair may only be colored in natural tones. (f) May not have their hair cut or styled in a Mohawk, pony-tailed or cut in any way this is disruptive to the educational setting.
2. May not wear tank tops, sleeveless shirts, like apparel or shirts with sleeves cut or torn out. All sleeves must have a hem.
3. Are prohibited from having any facial hair.
4. May not wear any type of ear adornment.
5. May not wear painted fingernails nor wear facial makeup.

**\*\*Students must be in compliance with the dress code before starting the 1st day of school\*\***

## DROP-OFF AND PICK-UP PROCEDURES

### Early Childhood Center - Morning Drop-Off

According to state law, cell phone use is not permitted in drop-off and pick-up areas. Traffic will flow one way from Hwy. 16 on to the campus. Car and bus-riders will be dropped off at the left hand entrance at the north side of the building with school personnel on duty. There will be no parking in the bus drop-off area. If it is necessary to park, please use the front parking area, and enter through the front doors. Do not leave a car unattended along the curb in front of the school. Also, at no time will you be allowed to drop off your child at this location. All students eating breakfast and all Pre-K will go directly to the cafeteria. ECSE students will be dropped off at the Bell Street entrance/exit.

Kindergarten students not eating breakfast will go to the gym. Staff will be on duty to monitor students walking to the gym. Parents walking students inside the building will drop off in the foyer. Teachers will take the students to classrooms at 7:55 a.m. The tardy bell rings at 8:05 a.m

### ECC Afternoon Pick Up for Car Riders

According to state law, cell phone use is not permitted in drop-off and pick-up areas.

All Pre-Kindergarten and Headstart are to be picked up at 2:30. Kindergarten will be picked up at 3:05. Please use the same traffic pattern as mentioned above. See the parent pick-up video on the ECC website. All ECC car riders will be picked up in the car line. Have your student identification tag visible in your car window for ECC staff members to see.

All students will be issued two student identification tags at the beginning of the school year. Please obtain an identification card for each person who will pick up your child and explain the safety procedures. A student will not be released unless you have your official student identification card. If you do not have your card, the office staff will be happy to issue another one with proper identification.

Early dismissal will be allowed for doctor, dental and other appointments. If it is necessary to change the way a student is to go home from his/her normal routine, parents must call the office before 2 p.m. or send a note that morning. *Teachers will send a child home the usual way unless a note or phone call comes from the parent. All ECSE(bus and car riders) students will be picked up at the Bell Street entrance/exit.*

### College Street-Morning Drop-Off Procedures

According to state law, cell phone use is not permitted in drop-off and pick-up areas. Traffic will flow one-way entering from West North St. and exiting on College St. All car-riders will be dropped off at the front entrance of the school on College St. All students eating breakfast will go directly to the cafeteria. Please help

with the flow of traffic by having your child ready to unload before reaching the cafeteria. First and second grade students not eating breakfast will go to the gym. Third grade students will go to the cafeteria.

Please do not park on the wall marked "Staff Parking" to walk your child in. This hampers staff from finding parking and is unsafe for you and your child as cars are pulling in to park.

### College Street- Afternoon Car-Rider Pick-Up Procedures

According to state law, cell phone use is not permitted in drop-off and pick-up areas. All students will be issued two student identification tags at the beginning of the school year. Please obtain an identification tag for each car or person picking up your child. The student identification tag should be placed on the dashboard or your vehicle so that it can be seen at all times. A student will not be released unless you have your student identification tag. Please inform persons picking up your child of the school procedures. If you lose your student identification tag, please call the office for another one. If you are in line and do not have your tag, you will be asked to go to the office to sign your child out.

First & Second Grade: will be picked up on the west side of the campus from the playground area. Vehicles will enter the playground area off of West North St. and exit on Hwy. 16. Gates leading onto the playground will be opened around 3 p.m.

Third Grade: will be picked up on the east side of the campus from the cafeteria. Vehicles will enter the campus off West North St. and exit on to College St.

If parents do not have a car tag they will be asked to pull over and come in to pick up their child.

Traffic Flow Suggestions: - It is the suggestion of both the Lindale Police Department and the Lindale School District that all traffic (especially in the afternoon) travel north on College St. to Mallory St. and turn left. Continue to go straight on Mallory St. and turn left at the first stadium entrance. The road from the stadium will lead vehicles to the orange cones. The cones will divide the first and second grade car lines.

Please do not leave your vehicle unattended in the traffic lanes at any time. This will only slow down the flow of traffic and could hinder daytime deliveries. If you wish to walk your child/children into the school in the mornings, parking is available across the street.

- Parents/ Guardians, students will be released only during appropriate times because of legal liability and student safety issues. If you need to pick up your child earlier than the scheduled release, please call the office. If you choose to walk in to pick up your child, please wait until all buses have departed. For safety reasons, we ask if you arrived after buses are in line, please do not cross or walk between the buses.
- If it is necessary to change the way a student is to go home from his/her normal routine, parents must call the office before 2 p.m. or send a note that morning. *Teachers will send a child home the usual way unless a note or phone call comes from the parent.*

## Velma Penny Drop-Off Procedures Drop Off (Morning)

According to state law, cell phone use is not permitted in drop-off and pick-up areas.

Students in 1<sup>st</sup> and half of 2<sup>nd</sup> grade are to be dropped off in the front parking area. Students may begin arriving at school at 7:25 a.m. Students are to enter the side of the building under the awning. An adult will be there to assist the students. Morning drop off is a one lane drop off. For the safety of your children, please do not have a double lane of cars.

Students in half of 2<sup>nd</sup> and 3<sup>rd</sup> Grade are to be dropped off around the track side of the building. 2<sup>nd</sup> grade car line assignments will be given in August. Students may begin arriving at school at 7:25 a.m. Morning drop off is a one lane drop off. For the safety of your children, please do not have a double lane of cars. Students are to enter the cafeteria. Buses will also be entering the track and unloading at the cafeteria. Please drop off in the car line only.

## Velma Penny Pick-Up Procedures (Afternoon)

According to state law, cell phone use is not permitted in drop-off and pick-up areas.

All students at Velma Penny will be issued car tags. These car tags are to be placed in the front, right area of the windshield to assist the efficiency of pick up.

1<sup>st</sup> and half of 2<sup>nd</sup> Grade students are to be picked up in the front parking area. There will be four lanes once you pass the island. There will be adults to assist the students in getting in their cars.

Half of 2<sup>nd</sup> grade and 3<sup>rd</sup> Grade students are to be picked up around the track. There will be four lanes with adults assisting the students. The buses will also be in this pick up area. They will pull into the lane that is next to the building. The buses will begin arriving around 3:05 p.m. If you arrive after this time, please drive to the front to pick up your student. 2<sup>nd</sup> grade car line assignments will be given in August.

## E.J. Moss Intermediate – Drop-off

According to state law, cell phone use is not permitted in drop-off and pick-up areas.

Students attending E.J. Moss East are to be dropped off in front of the building or at the north side of the building. All students must enter the building through the front entrance. Students may begin arriving at school at 7:20 a.m. Once inside the building they will report to the auditorium where they will be seated by homeroom. Students should not unload more than 4 cars back. As students exit vehicles, they are to walk down the lines to the crosswalk, then cross to enter the building.

Students attending E.J. Moss West are to be dropped off in front of the building. Please pull up as far as possible to allow for maximum unloading capability. 5th grade students will report to

the gym and 6<sup>th</sup> grade students will report to the cafeteria upon arrival and be seated by homeroom. For safety purposes, students are not to unload vehicles in the employee parking lot.

- Families with students in both buildings should drop off both students at the younger child's building. The older child will walk to their building, using the covered walkway that connects both buildings.
- If it is necessary to change the way a student is to go home from his/her normal routine, parents must call the office before 2 p.m. or send a note that morning. *Teachers will send a child home the usual way unless a note or phone call comes from the parent.*

### E.J. Moss Intermediate – Pick-up

According to state law, cell phone use is not permitted in drop-off and pick-up areas. Fourth grade students attending E.J. Moss East will be picked up from the front of the building.

Students will not be allowed to walk into the parking lot in the front or the side to meet their ride. No E.J. Moss students shall be picked up at the tennis courts, or administration building.

Students attending E.J. Moss West will be picked up in the front of the school in one of the four lanes.

### FIELD TRIPS

Parents may be contacted to assist teachers on field trips to supervise small groups of students. Field trips are an extension of the classroom and a privilege based on the campus discipline plan. Field trips are not family outings; therefore, parents are encouraged not to bring siblings. Students are required to have written permission before attending a field trip. Students are to ride the bus during the field trip. Students may ride home with their parents after giving written permission to the teacher. Students on field trips will be supervised by an adult at all times. School dress code and discipline applies to all field trips.

### FOOD

Food brought to students during lunch may only be given to the child(ren) of the adult who brought the food.

Treats for birthday parties may only be shared during the last 30 minutes of the day and must be left in the office until time to be served. The classroom teacher will facilitate distribution of the treats to the class. Any treats or snacks must be store bought in original packaging with ingredient list and nutrition information.

## LAW ENFORCEMENT AGENCIES

### Questioning of Students

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

- The principal, or principal's designee, will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal, or principal's designee, ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal, or principal's designee, ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal, or principal's designee, 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 probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is 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 custody action, notification will most likely be after the fact.

### Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

For further information, see policy GRA.

### LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

### MEETINGS OF NON-CURRICULUM-RELATED GROUPS

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. Non-school groups must contact school principal. These groups must comply with the requirements found in policy FNA.

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

### PLEDGES TO THE U.S. AND TEXAS FLAGS

During each school day and at all assemblies, contests or public meetings, the Pledge of Allegiance and/or the Star Spangled Banner will be said or played, followed by the Salute to the Texas flag. Students objecting to participation in such activities on the basis of religious beliefs or nationality are not required to participate and will remain silent during the activities. While no student may be required to participate, they may be asked to stand. We will recognize a minute of silence each day after the recitation of the Pledge.

### PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not

require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## CELL PHONE ELECTRONIC DEVICES AND GAMES

Students are not permitted to access such items as cell phones, cameras, Smart/Game watch, or any other electronic/communication device at school. Teachers will collect the item and turn it into the principal's office. Any disciplinary action will be in accordance with the Student Code of Conduct.

- First offenses: Parent is required to pick up the device.
- Second and subsequent offenses: Required payment of \$10.00 as well as parent pick-up.

## RELEASE OF STUDENTS FROM SCHOOL

A student will be released to a parent/guardian according to campus sign-out procedures. A student who will need to leave school during the day must be signed out by a parent/guardian or approved person on the emergency contact list. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will evaluate systems to determine if the student should be sent home and will notify the student's parent.

## SAFETY

### Accident Prevention

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.



- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### Emergency School-Closing Information

Stay tuned to television stations KETK (Region 56), KLTN (Channel 7), KYTX (CBS 19) and radio stations KTBB (600 AM), KMOO (99.9 FM) for updates. You will also be notified by our School Messenger automated system.

### SEARCHES

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

### Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

### SCHOOL FACILITIES

#### Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school **beginning at 7:25 a.m.**:

- Early Childhood Center – Cafeteria and Gym
- College Street – Cafeteria and Gym
- Velma Penny Elementary – Cafeteria and Gym
- E.J. Moss East – Auditorium
- E.J. Moss West – Cafeteria and Gym

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

## STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own supplies as requested by the campus. A student may also be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Field trip expenses
- Technology usage fees may apply

## STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call, e-mail or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. In general, the parent or the child should first discuss the complaint with the campus principal. If unresolved, a written complaint and 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.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy and is available in the principal's and Superintendent's offices.

Topics and policies include:

- Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB.

- Loss of credit because of nonattendance: policy FDD.
- Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.
- Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.
- Expulsion of a student: policy FOD and the Student Code of Conduct.
- Discrimination on the basis of sex: policy FB.
- Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct.
- Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct.
- Instructional materials: policy EFA.
- On-campus distribution of non-school materials to students: policy FMA.
- Complaints against District peace officers: policy CKE.

## TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

## VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—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.

No skateboarding on school premises.

## VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## VISITS TO THE SCHOOL

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office. On the campuses of the Early Childhood Center, College Street Elementary School, Velma Penny Elementary School and E.J. Moss Intermediate School, visitors wishing to enter these campuses will first be required to use a buzzer, intercom and camera system to identify themselves and their intention prior to being allowed access to the front office or campus.

Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

- Please check-in at the school office to obtain a visitor's badge. Your driver's license must be scanned through the Raptor Technologies software system.

## COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain illnesses are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal. The diseases include:

Amebiasis	Impetigo	Salmonellosis, including
Campylobacteriosis	Infectious Mononucleosis	Typhoid Fever
Chicken Pox (Varicella)	Influenza	Scabies
Common cold with fever	Measles (Rubeola)	Shigellosis
Fifth Disease	Meningitis, Bacterial	Streptococcal Disease, (Erythema Infectiosum)
Mumps	Invasive (Group A or B)	
Gastroenteritis, Viral	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary

Giardiasis

Ringworm of the scalp

Whooping Cough (Pertussis)

Hepatitis A (acute)

Rubella (German Measles),  
Including congenital

The school requires that you not send your student to school with a temperature of 100 or greater. Please do not treat your child's temperature with medication to reduce the fever and then send them to school. Also, please exclude your student with a fever until the fever subsides for a whole 24-hour period.

## DIABETES

The district has developed and annually reviews a diabetic management plan, which addresses employee training, routine treatment and care that will be available for the student, and emergency interventions that will be provided to the student. The district requests that you notify the school nurse or campus principal if your child has diabetes. When the district receives information that a student has diabetes individual care plans will be developed to assist the student in the school environment.

## EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment; and information about allergies, medications, special medical conditions, etc. Therefore, parents are asked each year to complete an emergency care consent card. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, medicines, etc.). Please contact the school nurse to update information.

## FLU INFORMATION

Flu refers to illnesses caused by a number of different influenza viruses. Flu can cause a range of symptoms and effects, from mild to lethal. Most healthy people recover from the flu without problems, but certain people are at high risk for serious complications. Flu symptoms may include fever, coughing, sore throat, runny or stuffy nose, headaches, body aches, chills and fatigue. In H1N1 flu infection, vomiting and diarrhea may also occur.

Vaccination is the best protection against contracting the flu. Most people will need just one shot to be protected against both seasonal and H1N1 flu. Health Officials are continuing to encourage people to take the following everyday actions to protect against flu related illness.

- Cover your cough or sneeze with your elbow or a tissue
- Wash your hands for 20 seconds with soap and warm water. Alcohol-based hand cleaners are also effective

- Avoid touching your eyes, nose or mouth. Germs spread that way.
- Stay home if you are sick and consult a physician.

For more information

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

## FOOD ALLERGIES

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

## HEAD LICE POLICY AND PROCEDURE

### What Are Head Lice?

- Head lice are tiny gray to brown insects about the size of a sesame seed that live in human hair and must feed on human blood to live. They do not carry disease, but can cause discomfort and skin irritation.
- They lay tiny white oval-shaped eggs about the size of a knot in thread called nits that lice glue to each strand of hair close to the scalp. Although it is hard to see head lice, a person can see the nits if they look closely.
- Nits are most often found in the hair behind the ears and at the back of the head and neck. The first sign of lice is itching of the head which is caused by the bite of the head lice.

### How Do You Get Head Lice?

- Although head lice happens mostly with elementary school-aged children, it is important to remember that it doesn't matter what your age is, where you live or go to school, your gender,

or what ethnic group you are a part of, anyone can get head lice. It is not a sign of poor health habits or bad parenting.

- Children are naturally affectionate. Children get head lice from other children through head to head contact during play, sports or by sharing personal items such as combs, hairbrushes, ribbons, scarves or other head coverings.
- You can't spread nits, only live lice.

### How Do You Get Rid of Head Lice?

The Texas Department of State Health Services and Texas Education Agency recommends the following treatment for head lice and nits:

1. Use an over-the-counter FDA approved shampoo treatment that you find at the drug or grocery store. Follow directions on the packaging exactly. (Do not use home remedies such as flea shampoo or gasoline. These are dangerous and not proven effective.) You may also contact your physician for recommendations or prescription medications.
2. Remove as many nits as possible with a special nit comb that comes with the head lice treatment.
3. Treat your home at the same time you treat your child. Do the following:
4. Soak combs and brushes for 1 hour in lice shampoo or for 5-10 minutes in very hot water(130 degrees).
5. Wash bedding and clothing in very hot water(hottest setting on washing machine). Allow time for water to heat between wash loads. Dry at least 20 minutes in dryer.
6. Non-washable items should be dry cleaned or sealed in a plastic bag for one week.
7. Vacuum carpets, upholstery, pillows, and mattresses thoroughly.
8. Remember to clean to vehicle too.
9. Repeat treatment of the hair in 7 to 10 days(follow manufacturer's instructions for the lice treatment used) to make sure you kill any lice that may have
10. hatched from nits that might have been missed during the combing, before they lay eggs.  
*NOTE: FAILURE TO DO A SECOND TREATMENT MAY LEAD TO THE CONTINUATION OF THE LICE INFESTATION.*
11. There is no need to cut hair. Lice like to crawl on short hair just as much as long hair, and they need the same amount of treatment.

### How Do You Keep Lice From Coming Back?

- Teach family members to recognize nits and how lice spread and check everyone's hair periodically.
- If you find lice, follow the recommended treatment closely. Not following directions is the biggest reason why it doesn't work. If your child has extra long hair a second bottle may be needed.

- Comb out the nits left after treatment so they do not hatch.
- Clean the home and vehicle when you do the treatment to prevent re-infestation from these areas.
- Remind children not to share personal items such as combs, hairbrushes, ribbons, scarves or other head coverings.

EXCLUSION/READMISSION- The child will be excluded from school for an active infestation until hair has been treated with an FDA approved lice treatment. All new nits, along with as many old nits as possible, should be removed to prevent re- infestation. Students returning to school after treatment should be examined by school health personnel before returning to classes, and on a weekly basis for 3 weeks, unless a re-infestation occurs. If re-infestation occurs this process will repeat itself.

## MEDICAL TREATMENT FOR STUDENTS

Illness and Accident Procedures- The school in which a minor student is enrolled may consent to medical treatment of that student, provided: (1) the person having the power to consent as otherwise provided by law cannot be contacted, (2) actual notice to the contrary has not been given by that person, (3) written authorization to consent has been received from that person.

Family Code 35.01- Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility administering the treatment. The consent must contain: (1) the name of the student, (2) the name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed, (3) the name of the school official giving consent and his relation to the student, (4) a statement of the nature of the medical treatment to be given, (5) the date on which the treatment is to begin.

## MEDICATION AT SCHOOL

Authorized District employees may administer medications in accordance with legal requirements. Medication is recognized as prescription as well as non-prescription drugs and includes, but is not limited to: analgesics, antipyretics, antacids, antibiotics, antihistamines, decongestants, and cough/cold preparations. The school district does not provide medication for students and only medications provided by and requested by a parent/guardian will be administered. To comply with Texas State Law, as well as LISD policies, the following restrictions apply to the taking of medication by students while in school:



1. Medication may be administered to students by a school employee assigned to the task by the building principal.
2. All medicine is to be brought to and kept in the school nurse's office. Asthmatic or emergency medications that needs to be kept on his/her person must have a doctor's and parent/legal guardian's written consent giving the student permission to carry and self-medicate.
3. Prescription and nonprescription medicine must be in the original container. Prescription medicine must be in the original container with the pharmacy label for that student. Pharmacy label date must be current. *No expired medications will be accepted.*
4. If prescription or nonprescription medicine must be given during the school day, it must be accompanied by a note, which includes time and dosage. The note must be signed by a parent or guardian giving authorized school personnel directions for its administration. The medication must be age appropriate. Parent/Guardian consent for each medication is valid for the length of the current school year, unless revoked or a change occurs.
5. Herbal substances or dietary supplements will only be given with a doctor's and parent/legal guardian's written consent, and only if required by the Individualized Education Plan or Section 504 plan of a student with disabilities.
6. Medications that are prescribed to be given **up to three times a day can be given at home**. If there is a clear reason why the school personnel should give the medicine, please have the prescribing physician write an order for the school. Information may be faxed to the school.

*\*Medications prescribed may be given as follows, at home, and can be given with milk and/or bread/crackers if they are labeled to take with food:*

- *Once a day medications should be given in the morning or at bedtime.*
  - *Twice a day medications should be given in the morning and at bedtime.*
  - *Three times a day medications should be given in the morning, right after school, and at bedtime*
7. A physician's written request is required on all medications that are to be administered for more than 10 consecutive days.
  8. School personnel will not give any medicine, including Tylenol, unless it is provided by you, in the appropriate manner as stated above.
  9. The District, the Board, and its employees shall be immune from civil liability for damages or injuries resulting from the transportation of medication by a student or the administration of medication to a student under the guidelines of this policy except for acts constituting gross negligence.

Providing protection for students as well as our staff is of utmost importance as we endeavor to administer medication at school. Please feel free to call the nurse on your student's campus if you have any questions. Your cooperation is greatly appreciated.

## PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

Vision, hearing and scoliosis screenings are performed each year, at various grade levels, as required by law.

### NOTE:

#### <sup>1</sup> PNEUMOCOCCAL CONJUGATE VACCINE (PCV7) REQUIREMENTS

Age of Child (Months)	Vaccination History	Required Doses
<b>2-6*</b>	0 doses	3 doses, 2 months apart
	1 dose	2 doses, 2 months apart
	2 doses	1 dose, 2 months after the most recent dose
<b>7-11*</b>	0 doses	2 doses, 2 months apart
	1 or 2 doses	1 dose, 2 months after the most recent dose
<b>12-23</b>	0 doses	2 doses, $\geq 2$ months apart
	1 or 2 doses administered before age 12 months	2 doses, $\geq 2$ months apart
	1 dose administered on or after age 12 months	1 dose, $\geq 2$ months after the most recent dose
	2 or 3 doses administered before age 12 months	1 dose, $\geq 2$ months after the most recent dose
<b>24-59 Healthy Children</b>	Any incomplete schedule <sup>†</sup>	1 dose, $> 2$ months after most recent dose
<b>Children at high risk<sup>1</sup></b>	Any incomplete schedule <sup>†</sup>	2 doses separated by 2 months

\*Children in these age groups will need a booster dose on or after 12 months of age.

<sup>†</sup>Any of the scenarios for children aged 2-6 (with a booster on or after 12 months of age), 7-11 (with a booster on or after 12 months of age), and 12-23 months constitute a complete series.

\*Children with certain chronic conditions or immuno-suppression conditions will also require a dose of pneumococcal polysaccharide vaccine (PPV23) in addition to PCV7 two months after the last PCV7.

## BECOMING A SCHOOL VOLUNTEER

- For further information, see policy GKG and contact the campus principal.
- Participating in campus parent organizations. Parent organizations include: PTA/PTP and volunteer programs.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact campus principal.
- Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. See policies BE and BED for more information.

## FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be given by the school principal.

Except as approved by the principal, fund-raising by any organization is not permitted on school property. For further information, see policies FJ and GE.

## CAFETERIA SERVICES

The District participates in the National School Breakfast and Lunch Programs. Students are offered nutritionally balanced breakfast and lunch daily. Free and reduced-priced meals are available based on financial need. Applications are given to each student at the beginning of the year. Applications may also be obtained from the cafeteria or the school office during the year if financial needs change.

Students are required to eat in the cafeteria by purchasing a meal or by bringing their lunch from home. It is very important that children eat lunch daily to maintain healthy minds and bodies.

Lunch account money is tracked by our computerized system. Children access their accounts with an ID card and are charged as they come through the cafeteria line. Deposits may be made by

sending a check, cash or on our website, [www.lindaleeagles.org](http://www.lindaleeagles.org). Parents may also view lunch account activity at this site. Multiple deposits may be posted from one check, please note on the check or separate piece of paper to which account the money should be posted.

Prepayment is the fastest method through the lunch line.

The District has a policy that allows all children to eat breakfast and/or lunch. Charging is allowed for meals only. If you do not want your child charging meals please contact the cafeteria so a note can be placed on your child's account. Children have an option of buying extra food items if there is money in their account. Please help your child keep a positive balance in his/her account. We will be using a computerized system to call homes when account balances are negative. End of the year monies and negative balances will rollover to the next year. Refunds may be requested by contacting the School Nutrition Office, (903) 881-4121, or a note from the parent to the cashier.

Breakfast is very important for every child. If the family qualifies for free lunches this includes free breakfast also. Breakfast is served at ECC from 7:25-8:00, College Street from 7:25-8:00, Velma Penny from 7:25-8:00 and E J Moss from 7:25-8:00.

## TRANSPORTATION

### Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling (903) 881-4110.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the Student Code of Conduct; bus riding privileges may be suspended.

Contact Pete Ridge, Director of Transportation, for any questions or concerns, at (903) 881-4111.