

PREFACE

To Students and Parents:

Welcome to the 2006-2007 school year at Leonard Junior High School! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

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

Section I – IMPORTANT INFORMATION FOR PARENTS – with information all parents will need about assisting their child and responding to school-related issues;

Section II – CURRICULUM-RELATED INFORMATION – to provide information to students and their parents about promotion, classes, honors, and extracurricular and other activities; and

Section III –GENERAL INFORMATION AND REQUIREMENTS – describing school operations and requirements such as safety procedures and the dress code.

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 the student.

Both students and parents must be familiar with the Leonard Independent School District’s Student Code of Conduct, 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 and is also available in the principal’s office.

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

In case of conflict between Board policy and 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 to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Please complete and return the parent acknowledgment form provided.

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LEONARD INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Bill Watson, President
Jack Bonds, Vice-president
Amy Boggs, Secretary
James Watson
Kevin Brockus
Bobby Pannkuk
Buster Sudderth

ADMINISTRATION

Mr. Larry LaFavers, Superintendent	587-2318
Mr. John Kent, High School Principal	587-3556
Mr. Beryl F. Sears, Junior High School Principal	587-2315
Mr. Brad Connelly, Intermediate School Principal and Athletic Director	587-8333
Mr. Brad Maxwell, Elementary School Principal	587-2316
Mr. Jerome Edwards, Technology Director and School Resource Officer	587-3556
Mr. Dwain Campbell, Facilities and Transportation	587-2318

LEONARD JUNIOR HIGH SCHOOL

Mr. Beryl F. Sears, Principal
Mrs. Claudette Griffin, Secretary
Ms. Cindi Kent, Counselor

School Colors

Blue and Gold

School Mascot

The Tiger

School Song

Oh, the blue and gold over all
May we rise to the sky never fall
May we look to thee for our light
And the colors for which we fight
 RAH! RAH!
Oh, you students of old L.H.S.
The school that is always the best
We've every trial, every test
To Leonard High We sign our praises forever.

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the
Republic for which it stands, one nation under God, indivisible with Liberty
and Justice for All.

Texas Pledge

Honor the Texas flag. I pledge allegiance to thee, Texas, one and indivisible.

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Leonard Junior High School Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (903) 587-2315 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Participating in campus parent organizations. Our Parent/Teacher organization is the Leonard Junior High School Parent Teacher League.
- 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 the principal.

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

Display of your child’s artwork, projects, and other special work products:

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

As a parent, you also have a right:

- To 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.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child.

[See **Student Records** on page 10.]

- To grant or deny 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.

- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 27 and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.
- To request a transfer of your child to another classroom or campus if your child has been verified by the principal to have been a victim of bullying as the term is defined by Education Code 25.0341.

GRADING GUIDELINES

In grades 6-8, achievement is reported as:

A	90-100	Excellent
B	80-89	Good
C	70-79	Fair
F	Below 70	Failing

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks. At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts (including reading),

mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 4 for how to schedule a conference.]

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

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

SEMESTER TEST

Each teacher will give a semester test at the end of each semester. The test will be comprehensive of the curriculum covered during the semester and will count 1/7th of the semester grade.

To recognize good attendance, proper conduct, and to reward students that regularly complete their homework and prepare for their classes, students may become exempt from semester test. To be exempt, a student must achieve one of the following:

1. Have a 90 average in the class with 3 or less absences; or
2. Have an 80 average in the class with 2 or less absences; or
3. Have a 75 average with one or no absences; and,

in addition to the grade requirements, a student cannot have failed any of the six-weeks of the semester or have a written discipline referral to the office during the semester. Students in reading and 8th grade English must have achieve at least 70% of their required AR points to earn their exemption.

The student may choose to take any test if they desire. Teachers make the final decision in determining who is exempt based on the above guidelines.

STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take state assessment tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 6–7 without the aid of technology and, in grades 8 with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 6-8
- Writing, including spelling and grammar, in grade 7
- Social studies in grade 8
- Science in grade 8

MEDICINE AT SCHOOL

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

- Authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
 - Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
 - Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.
 - Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the District's medical advisor and
 - When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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

STEROIDS

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

PSYCHOTROPIC DRUGS

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

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

[For further information, see policies at FFAC.]

STUDENT RECORDS

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

The law specifies that certain general information about Leonard Junior High School students is considered "directory information" and will be released to anyone who follows procedures for requesting it.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year (no later than August 29, 2005). [See the acknowledgment form attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to 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 school officials (such as Board members, 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.

Records may be inspected by a parent during regular school hours. If circumstances prevent inspection during these hours, the District will 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 and the mailing address of Leonard Junior High School is:

#1 Tiger Alley
Leonard, Texas 75452

The physical address of the principals’ offices is:

400 East Hackberry Street
Leonard, Texas 75452

A parent may 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. (See **Report Cards/Progress Reports and Conferences** on page 9 and **Student or Parent Complaints and Concerns** on page 12)

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, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

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

The parent'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 about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call 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. A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's website at www.leonardisd.net.

In general, the student or parent 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.

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office and the school nurse will be contacted. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating

circumstances, a student will not regularly be released before the end of the instructional day.

Late Arrival to School

Each student is allowed one morning tardy without penalty each six-weeks grading period. A student who is late to school a second time during a six-weeks will be assigned detention the next morning, which begins at 7:30 a.m. Repeated instances of tardiness will result in more severe disciplinary action.

Withdrawing from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal'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 ensure a clear library record; and finally, to the principal. A copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are a transfer student. The section includes information on requirements for promotion; extracurricular activities and other school-related organizations; and awards, and honors.

AWARDS AND HONORS

The Valedictorian and Salutatorian for the 8th grade class are the students with the highest and second highest averages of all core courses (English, math, science, and U.S. History) taken during the 8th grade year. Grades will be calculated to three decimal places. If a tie exists for Valedictorian, the students that tied will be named Co-Valedictorians and there will be no Salutatorian. If a Valedictorian is selected and a tie then exists for Salutatorian, those students will be named Co-Salutatorians.

A student must attend their entire 8th grade year at Leonard Junior High School to be eligible for Valedictorian or Salutatorian honors. The assignments for the 8th grade graduation ceremony will be assigned by order of ranking from the honor students.

An honor roll will be released to the newspaper at the end of each grading period. To be on the “A” Honor Roll, a student must have a 90 or higher grade in each class on the report card for that six weeks. To be on the “A/B” Honor Roll, a student must have all 80 or higher grades in each class on the report card for that six weeks.

COUNSELING

Counseling services are available to all Leonard Junior High School students. For individual guidance, the student should schedule an appointment with the counselor. Parents may also contact the counselor to request counseling services.

COMPUTER RESOURCES

To prepare students 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. Students and their parents will be asked to sign a user agreement

(separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students will be assigned a Username and Password to be used to access the school's computer system. The Username and Password are confidential and should not be shared with other students. However, the Username and Password will be available to the parent upon request.

Students and their parents should be aware that e-mail using District computers is not private and may be monitored by District staff. Also, students are not allowed access to chat rooms or other instant messengers while at school. Students discovered using chat rooms or instant messengers on a school computer will be subject to disciplinary action and may be denied computer access for the remainder of the school year.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences for board-approved extracurricular activities. A student in good academic standing and with good attendance may request additional days for extracurricular activities to the campus attendance committee. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Leonard Junior High School students must also meet all UIL eligibility requirements for participation in school social activities such as school-sponsored dances.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 in the 2007–2008 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In order for a student to be promoted to the next grade, the student must:

1. be in attendance 90% of the days each class meets, or make up the missed time in as prescribed by District policy, which may include summer school,
2. attain a year-end average of 70 or higher in 4 out of 5 core classes (English, reading, math, science, and social studies) or 3 out of 4 core classes if reading is not a separate class (English, math, science, and social studies), and
3. have an overall average of 70 in all classes.

A student failing two classes may be promoted if the student successfully completes an approved summer school program. A summer school program cannot replace more than two failing courses.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be promoted under the provisions of his or her individualized education program (IEP).

HOMEWORK

Students will be assigned homework in most classes, which will count 60 percent of the six-weeks grade and tests counting as 40 percent. The Leonard Junior High School teachers work cooperatively when assigning homework to avoid excessive homework on any given night or on a night when a school extracurricular activity is scheduled. Therefore, not turning in a homework assignment or turning in an assignment not completed is an unacceptable practice. If a student does have the homework ready when assigned, the student will be assigned before school detention and the parent may be contacted either by phone or in writing. Teachers may also assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.

It is the responsibility of the student to request homework for any class missed including any time missed for an extracurricular activity. Students will have their work gathered for them if they are medically absent for three or more days and requested by the parent.

Homework assigned before the absence will be due upon the students return to school. Students will have one day for each day absent to make up the work.

SPECIAL PROGRAMS

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

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular

classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Mrs. Shellie Crane at (903) 587-2315.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class for students to keep at home. Books must be treated with care. A student who is issued a damaged book should report the damage to the teacher. All school-issued textbooks must be returned at the end of the school year or at the time a student may withdraw from school. 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.

SECTION III

GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

ATTENDANCE

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

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. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

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

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. When a student must be absent from school, the student—upon returning to school—must present the school-approved absentee form signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. After being absent, students shall arrive at school before 7:55 a.m. to obtain an admit slip from the office.

Doctor's Appointments

Students who are at school and leave for a doctor's appointment and return during the same day are "medically excused" and are not considered absent under state law. Students that are "medically excused" must return with a note from the medical professional that was visited.

In-school Suspension Makeup Work

A student removed from the regular classroom to in-school suspension will have an opportunity to complete all class work before returning to the regular classroom

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's promotion requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]

BELL SCHEDULE

REGULAR BELL SCHEDULE

FIRST BELL – 7:55 a.m.
8:00 a.m. – 8:48 a.m. 1st Period
8:48 a.m. – 9:04 a.m. BREAK
9:04 a.m. – 9:52 a.m. 2nd Period
9:55 a.m. –10:43 a.m. 3rd Period
10:46 a.m. –11:34 a.m. 4th Period
11:34 a.m. –12:04 p.m. LUNCH
12:07 p.m. –12:55 p.m. 5th Period
12:58 p.m. – 1:46 p.m. 6th Period
1:49 p.m. – 2:19 p.m. AR READING
2:22 p.m. – 3:10 p.m. 7th Period

PEP RALLY SCHEDULE

FIRST BELL – 7:55 A.M.
8:00 a.m. – 8:48 a.m. 1st Period
8:48 a.m. – 9:04 a.m. BREAK
9:04 a.m. – 9:52 a.m. 2nd Period
9:55 a.m. –10:43 a.m. 3rd Period
10:46 a.m. –11:34 a.m. 4th Period
11:34 a.m. –12:04 p.m. LUNCH
12:07 p.m. –12:55 p.m. 5th Period
12:58 p.m. – 1:46 p.m. 6th Period
1:49 p.m. – 2:37 p.m. 7th Period
2:40 p.m. – 3:10 p.m. PEP RALLY

BETA CLUB

Junior Beta Club is an honor society that recognizes outstanding achievement in junior high age students. Grades, attendance, citizenship, and conduct are considered for membership in Beta Club.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Bacterial Meningitis

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

- What is meningitis?
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.
The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis?
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

HEALTH-RELATED MATTERS

Physical Activity for Students

All Leonard Junior High School students are enrolled in either a physical education class or athletics for one class period each day. For information regarding the District's requirements and programs regarding junior high student physical activity requirements, please see the principal.

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact Mr. Dwain Campbell.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Mr. Dwain Campbell.

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. 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 those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is

sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by District policy. If the District’s investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG.

In its efforts to promote nondiscrimination, the District makes the following statements:

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Mr. B.F. Sears, Leonard Junior High School Principal
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Ms. Cindi Kent, Leonard Junior High School Counselor
- All other concerns: See the Superintendent, Mr. Larry LaFavers.

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Ms. Cindi Kent, Leonard Junior High School Counselor
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Ms. Cindi Kent, Leonard Junior High School Counselor

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Mrs. Shellie Crane, Leonard Junior High School Special Education Teacher.

CONDUCT

Applicability of School Rules

As required by law, the District has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of 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.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior 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 in accordance with the Student Code of Conduct.

Orderly conduct is expected at all times, especially during assemblies and on field trips. Conduct of students directly reflects upon the entire student body, the school, parents, and community. Participation in school assemblies and field trips is a privilege. Students with disciplinary records may be denied participation in field trips based on their behavior. Students violating the school dress code will be denied participation on field trips. The principal may also deny a student the privilege to go on a field trip if the dress is considered inappropriate for the event.

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District’s policy manual.

Social Events

School rules apply to all school social events. Guests, other than parents, are not permitted at Leonard Junior High School social events.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Disruptions

As identified by law, disruptions include the following:

- Interferes with the movement of people at an exit, an 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 or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

Radios, CD Players, and Other Electronic Devices and Games

Students are not permitted to possess such items as pagers, radios, MP3 players, CD players, tape recorders, camcorders, DVD players, cameras, video games, or other electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine when the student may pick up the item to take home and the disciplinary action, or whether the parent will be required to pick up the item.

CELL PHONES

For safety purposes, Leonard Junior High School will permit students to possess cell phones. However, the cell phone cannot be visible or turned on at any time during the school day. All cell phones must be turned off and concealed before entering school grounds and must **remain turned off and concealed** until the student leaves school property.

A student who displays or uses a cell phone, or receives any call or text message, will have the cell phone confiscated for one calendar week. A student who continually displays a cell phone could have the cell phone confiscated for an extended period of time determined by the principal and will face other disciplinary actions.

School phones are always available for students when there is a need to call the parent. Therefore, the excuse of “I needed to call home” will not be accepted for using a cell phone while on school property. However, a student may use a cell phone while on an extracurricular or field trip with the sponsor or coach’s permission.

GUM, CANDY, GAMES, TOYS, ETC.

Chewing gum is not permitted at Leonard Junior High School. Students that chew gum, possess gum, or distribute gum will be assigned After-School Detention. Candy, games, toys, cards, trading cards, balls, dolls, excessive/unnecessary make-up, caps, hats, and other distracting items are inappropriate for junior high and are not allowed.

DRESS AND GROOMING

The District’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following:

HAIR

- Should not cover the face in any way
- Must be of a natural color
- Should not have extreme separation of hair colors
- Should not have uneven cuts of an extreme nature, such as, but not limited to spikes, Mohawks, twist ties

In addition, the boys hair should not exceed past the ears, over the eyebrows, or below the bottom of the shirt collar.

PANTS, SHORTS, AND DRESSES

- All pants and shorts should fit and cannot have cuts or holes
- All shorts and dresses must fall within two inches of the top of the kneecap
- Athletic shorts are acceptable, but gym shorts are not.
- Pants cannot sag or drag the ground
- Sagging is prohibited (loose fitting pants will not be an acceptable excuse)
- Pajama pants or any type of pants that resemble pajamas are not allowed
- Warm-up suits and wind pants are allowed. Sweat pants, such as the type issued in PE and athletics are not allowed

SHIRTS AND BLOUSES

- Shirts and blouses that are not tucked must fit and be long enough that the midriff is not exposed at anytime standing or seated
- All shirts and blouses must be hemmed and free of holes and cuts
- Shirts and blouses that depict a message of sex, drugs, alcohol, tobacco, nudity, lewdness, profanity, illegal or immoral acts, violence, or vulgarity are not allowed. Any shirt or blouse that depicts a message of an inflammatory nature, whether social, racist, political, or cultural will not be allowed. In addition, any shirt from a restaurant or any business that depicts a questionable message will not be allowed.
- Boys are not allowed to wear sleeveless shirts
- Girls may wear sleeveless shirts and blouses provided the shoulder straps are at least three inches wide

SHOES

Students must wear shoes while attending Leonard Junior High School. If shoes are designed for shoestrings, the strings must be in them and must be tied. Sandals and appropriate flip-flops (no shower shoes) are allowed provided that they are not distracting. House shoes, high-heeled shoes, boots or shoes with more than a one-inch heel, combat boots, or any type of extreme footwear are not allowed. All students must have gym shoes for P.E. or athletics.

ACCESSORIES

- Spike jewelry and chains (including wallet and belt chains) are all unacceptable
- Piercing is restricted to the earlobe and cannot be distracting
- Tattoos must remain covered at all times
- Contact lenses must be of a natural eye color
- Sunglasses are prohibited (unless medically necessary)
- Black nail polish is prohibited
- No headgear is allowed in the building including, but not limited to, caps, hats, bandanas, headbands, sweatbands, and hooded sweaters
- Accessories that depict a message of sex, drugs, alcohol, tobacco, nudity, lewdness, profanity, illegal or immoral acts, violence, or vulgarity are not allowed. Any accessory that depicts a message of an inflammatory nature, whether social, political, or cultural will not be allowed. In addition, any accessory from a restaurant or any business that depicts a questionable message will not be allowed.

In addition to the above, any type of accessory, hair styling, or clothing worn by a student that the principal considers to be extreme, disruptive to the learning environment, or beyond normal limits of acceptable dress shall be unacceptable. Trench coats, tight-

fitting clothing such as bicycle pants and spandex, sagging pants, and any clothing or hair styling (including eyebrows) which depicts a gang, fraternity or sorority membership, or secret society membership are all strictly prohibited..

GIFTS AND OTHER DELIVERIES TO STUDENTS

Any delivery for a student must first be delivered to the office. The gift or delivery will be given to the student at the most convenient time, which will probably be at the end of the school day to minimize disruptions and distractions to the learning environment.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

MESSAGES TO STUDENTS

When appropriate, messages from parents will be delivered to a student. Messages from others will not be delivered to students unless considered as an emergency by the office.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

SAFETY

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.

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help meet medical expenses, in the event of injury to their child. Parents should note that the school is not responsible for any medical costs incurred at or away from school from injuries of students participating in athletics or other school-related activities.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

Emergency Medical Treatment and Information

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 to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

In the event that school will be closed for bad weather or for an emergency situation, the closing will be announced on:

KXII TV Channel 12 in Sherman	KXAS TV Channel 5 in Dallas
KGVL Radio 93.5 FM/1400 AM in Greenville	
KFYZ1420 AM in Bonham	

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 Leonard Junior High School Commons Area is open to students before school beginning at 7:30 a.m. 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.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, 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 for extracurricular participants established by the sponsor in accordance with Board policy.

Use of Hallways During Class Time

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

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Mrs. Claudette Griffin to apply.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

No food or drinks are allowed outside of the commons area or the cafeteria without permission from the principal.

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 Noncurriculum-Related Groups

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

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

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.

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.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

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.

TRANSPORTATION

School-Sponsored

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

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 Mr. Dwain Campbell.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, 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 or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, 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 or van.
- Be seated while the vehicle is moving.

- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior in the hallways (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.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL.

VISITORS TO THE SCHOOL

General Visitors

Parents are always welcome to visit Leonard Junior High School. For the safety of those within the school and to avoid disruption of instructional time, all visitors (including parents) must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

At no time is a student allowed to bring a guest to school that is not a parent or grandparent.

