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I. GENERAL INFORMATION

Welcome to Leonard Junior High! Leonard Junior High is an academic institution which places a high value on learning and achievement. Through the organization and structure provided by the faculty and staff we hope to give our students the very best opportunity to succeed, not only during the years spent with us at LJH, but to prepare them for High School.

To the Student:

Please read this handbook carefully with your parents. Included are official policies of Leonard Junior High, as approved by the Board of Trustees. Rules and policies have been developed and must be observed to ensure the utmost safety of our students and employees, the effective and orderly operation of our school, and its many related activities. The responsibility for knowing and observing the rules and policies of the school rests with you, the student. For this reason, you are expected to become familiar with the information in this handbook. Not only does this handbook outline the rules of conduct, but equally important, it provides other information relative to curriculum and extracurricular activities. It is our highest hope, and your responsibility to reach your fullest potential and to create the opportunity to make the Junior High experiences meaningful, enjoyable, and productive.

To the Parent:

The goal of Leonard Junior High is to provide students with a quality educational program. This goal may only be achieved in an environment that promotes cooperation and is free from disruptions which interfere with the educational process. The district is committed to those rights of students and parents as recognized and protected under state and federal law. It is our expectation that the dignity of every student be preserved and that we provide an open and accessible atmosphere in providing requested information concerning your child. In return we at LJH expect students to behave in an appropriate manner and to contribute in a positive way to the school community. Listed below are ways you can help ensure your child's success while attending Leonard Junior High:

- For the educational benefit of your child, do not allow your child to be the means of communication between you and the school. Stay in consistent, direct contact with teachers throughout the school year.
- Know the policies and procedures by which the school functions.
- Emphasize to your child the importance of attending school and being on time.
- Ask your child every day about his/her school experience.
- Keep the time from 8:00-3:10 as the main priority of all school functions.

Throughout the text you will see in captions certain policies listed in letters and numbers. These policies, as well as the parental involvement and the LJH campus improvement plan can be found on the Leonard ISD website at leonardisd.net, under school board policies and/or forms. As you continue, let me thank you for taking the time to read this document thoroughly, and as always, if you should have any questions or concerns, please call the school.

Your partner in education,

Heather Sumrow,
Junior High Principal

Board of Trustees

| | |
|----------------------|----------------|
| Bill Watson..... | President |
| Jackie Bonds..... | Vice-President |
| Amy Boggs..... | Secretary |
| James Watson..... | Member |
| Bobby Pannkuk..... | Member |
| Buster Sudderth..... | Member |
| Kevin Brockus..... | Member |

Administrative Staff

| | |
|------------------------|-------------------|
| Larry LaFavers..... | Superintendent |
| Heather Sumrow..... | Principal |
| Claudette Griffin..... | Secretary |
| Brenda Wrenn..... | Counselor |
| Shane Fletcher..... | Athletic Director |

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 state under God, one and
 indivisible.

**Pledges will be recited at the beginning of 2nd period.*

Regular Bell Schedule

| | |
|-------------|------------------------|
| 7:30-7:55 | Breakfast |
| 8:00-8:45 | 1 st period |
| 8:45-9:00 | Break |
| 9:03-9:48 | 2 nd period |
| 9:51-10:36 | 3 rd period |
| 10:39-11:24 | 4 th period |
| 11:24-11:54 | Lunch |
| 11:57-12:42 | 5 th period |
| 12:45-1:30 | 6 th period |
| 1:33-2:20 | 7 th period |
| 2:23-3:10 | 8 th period |

Friday Pep Rally Bell Schedule

| | |
|------------|------------------------|
| 12:42-1:17 | 6 th period |
| 1:20-1:55 | 7 th period |
| 1:58-2:33 | 8 th period |
| 2:38-3:10 | Pep Rally |

Non-Discrimination Policy

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 given the directive 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. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual. Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

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 statement: “Leonard Junior High 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/HOMELESS Coordinator: for concerns regarding discrimination on the basis of sex: For issues concerning this contact Brenda Wrenn, Counselor at 903-587-3556, ext. 618.
- Section 504/GT Coordinator: for concerns regarding discrimination on the basis of disability: Contact Brenda Wrenn, Counselor at 903-587-3556. ext. 618.

Visitors

Parents and others are welcome to visit the campus. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front 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. Occasionally, there are visitors participating in special programs for students on selected days in the Leonard Independent School District. Other than relatives, LJH students are not allowed to have visitors during school hours.

Drills

A fire/weather drill should be taken seriously. The student body is asked to follow instructions carefully. Students should keep the following in mind:

1. Make every drill count; it may be the means of saving lives.
2. A good drill depends upon the work and cooperation of each person.
3. Order and silence must be stressed at all times during the drill so that signals may be heard.

Drills are held to train occupants to leave buildings quickly and in an orderly manner in case of emergency and to teach the individual self-control in cases of emergency.

Drill Signals

FIRE -- Three bells, leave the building in an orderly manner;
RETURN -- Two bells, return to the classroom;
HALT -- One bell, stop and stand at attention.

TORNADO – Continuous bell, move quickly and quietly to designated location
RETURN – Two bells, return to classroom

Parental Involvement/Parent Rights

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. We encourage you to 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. Contact information will be available in the Junior High office.
- 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 Student Work

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.

Requesting Information

- 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 14.]
- 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 4 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.

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.

Electronic Devices

Students are not allowed to bring CD players, MP3 players, or iPods to school and listen to them during the school day. For consequences of violating this code, please see cell phone usage.

Grievances

Leonard Schools recognize the constitutional right of all individuals to be heard. To insure that this right is upheld, the administration shall establish and maintain procedures through which students may seek redress from policy, regulations, or decisions that work hardship on individuals or groups. Grievances may be heard from student organizations or individuals, but in all cases, the right to be heard shall be forfeited if the procedures outlined by the school administration are not followed.

II. Services

The district provides special programs for gifted and talented students, homeless students, migrant students, limited English students, dyslexic students, pregnant and homebound students, and students with disabilities.

Students with Disabilities

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 parents 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 and Rights of Parents of 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 Brenda Wrenn, Counselor or Tracie Ward, Special Ed. Teacher Phone Number: 903-587-2315

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services.

Possible warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manage early intervention counseling programs.

Counseling

Counseling services are available to all students. For individual guidance, a student should contact the counselor and ask for an appointment. Students should consider counselors as people with whom they can discuss both personal and school problems in confidence. Counselors can offer suggestions for solving problems or making decisions. Other counseling services include interpretation of test results, parent conferences, scholarship information, course selections, college admission test information, and vocational and career information and the materials that accompany the various services.

Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements.

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. Sherry Cooper in the cafeteria office or call 903-587-3556, ext.630 to apply.

**Only food and drinks served in the cafeteria, or meals brought from home are allowed for consumption during the lunch period.*

Transportation

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. A designated school employee, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

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

Student safety is priority at LJH. When riding in district vehicles, students are held to a behavioral standards established in this handbook and the Student Code of Conduct. All students are responsible for following the rules. Students who choose to misbehave while riding the bus are jeopardizing the safety of all riders, and therefore it is the expectation at LJH that all students will know and follow the rules as established in the Student Code of Conduct. Students choosing to ride the bus 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 vehicle or passenger car, seat belts must be fastened at all times. Students riding in school District vehicles are expected to follow behavioral standards established in this handbook and the Student Code of Conduct. Misconduct will be punished in accordance with the Student Code of Conduct; bus riding privileges may be suspended. The school is not responsible for transportation if a student is assigned to the DAEP unless otherwise specified.

Health Services/Immunizations

Board policy directs that no student may be admitted to attend public schools in the district unless the student is in compliance with the immunization law. An immunization record is required of each student and is periodically reviewed by the school nurse to assure compliance. Immunizations must be validated by a physical or public health official. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons 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, rubella (measles), rubella, mumps, tetanus, Homophiles influenza type B, poliomyelitis, hepatitis A, hepatitis B, and vermicelli (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]

**Non-immunized students may be sent home until they have been immunized.*

Sick Students/Administering Medication to Students

In accordance with Texas Education Code 22.032, in order for a school district employee to administer medication to a student, the following provisions must be followed:

- (1) The school district must receive a written request to administer the medication from the parent or Legal guardian; and
- (2) When administering prescription medication, the medication appears to be in the original container and to be properly labeled. When a student comes to the office sick, the student will be sent home if he or she has vomited or is stricken with a fever. If the student simply feels bad but has neither vomited nor has fever, the student will be asked to lie down in the nurse's office and the school nurse will be summoned to verify the circumstances before any action is taken.

There are also certain conditions that afflict the skin and can be spread easily. Such afflictions can be highly contagious and therefore infected students may be sent home. Parents please make sure there is someone we can call to pick up your child at school and who can administer to your child's needs should they have to be sent home sick, for there are not many things worse for a child than having to stay at school when sick with fever or vomiting.

Self Medication

When the parent has previously provided written consent to emergency treatment on the district's form a student may be permitted to possess and use prescribed asthma or anaphylaxis medication who

- Has written authorization from his or her parents and a physician or other health-care provider.
- Can demonstrate the ability to use the prescribed medication to the physician, health-care provider and school nurse.

Parents please discuss with the Principal and/or school nurse if this applies to your child. Also, if your child is a diabetic, please provide the school with a Diabetes Management and Treatment Plan, as developed by you and the child's physician. With the aid of the school nurse, the school will then develop an individualized health plan for the student. 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. [See policy FFAF]

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 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.

Steroids

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. 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

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

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 are not permitted to 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. [For further information, see policies at FFAC.]

Video Taping 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.

Law Enforcement/K9 Unit

To ensure that our students have the best opportunity to attend school in a safe environment the Leonard ISD employs the services of a police officer. The official title of this position is Leonard ISD police chief. The LISD police chief works in cooperation with all law enforcement agencies, and serves the school as a valuable liaison between the various law organizations and the school.

The K9 Unit, made up of dogs trained to seek out illegal drugs, enters the campus periodically, yet randomly, in order to search vehicles, classrooms, and other areas for illegal substances that have been transported to the school campus.

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog sends an alert may be searched by school officials.

Questioning of Students

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

- The principal 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 at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective 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.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a 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, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. [For further information, see policy GRA.]

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

Gang-Free Zones

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Student Records and Directory Information

The Leonard Independent School District adheres to the provision designated in the Family Education Rights and Privacy Act of 1974 (P.L. 93-380) as it pertains to its administration of student records.

Notice is hereby given that directory information from student records may be released to the public for educational purposes only unless an objection to the release of such directory information be written and directed to the Principal of Leonard Junior High.

Directory information includes:

- student's name
- address and telephone number
- date and place of birth
- major emphasis of study
- participation in

- school-related activities and sports
- weight and height
- dates
- of attendance
- diplomas and awards received
- schools most recently attended

Should you as a parent, legal guardian, or student over the age of 18 object to the distribution of this information, please notify the school in writing no later than the end of the third week of school. You will find more discussion in the section entitled Acknowledgment Forms.

School Facilities

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 7:30 a.m.

- Cafeteria
- Supervised Classroom
- Commons Area

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.

Use of School Facilities

The LISD allows outside groups to use school facilities at a pre-determined fee. Arrangements for facilities usage can be obtained in the high school office.

Student Insurance

Leonard ISD shall, so long as practical, cooperate in a program providing reduced cost insurance to students. File claims will be submitted by the insured, and the school shall in no way be responsible for the cost of treatment, injury, or any other coverage provided by the insurance company. Students participating in any UIL activity, including athletic competition, are covered while practicing, participating, or traveling to and from the activity under a blanket policy purchased by Leonard Independent School District. This policy is only a supplemental policy to your insurance and may not cover all fees that are incurred due to injury. Leonard ISD will not be responsible for any fees occurred other than what this blanket supplemental policy provides. This policy also uses in network physicians that must be used to defer the cost. You may obtain a list of doctors on this policy from the LISD Central Office.

At the beginning of the school year your child will bring home the necessary paperwork for you to apply for the "student injured at school insurance". It is a reasonable policy that covers your child should they get injured while at school. Please take the time to assess whether your family would benefit from this insurance policy.

Family Planning/Pregnancy

A "Home-Bound" program is available for those girls who are in the last four weeks of pregnancy and two weeks after delivery. Before re-admittance to school, the girl must submit the recommendation of her physician to the principal. For specific information, contact the principal at Leonard Junior High.

Telephone Use

School telephones are for school business only. In order to use the school telephones, students must be granted permission only from school personnel and in a supervised environment. If a child needs to call home they are allowed to do so but the call should be made using a school phone, and unless it is an emergency, at an appropriate time as assessed by school personnel.

Cell Phones

For safety purposes, Leonard Junior High School will permit students to possess cell phones. However, the cell phone must be turned off during the school day and placed in the student's locker. 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, or gets permission to use it from the principal.

A student who displays or uses a cell phone, or receives any call or text message, will have the cell phone confiscated and turned into the principal. The principal will keep the cell phone for a designated period of time or may have the parent pick up the phone. 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.

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 be issued textbooks until the book is returned or paid for by the parent.

Textbooks are provided for in-class use. By state law, textbooks should be covered at all times, and the student is responsible for damages or loss. A student's failure to pay for a lost or damaged book will forfeit the right for future issuance. A student will still be provided with a textbook while at school.

Pesticide Statement

This school periodically applies pesticides. Information concerning these applications may be obtained from Mr. Dwain Campbell, Director of Maintenance, at 903-587-2318.

Asbestos Management

Section 1.01 Leonard ISD maintains compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan, a copy of the plan is available in the central administration office. For information on the LISD Asbestos Management Plan, please contact Mr. Dwain Campbell, Director of Maintenance, at 587-2318.

Fundraising

Organizations involved in fundraising must receive prior approval from the campus principal and comply with the rules as outlined in school district policy.

Social Events

All school related social events must receive prior approval from the Principal and be conducted within the guidelines of school policy, including, but not limited to:

- Appropriate dress for the occasion
- LJH students only
- Verification of those attending

- Communication between school, parent, and student, especially in terms of arrival and departure issues

III. Admission and Withdrawal

Enrollment Procedures

In accordance with the Texas Education Code, “ A child’s prior school district or the person enrolling the child shall provide certain records within 30 days from the date of enrollment: 1) birth certificate or other proof of identity; 2) child’s records from school most recently attended; 3) immunization records.” “A district is also required to record the name, address, and date of birth of the person enrolling the child.”

Proof of residency in the district or valid transfer agreement shall be required before enrollment. Proof of residency must be in the form of a utility bill (i.e. electric, water, or gas bill). Falsification of enrollment information is a violation of the law, and shall be filed with the local enforcement agency for investigation and prosecution.

Transfer Students

A transfer form should be completed and signed by the Superintendent and Principal before enrollment. Should just cause arise, the district has the authority to discontinue the enrollment of any transfer student. Buses may not be routed to homes that are not within the boundaries of the district, and therefore, should the transfer student choose to ride the bus, arrangements will need to be made between the transfer student’s parents and the transportation department of where the pick up and drop off point will be for the transfer student.

Withdrawal Procedures

Students withdrawing from school should follow the procedure outlined below:

- A student under 18 may be withdrawn from school only by a parent or legal guardian.
- A withdrawal form may be obtained in the office and a copy of the withdrawal form will be distributed to all those who must provide clearance for withdrawal.
- Once this procedure has been satisfied, the principal will sign the document, giving clearance for the student to withdraw from school.
- The student will receive a copy of the form and another copy will be placed in the student’s permanent record.

IV. Attendance, Tardies, and Truancy

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 Policy and Procedures

Attending school is an integral function to the success of a student. Students are responsible for attending school and bringing the appropriate documentation to the office when they have been absent. If the student does not bring the appropriate documentation when they return after an absence the student will still be allowed to attend class, but the absence will be marked unexcused until the teacher is notified by the office that the student has returned the appropriate documentation for the absence. If the student has not returned the appropriate documentation within two days of the absence it will be documented as an unexcused absence. Without a medical note the Principal will make a determination on the absence. Parent excuses need to be on the LISD Student Absence Notification form. LISD Student Absence Notification forms can be obtained from the LISD website (<http://www.leonardisd.net>) or at the campus office. LISD considers documentation from LISD Student Absence Notification forms, medical notes, or court related documents.

LISD administrators will consider a maximum of six parent excuses per semester per class period. Any additional absences a student accumulates within a semester will be unexcused unless deemed as an extenuating circumstance by the principal, or is an absence due to documented medical or sanctioned religious reasons, both of which are exempted by law.

If a student leaves school during the school day for something such as a doctor's appointment, the student should make every attempt to return to school the same day and bring the appropriate documentation from the doctor and it will be a medical exemption, which means the absence is waived. (This will not count as an absence towards exemptions, if the student does not attend any period of the day even with a medical note, it will count as an absence toward exemptions.)

Students must be present in each assigned class 90% of the class time each school day. If LISD finds that the student has been "skipping" the absence will be recorded as unexcused and will face the consequences for such action as outlined in the Student Code of Conduct.

The Attendance Officer will mail an Attendance Warning Letter to the parent and student when the 2nd unexcused absence occurs within a four-week period of any one-class period.

Attendance Committee and Function

The Attendance Review Committee (ARC), composed of the Principal/Designee, Counselor, and Teacher(s) will meet with the student and parent or guardian when the total number of allowable absences is exceeded. The ARC will meet to determine:

- The pattern of absences;
- Nature of absences;
- If any absences are due to extenuating circumstances;
- If time may be bought back to regain loss of credit by attending Saturday School.

Upon request from the parent, pre-arranged absences may be granted. The student and/or parent will be notified of how the absence will be classified in regard to excused or unexcused. In the case of a prearranged absence not excused by law, the student may make up missed work and will not receive disciplinary action. The absence will not count against the 90% in advance whenever possible. A prearranged absence form must be completed and turned in to the office three days prior to departure.

Exemption Policy

Final Exams take place during two designated days at the end of each semester. Since 3rd period is the period for attendance reporting to the state, all students must be present during this time. A student at Leonard Junior High may be exempt from semester and final exams if they meet the following criteria:

Criteria for exemptions: The office will take a student's grade in the core classes and average them together to determine if they meet the exemption criteria. Students must have a 90 or above in order to be exempt, and have no more than 3 excused absences; have an average of 80 or above and have no more than 2

excused absences. Absences will be evaluated only on 3rd period attendance. (Elective classes will not count in exemption criteria.) In addition to the grade requirements, all LJH students must earn at least 80% of their required AR points.

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

Behavior plays a large role in the exemption status of a student. If a student has been assigned DAEP, Saturday School, or ISS during the semester they are not eligible for exemptions.

If a student is absent from school all day and returns to school the next day with a medical note this is still counted as an absence toward exemptions. If the student returns for any period of the day that they are going to be absent with a medical note, this will not be counted as an absence toward exemptions.

Extracurricular Absence/Makeup Work

Students who are absent for extracurricular activities are expected to have work completed the following school day for the classes they attended prior to departure. For instance, a student is assigned work 2nd period, and leaves with the band 3rd period to attend an event. The band returns home later that evening. The student's work for 2nd period is due the next day because the student was in class when the assignment was given. Students must be present at least half of the school day in order to participate in the extracurricular activities that are scheduled for the same day. Each sponsor of extracurricular activities is responsible for providing the office with a list of students attending the activity.

Makeup Work/Excused Absences

When an excused absence occurs, a student is allowed to do any make-up work necessary for classes missed. Students have the same number of days to turn in make-up work as missed. For example, if a student has been absent for two days and the absence is excused, then the student will have two school days to turn in all work. It is the student's responsibility to request make-up work from each teacher.

For any anticipated absence, the student/parent needs to notify the office. This allows students to be able to receive and complete assignments while absent so as to not be too far behind upon their return to school. It is also appreciated when someone acting on the student's behalf will take a student's assignments to them in case of extended absences due to sickness.

Tardy Policy

Teachers are instructed to close their classroom doors when the tardy bell rings. Each student is allowed one free tardy per six weeks, per class. After their one free pass 9th hour will be assigned. Students are allowed to leave class for "have to" situations one time during a six week grading period. Students who feel they have to leave class more than once during a six week period may do so at the teacher's discretion. During a six weeks period, after the student has used their free tardy: 9th hour will be assigned by their teacher on each recurring tardy. A 9th Hour or lunch detention will be assigned the following day of the tardy.

Students tardy or late to class will be subject to disciplinary action. Students should be on time to each class *Tardies start over each semester.

| | | |
|--|--|---|
| 1 st - Free | 3 rd - (two) 9 th Hour | 5 th - 5 days of Lunch Detention |
| 2 nd - (one) 9 th Hour | 4 th - (three) 9 th Hour | |

Leaving School/Truancy

Truancy is voluntarily not attending class for no legitimate reason. If LJH has reason to believe that a student is "skipping class", it will immediately be reported to the School Police Chief and attempts will be made to notify the parent. Regardless of excuses, all permits to leave school during the day must be

obtained from the Principal's office. A parent/guardian should sign a student out in the office before leaving the building. A student who leaves school without their parent's permission or signing out in the office will be marked an unexcused absence. LJH will not tolerate this behavior.

V. Grading Guidelines

Grading Scale

- The following scale has been established to report student evaluation for LJH. In grade 6-8, the exact numerical grade average is used:
- A 90-100 Excellent
- B 80-89 Good
- C 70-79 Fair
- F below 70 Failing

Six Weeks Grades

The grade for six weeks grading period will be determined by averaging:

- Homework/ Class work = 60%
- Tests = 40%

Semester Test/Semester Grade

Each teacher will give a test at the end of each semester. The test will be comprehensive of the curriculum covered during the semester and will be averaged into 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.

- A non-exempt student's grade equals the 3 six weeks grades that comprise a semester plus the semester test, with all four grades weighted equally, added, and divided by 4.
- An exempt student's grade is the average of the 3 grades earned during the 3 six weeks that comprise a semester, added, and then divided by 3.

Final Grade

A student's final grade for a full year course is the average of the two semester grades.

Late Work and ZAP (Zeros Aren't Permitted)

Academic excellence is our top priority at LJH. Class work and homework play a vital role in our student's education which provides the student with an opportunity to grow and develop in specific areas addressed in the Texas Essential Knowledge and Skills (TEKS). It is our mission to provide students with meaningful lessons that will prepare them for college and life in general.

We will implement a program for our student to complete a missed assignment they might have within a given time period. Academic success is a vital role in a student's education; therefore teachers will have the option to assign a ZAP. Once a ZAP has been assigned by a teacher, parents must be contacted by phone or e-mail. When a ZAP has been served, the zero can be replaced with a maximum grade of 70. Failure to serve an assigned ZAP detention will result in a zero for the missing assignment.

Examples of Grade Averages Affected by Zeros

Example of grades with ZAP permitted

| Assignment #1 | Assignment #2 | Assignment #3 | Assignment #4 | Assignment #5 | Assignment #6 | Overall Average |
|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| 85 | 100 | 70(ZAP) | 65 | 72 | 80 | 79 |

Example of grades with ZAP not permitted

| Assignment #1 | Assignment #2 | Assignment #3 | Assignment #4 | Assignment #5 | Assignment #6 | Overall Average |
|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| 85 | 100 | 0(No ZAP) | 65 | 72 | 80 | 67 |

Difference in overall average for one zero: 12 points

The teachers may choose a late penalty of 15 points or a ZAP to any project or assignment turned in after the due date. Students who repeatedly turn in late work may be denied the option of the late penalty.

Homework

Homework is an important part of the regime for learning, instruction, guided practice, and independent students occur in the classroom each day, but under limited time constraints. Students at the middle school will be assigned independent practice at home. The amount of time required for homework will vary from day to day and from teacher to teacher. Anytime a student is struggling with homework please call the teacher involved for a conference.

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/reading, 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 roll.

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.

Schedule Changes

No student will be allowed to change their schedule after the first week of school unless the principal and teacher involved feel this would be most beneficial to the student. Each student's schedule becomes final at the end of the first week of school.

State-Mandated Assessment

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 6–8
- Reading, annually in grades 6-8
- Writing, including spelling and grammar, in grade 7

- Social studies in grade 8
- Science in grade 8

Flexible School Year 3 Teir Program Promotion Criteria

Grade 6-8

TIER 1

- Pass all classes
- Pass all TAKS tests
- Met Compulsory Attendance mandates

TIER 2

- Failing any core classes
- Did not meet standard of any portion of the TAKS test
- Did not meet Compulsory Attendance mandate

TEIR 3

- Did not meet the standard of any portion of the TAKS test for grades 3, 5, 8
- Failed two or more core subjects
- Did not meet Compulsory Attendance mandate

VI. Extracurricular Activities

Eligibility for Participation

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.

UIL Activities

All athletic and academic activities will follow University Interscholastic League rules. A student must pass all classes to be eligible to participate. An eligibility calendar will be distributed to sponsors before the end of the first six weeks of school. Sponsors are highly encouraged to monitor the academic progress of their students who are participating in an extra-curricular activity.

Drug Testing

During the 2010-11 school year, all 7th and 8th grade students participating in any UIL event or activity including athletics, academics, and band, will be subject to random drug testing as outlined in the Leonard ISD Drug Testing Guidelines. Students participating in all school activities including Beta Club and Student Council are also subject to random drug testing.

Leonard Junior High School students must also meet all UIL eligibility requirements for participation in school social activities.

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.

Leonard Independent School District Drug Testing Program

DRUG TESTING OBJECTIVES:

A student who participates in UIL athletic activities, UIL academic activities, extracurricular activities and programs, and students who receive a parking permit, shall be subject to a mandatory drug testing program throughout the school year for the presence of alcohol and illegal drugs. The District shall employ a drug-testing program with the following objectives:

1. Provide a deterrent to drug/alcohol use for students in grades 7-12
2. Ensure the health and safety of students representing Leonard ISD.
3. Recommend a drug education program for those students who test positive for drug/alcohol use and for those students who are at risk for drug use.

The United States Supreme Court has ruled that drug testing is legal for students participating in UIL athletic and academic activities and extracurricular programs. The court noted that the effects of drugs could contribute to a greater risk of injury and those who use drugs are often leaders in the student drug culture. This confirms the opinion of the Leonard Independent School District Board of Trustees that for the safety and well being of all students, it is the district's obligation to ensure, to the extent possible, that participants in UIL athletics and academic activities and extracurricular programs are drug and/or alcohol free.

Drugs to be tested for:

Drugs which an individual may not buy, possess, use, sell, or distribute under either federal or Texas law. Such drugs may include, but are not limited to:

1. Marijuana (tetrahydrocannabinoids-THC)
2. Opiates
3. Cocaine
4. Phencyclidine (PCP)
5. Amphetamines
6. Barbiturates
7. Benzodiazepines (Tranquillizers)
8. Propoxyphene
9. Methodone
10. Methaqualone (Quaalude)
11. Hallucinogens
12. Steroids

13. Alcohol and or their metabolites
14. All prescription drugs upon reasonable suspicion that they were obtained without authorization.
15. All prescription drugs and over the counter drugs upon reasonable suspicion that they are being used in abusive manner.

Conditional Participation

As a condition of participation in interscholastic athletic activities, UIL academic activities, extracurricular programs and students who receive a parking permit, each student in grades 7-12 and his/her parent/guardian must sign the student handbook acknowledging that students will be tested for drugs/alcohol before or during the school year or extended period in which students participates in any interscholastic athletic activity, UIL academics, extracurricular programs and/or park on school grounds. If a student and/or parent/guardian refuse to consent to drug testing, the students shall be denied involvement in any school-sponsored interscholastic athletic activities, UIL academic activities, extracurricular programs, and/or park on school grounds for the remainder of the school year.

Testing

Any student involved in interscholastic athletic activities, UIL academic activities, extracurricular programs, and/or parks on school grounds, in grades 7-12 in Leonard ISD, shall be subject to the random testing program. Testing shall be done in accordance with the established practices and procedures as established by the drug-testing laboratory affiliated with the District.

The following procedures will be used for the testing:

1. Each sponsor of an interscholastic athletic activity, UIL academic activity, extracurricular program, shall submit a list of students to be consolidated into a master list of participants and the campus administrator will submit a list of students with parking permits.
2. The master list shall be submitted to the company employed by Leonard ISD to conduct the testing.
3. The testing company shall computerize the master list, generating a random list of participants to be tested.
4. Minimum of 15% High school and 15% Middle School students generated from the list will be randomly selected to be tested every 60 days.
5. A certified/licensed drug –testing vendor that has been approved by the Board, by the use of a urinalysis test, will conduct testing.
6. The test shall occur at a time, place, and date scheduled by the superintendent or designee, in cooperation with the testing agency, without prior announcement to the students.
7. A number will identify the students to the testing agency.
8. Accu Chem will verify all positive results from a drug screen.
9. The drug-testing administration shall inform the designated campus administrator of the results. The campus administrator shall notify the parents and staff member responsible for the implementation of the consequences as outlined in this policy.
10. A student who refuses to submit a sample shall be given one hour to change his or her mind without leaving the testing area. If the student still refuses, he or she shall be subjected to the consequences associated with a positive test result.
11. If after agreement to submit to testing, if a student is unable to produce a sample within two hours, he or she shall be subject to the consequences associated with a positive test result.
12. Tampering with or assisting others in tampering with any sample shall, subject the student to the consequences associated with a positive test result.

Sanctions for Positive Testing

All offenses are cumulative for the student's career through grades 7-12 at Leonard ISD.

Positive Test

1. The school official to whom the results are reported shall notify the Superintendent or designee, the interscholastic athletic sponsor, campus administrator, the student and the student's parents/guardians.
2. The Principal or designee shall schedule a conference with the sponsor of affected activity, the student and the student's parents/guardians. The parents/guardians will be presented with the test results and allowed an opportunity to offer a clarification for the results. The parents/guardians will also be informed of the opportunity to respond to a positive test. A re-analysis of the original specimen can be requested to be performed by the drug-testing laboratory, at the expense of the parents/guardians. The request for a retest must be made in writing within 48 hours of the meeting, at which time payment must accompany the written request.
3. The student shall remain ineligible to participate in any interscholastic athletic activities, academic activity, extracurricular activity, or park on campus until the terms of the policy have been followed. (Students may practice with the team/group but not participate in contest.)
4. In addition, the student shall be subject to disciplinary action as stated in the Code of Conduct. Also, students will be subject to any additional consequences outlined in the District Drug Testing Policy.

Confidentiality

1. Results of any drug test administered under this policy shall be used only for determining eligibility for participation in school-sponsored interscholastic athletic activities, academic activities, extracurricular activities, and park on campus grounds.
2. Records of positive tests will be maintained by the principal in a secure location, and disclosed only to the appropriate school personnel, the student and the student's parents/guardians.
3. Upon graduation, the information will be destroyed and under no circumstances will this information become part of the student's permanent file.

Offenses

Athletics, Academics, and Extracurricular Activities

1st Offense-2 week suspension, beginning with students first sport of activity.

Mandatory Drug counseling program
Will be tested for the remainder of school career

2nd Offense-6 month suspension, beginning with students first sport or activity.

Mandatory Drug counseling program
Will be tested for the remainder of school career

3rd Offense-1 year suspension, beginning with students first sport of activity.

Mandatory Drug counseling program
Will be tested for the remainder of school career

4th Offense- Lifetime ban from all Athletics, Academic Activities, or Extracurricular programs.

Parking Permits

1st Offense- Lose Parking Privilege for 3 months,
Mandatory Drug Counseling
Will be tested for remainder of career

2nd Offense- Lose Parking Privilege for 1 year
Mandatory Drug Counseling
Will be tested for remainder of career

3rd Offense- Lose Parking Privilege for the rest of school career
Mandatory Drug Counseling

Extracurricular Activities offered at LJH

Athletics

Leonard Junior High offers many athletic activities for the student body. Athletic activities include:

- Football
- Track
- Volleyball
- Cross country
- Cheerleading
- Basketball

At LJH we want our students to achieve as student-athletes. We will strive to win all we can in every sport, but we will also insist that our athletes follow a high standard of sportsmanship, competing hard and fair, and to represent LJH with pride and dignity. It is important for our students to understand that their first priority is in the classroom, but that it should not diminish their will, or their opportunity to achieve athletically. In fact it should enhance it. In order to field the best athlete possible, and to avoid as many injuries as possible, Leonard Junior High Athletes participating in team sports must undergo athletic training classes. This is 4th period for females and 1st period for males. The coaches will make the decision on whether there is a need to workout for a sport during that period. If the decision is made to workout for a sport during athletic training period, those not participating in that sport will continue to be provided with a high quality workout. Before an athlete is allowed to quit a sport or the athletic program, she/he must first speak with the Athletic Director, and then have permission from the parent or guardian. Also, since this action may require a schedule change, the Principal must be notified prior to the action taking place. It is important for all prospective athletes to understand that equal opportunity begins for an athlete when an athlete and his/her coach meet for the first time. If for whatever reason a student chooses not to participate any longer, then decides to return to the team, it will be the coach's discretion whether or not to accept the athlete back in the program, and the coach will also decide the makeup work criteria for which that student may again be in good standing in the program. (For other information concerning athletics and for attaining the handbook for athletics, see Shane Fletcher, Athletic Director, at 903-587-3556, ext. 634)

Beta Club

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

UIL Academics

The University Interscholastic League was created by the University of Texas at Austin to provide leadership and guidance to public schools. The League is the largest organization of its kind. Serving mainly the public schools of Texas, the UIL provides a format for academic competition, providing an important service and positive learning experience to the thousands of students who choose to participate

each year during the spring. We, as teachers of LJH, believe that UIL is a great experience for our students, and therefore urge any of our students to join the Leonard Junior High UIL team and participate. We are competing against Texas' best, but with the past success our organization has enjoyed, we are up to the challenge. The things learned by our students in UIL competition go far beyond the confines of the classroom, as many of our former students communicate to us how the intellectual tools learned in UIL has contributed to their success in high school.

VII. Student Code of Conduct/Dress Code

Before and After School Activities

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.

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. Since all students do not respond equally well to positive discipline measures, corporal punishment sometimes becomes necessary. Corporal punishment should not be administered in anger and should be administered only by the principal.

Descriptions of 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 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 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

Parking Rules and Regulations

Students who drive motor vehicles to school are expected to obey all traffic laws and be licensed drivers. Students violating any of the laws/rules are subject to disciplinary action from the school as well as charges filed with local law enforcement agencies and may forfeit the right to drive a vehicle on campus.

Campus/parking lot rules: All students with parking permits will be subject to the drug testing policy.

1. The speed limit on campus is 10 mph at all times.
2. Reckless driving or excessive exhaust noise is not allowed.
3. Upon arrival at school, students will not sit in vehicles.
4. Students are not allowed to return to their vehicle once it is parked without permission from principal or designee.
5. Students are to use assigned parking spaces.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Students also have the responsibility to safeguard their driving and parking privileges by following all guidelines as described in the student code of conduct and the student handbook. It is the Principal's duty to suspend, whether permanently or temporarily, the driving and parking privileges of any student who displays a pattern of disrespect toward the stated vehicle guidelines. [See also the Student Code of Conduct.]

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 their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are 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 board 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.

Students in 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 or permission slip issued and signed by a teacher.

Library Usage

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

Computer/Internet Use

Each student enrolled in LJH is required to sign, and also have a parent or guardian sign, an Internet Acceptable Use Agreement before he/she can access the Internet, according to the Children's Internet Protection Act. No student will have access to computers unless there is adult supervision. Failure to comply with any portion of the Internet Acceptable Use Agreement will result in appropriate punishment as falls under the Code of Student Conduct. 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.

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

Dress Code

Teachers are charged with the responsibility of enforcing student dress code in their classes as well as on campus. Administrators and other school personnel share the same responsibility. A student's conduct is related to his/her dress and, as a result, the school is directly concerned with the student's dress. The appropriateness of a student's dress for the school environment should dictate the choice of clothing and grooming practices on each given day. All students are expected to accept the responsibility to adhere to common practices of modesty, cleanliness, and neatness. Dress should fall within the acceptable standards and values of the community and contribute to the achievement goals of the school. Between regular school hours the dress code will be strictly enforced. There will be an added level of tolerance toward student dress at after-hour school activities. However, students at Leonard Junior High should never wear clothing or accessories of an obscene, lewd, violent, or vulgar nature while at school or at any school function. In addition, certain school activities require a certain standard of dress, and should a student choose to attend the activity, he/she will be expected to dress in a manner consistent with the occasion.

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 fall below the eye brows or 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, cover the eyebrows, or below the bottom of the shirt collar.

Pants/Shorts/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 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.

VIII. Important Information for Parents

Acknowledgement Forms

My child and I have received a copy of the Leonard Junior School Student Handbook (and the Student Code of Conduct) for 2010-2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code. Please sign acknowledgement forms located at the back of the student handbook.

State and federal law require the District to notify parents that you may object to the release of certain information about your child. After reading the following, please mark through any directory information on the form below that you do not want released and return the signed and dated form by September 7, 2010.

Directory Information

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Leonard Junior High to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by end of the 3rd week of the first six weeks period. Leonard Junior High has designated the following information as directory information:

Leonard Independent School District
PARENT/STUDENT ACKNOWLEDGEMENT OF
THE STUDENT HANDBOOK
2010-2011

This Student Handbook has been developed to help your son or daughter gain the greatest possible benefit from his or her school experience.

The school is in need of your help and cooperation. It is important that every student understand the handbook and be encouraged by his or her parent or guardian to follow the rules and regulations set forth in the handbook. Please read and discuss the code with your child. It is required that you sign this form and return to the school. Your signature will acknowledge that you have received and read the handbook. This form will be retained during the 2010-2011 school year.

| | |
|------------------------------|---------------------|
| Student Name (printed) _____ | Student Grade _____ |
| Student Signature _____ | Date _____ |
| Parent Name (printed) _____ | |
| Parent Signature _____ | Date _____ |

Any questions concerning the handbook should be directed to the principal.

Leonard Independent School District
DIRECTORY INFORMATION
2010-2011

To be in compliance with the No Child Left Behind Act of 2001, the District will release to institutions of higher education, upon request, the name, address, and telephone listing of your child, unless you direct the District not to release this information without prior written consent, as indicated below. Please seriously consider the following text before signing the LISD parent approved information release sheet: The District will release my child's name, address, and telephone listing to institutions of higher education upon their request, without my prior written consent:

Except, as noted below (under EXCEPTIONS), I direct the District not to release to any third party the following information without my prior written consent. *I have marked through the items I do not want released and have indicated my wishes in the one page sign off sheet that the district provides.*

EXCEPTIONS

I have marked through the items I do not want released.

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address

Student Name (printed) _____

Student Grade _____

Parent Name (printed) _____

Parent Signature _____

Date _____