

Leonard High School 2009-10 Student Handbook

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(The documents that coincide with this information are in the back portion of this document)

I. General Information

WELCOME

Welcome to Leonard High School. Leonard High School 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 LHS, but after graduation also.

TO THE STUDENT:

Please read this handbook carefully and urge your parents to read it also. Included are official policies of Leonard High School, 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 your high school experiences meaningful, enjoyable, and productive.

Parental Involvement

The goal of Leonard High School 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 LHS 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 High School.

- **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 8:00-3:15 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 LHS 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.

Brad Connelly,
High School 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
Brad Connelly.....Principal
Coylene Moreland.....Secretary
Brenda Wrenn.....Counselor
Shane Fletcher.....Athletic Director

**The colors at LHS are Blue and Gold. The school mascot is:
The Tiger.**

School Song

Oh, the blue and the gold over all
May we rise to the sky and 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 stood every trial, every test
To Leonard High, we sing our praises forever.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

TEXAS PLEDGE

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

*Pledges will be recited after 2nd period and before break.

REGULAR BELL SCHEDULE

7:30-7:55 Tutorial/Detention/Dual Credit/Breakfast
7:55 Bell to signal school begins in 5 minutes
8:00-8:45 1st period
8:48-9:33 2nd period
9:33-9:35 Pledges
9:35-9:48 Break
9:51-10:36 3rd period
10:39-11:24 4th period
11:27-12:12 5th period

12:12-12:45 Lunch
12:45-1:30 6th period
1:33-2:20 7th period
2:23-3:10 8th period
3:15-4:30 9th Hour
3:15-3:45 Tutorials

Afternoon Pep Rally Schedule

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

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive, and to stop those behaviors when 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 High School 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 TO THE SCHOOL

General Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Occasionally, there are visitors participating in special programs for students on selected days in the Leonard Independent School District. The District may invite or allow representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students. Other than parents, LHS students are not allowed to have visitors during school hours.

FIRE/BAD WEATHER DRILLS

A fire/weather drill is serious business. 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.

FIRE DRILL SIGNALS

FIRE -- Three bells, march out of the building in an orderly manner;

RETURN - Two bells, march back into the building;

HALT -- One bell, stop and stand at attention.

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.

Services for Students with Disabilities

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties of 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 Arthur Green, Special Ed. Teacher
Phone Number: 903-587-3556

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 manages early intervention counseling programs.

COUNSELING SERVICES

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.

Accommodations for Children of Military Families

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

Cafeteria Services/Vending

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. LHS will provide refrigeration if necessary for products brought from home.**

SOFT DRINK AND CANDY MACHINES

Vending machines are placed on campus for the convenience of the students. All trash should be placed in appropriate receptacles. The school is not responsible for money lost in a machine. The consumption of these items is limited to the high school auditorium/cafeteria. The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

TRANSPORTATION

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

BUSES/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. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. **Students assigned to the DAEP may have to provide their own transportation to and from school unless it conflicts with a special education student's IEP.**

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 van or passenger car, seat belts must be fastened at all times.

Student safety is priority at LHS. For this reason, good conduct while riding the bus is essential and is as important as good conduct in the classroom. Students who choose to misbehave while riding the bus are jeopardizing the safety of all riders, and therefore it is the expectation at LHS that all students will know and follow the rules as established in the student code of conduct.

HEALTH SERVICES/IMMUNIZATION

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.

Students Who Are Allowed To Self-Medicate

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 at

- **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.]

LAW ENFORCEMENT AGENCIES/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 High School. 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**.

TRANSCRIPTS

Leonard High School will furnish two transcripts for each graduating senior. Official transcripts for graduates will be available two weeks after graduation. If you are a Leonard graduate in need of your high school transcript you can request a copy and we will make every effort to comply.

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
- Restroom in Cafeteria hallway

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 BY OUTSIDE ORGANIZATIONS

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 Schools 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 High School.

TELEPHONE

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.

Students should never use theirs or anyone else’s cell phone in the no cell phone use areas.

TEXTBOOKS

Textbooks are provided for in-class use and also can be checked out by the student after a letter has been jointly signed by the student and his/her parent or guardian. 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
- Verification of those attending
- Communication between school, parent, and student, especially in terms of arrival and departure issues.

III. Admission and Withdrawal

ENROLLMENT

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.”

In order to enroll a child you must have a withdrawal form from the school in which they previously attended.

TRANSFER STUDENTS/ADMISSION REQUIREMENTS

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 water supply company.** A transfer form should be completed and signed by the Superintendent and Principal before enrollment. Falsification of enrollment information is a violation of the law, and shall be filed with the local enforcement agency for investigation and prosecution. 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.

Each district receiving assistance under Title I, Part A of the Elementary and Secondary Education Act (20 USC 6301) must allow a student to attend a safe public school, if the student:

- Attends a persistently dangerous public school, as defined by the state's education agency; or
- Becomes a victim of a violent criminal offense while in or on the grounds of the school the student attends.

**No Child Left Behind Act of 2001, 20 USC 7912*

WITHDRAWAL

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. 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

ATTENDANCE POLICY and PROCEDURES

Attending school is an integral function to the success of a student. 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.

Parent excuses must be on the LISD Student Absence Notification form. Notes written on any other material will not be considered. LISD Student Absence Notification forms can be obtained from the LISD website (<http://www.leonardisd.net>) or at the campus office. LISD only considers documentation from LISD Student Absence Notification forms, medical notes, or court related documents.

If a student leaves school at some time 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 Dr. excuse it will count as an absence toward exemptions.)

(Remember, make all attempts to begin the day at school or return to school on the same day as the Doctor's appointment absence and bring the Doctor's note and it will not count as an absence).

Whether the student returns to school or not on the same day as the absence, the absence will be marked as unexcused until the appropriate documentation has been received by the school office. After the 2nd day in which a student returns to school without the appropriate documentation, it will be reported to the Principal. The Principal will then make a determination on the absence.

Students must be present in each assigned class 90% of the class time each school day. If LISD finds that the student is, or has been, "skipping," the absence will be recorded as unexcused, plus the student will face the consequences for such action as outlined in the student code of conduct.

The Attendance Officer will mail an Attendance Warning Letter on the student's 2nd unexcused absence within a four-week period of any one-class period. The parent will also receive a letter from the Principal's office informing them of the violation, and to make them aware of possible law violations as well as for the student disciplinary consequences for such behavior.

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 Doctor's or Dentist's note the Principal will make a determination on the absence. Once a student has 6 parent note absences in a class in a semester it will be the decision of the Principal whether to excuse additional absences. Once a student has over 8 absences they cannot receive credit for the class without making up the lost time. **If this occurs students will be ASSIGNED 9th hour to make up absences. (3:15PM-4:30PM) This will be an assigned class and subject to attendance laws for absences.**

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, if the parent or guardian requests a review of the student's absences.

The ARC will meet with student and parent 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.**
- **Credit Recovery Options.**
- **Student/Parent request for extended extracurricular days**

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 for Semester and Final Exams

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, both exempt and non-exempt, must be present during this time.** A student at Leonard High School may be exempt from semester and final exams if they meet the following criteria:

Students must have a **90 or above in a class in order to be exempt, and not be absent over 3 times;** or, have an average of **80 or above and not be absent over 2 times.**

Behavior plays a large role in the exemption status of a student. If a student has been assigned AEP, ISS, or 9th hour 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 Dr. 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 Dr. Note this will not be counted as an absence toward exemptions.

EXTRACURRICULAR ABSENCE/ MAKEUP WORK

Students who are absent for extracurricular purposes are expected to have work completed in no longer than the time missed from school. 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. In addition, should a student involved in extra-curricular activities exceed the "10 day absent from class rule", and is needing extra days in order to fulfill his or her commitment to the extra-curricular activity, the student's sponsor should notify the principal. The principal will then convene a meeting of the attendance committee where the sponsor, on behalf of the student, can appeal to the committee for "extra days". Each sponsor of extra curricular activities is responsible for tracking the number of days absent each participating student has accumulated and turn in current records of the absences to the office.

***All students in extra-curricular activities should understand that if you are not in 50% of your classes on the day of the event and have a legitimate excuse as determined by the Principal for the absence from the other half of classes, you will not participate in that evening's event. You must attend at least half of your classes in order to participate in the activity that day.**

MAKE UP WORK/ EXCUSED ABSENCES

Leonard ISD will follow the number of days absent plus one rule in the requirement of makeup work. For instance, if a student has been absent for two days and it is excused, the student will have 3 school days to turn in all work. Students should note that it is their duty as a responsible student to request make-up work from each teacher.

- **Once a student's work is past due, the highest grade a student can receive on work turned in one day late is 70, two days late is a 50, and after that teachers will not accept paper. Failure to turn in work shall result in a "0" grade being recorded.**
- **If a student at Leonard High School has one or more unexcused absence(s), and/or has broken the state mandated 90% attendance rule, he or she will not be allowed to attend class field trips and/or activity days. LHS will make an exception if the absences are considered extenuating circumstances by the attendance committee.**

A much appreciated courtesy is when a student notifies the office in anticipation of an absence. Students may then 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.

COLLEGE VISITATION

College visitation will not be considered "skipping" school if prearranged and a note from a contact person at the college is brought back with the student. The absence will not be considered an extenuating circumstance and will not count against the 90% attendance requirement by the state to earn credit if proper documentation is returned.

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.
EXCESSIVE TARDIES WILL RESULT IN ISS:

Students must use their “free tardies wisely and be aware of the classes they have used their free tardy in and classes they have not.

LEAVING SCHOOL/TRUANCY

Truancy is bad behavior. It is also against the law. If LHS 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. This includes those students who might be sent on errands by teachers. Even if a student leaves school with his/her parents' permission, the parent should sign the student out in the office or notify the office. A student who leaves school without his/her parent’s permission will be marked truant and unexcused. LHS will have NO tolerance for this type of behavior.

V. GRADUATION REQUIREMENTS, CLASSES, AND GRADES

GRADUATION REQUIREMENTS (please see Curriculum information in the attachment)

GRADING SCALE

Scholastic Citizenship

90-100= Excellent S = Satisfactory

80-89 = Good N = Needs Improvement

70-79 = Fair U = Unsatisfactory

0-69 = Failure

SIX WEEKS GRADES

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

- Homework/ Class work = 50%
- Tests = 40%
- Six Weeks Test= 10%

Semester Grade

- 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. **It is important to note that once a student passes a semester, even if he or she fails the course for the year, they will still receive credit for the semester passed, and will only be required to repeat the failed semester.**

COMMENCEMENT PRACTICE

In order to preserve the dignity and importance of the graduation ceremony all prospective graduates must attend Commencement practice. **A student whose plans are not to attend this very important procedure must notify the Principal in advance.** Failure to do so **will** disqualify a prospective graduate from participating in the graduation ceremony.

COMMENCEMENT

If a Senior student at LHS has completed all of their credits and have met all school obligations they will be allowed to participate in Graduation Commencement Ceremony. It is important to note that credits must be earned through **grades and attendance**. The school is prohibited by law to give credit to students who have exceeded the number of absences as allowed by state law, or who have not successfully completed and earned passing marks in their classes Every reasonable attempt will be made to help a prospective graduating Senior make-up attendance hours and complete all classroom assignments , however, it is the student's responsibility to prevent themselves from getting into a situation that jeopardizes their opportunity to participate in the Commencement.

HONOR ROLL

An honor roll is compiled each six weeks and released to the news media. To qualify for the honor roll, a student must earn all A's for the "A" honor roll or all A's and B's for the "B" honor roll.

Honor Classes

Some core subject honors classes at LHS will have pre-requisites. Any student wishing to enroll in honors classes must meet the criteria of those pre-requisites, which may be by, but is not limited to an exam, assigned reading, or an assigned project.

Dual Credit Classes

Seniors at LHS may enroll in dual credit classes in Government/Economics and English. Junior students are allowed to take US History as a dual credit class, and our goal is to continue to expand in this area as we provide more opportunities for our students to be prepared for higher learning upon graduating from LHS.

CLASSIFICATION OF STUDENTS

For the purpose of classification and for determining who can attend class meetings, class parties, and class functions, the following guidelines will apply:

FRESHMAN - Graduated from Jr. High School and has less than 5 credits.

SOPHOMORE - 5 or less than 10 credits

JUNIOR - 10 or less than 15 credits

SENIOR - 15 or more credits

CHANGING SCHEDULES

No student will be allowed to change his/her schedule after each student's schedule is announced as final unless the principal and teachers involved feel this would be most beneficial to the student. Student class schedules are prepared in the spring semester before the new school year begins in August. Each student's schedule becomes final after the second week of the semester.

HONOR GRADUATES

Honor graduates will be limited to those students who rank scholastically by grade point average and who have completed requirements for the Recommended or Distinguished Achievement Program.

VALEDICTORIAN

Valedictory honors shall be afforded the student who attains the highest grade-point average within a graduating class, provided the student has been enrolled in Leonard High School full time for a minimum of both semesters of their junior and senior year and has completed requirements for the Recommended or Distinguished Achievement Program.

SALUTATORIAN

Salutatory honors shall be afforded the student who attains the second highest grade-point average within a graduation class, provided the student has been enrolled in Leonard High School full time for a minimum of both semesters of their junior and senior year and has completed requirements for the Recommended or Distinguished Achievement Program.

*** A student, in order to be eligible for Valedictorian or Salutatorian honors must attend LHS for both the fall and spring semesters of their Junior and Senior year. In case of a tie for either valedictory or salutatory honors, actual grades earned in all academic courses shall be averaged to determine the honor. In order to do this the school may have to allow sufficient time for the college in which dual credit is earned to submit the student's grades to LHS. Because of severe time constraints it is not the norm to consider second semester dual credit grades in the GPA calculation, however, should this unusual circumstance occur, LHS would have to seek these means to determine the two top honors. It is also important to note that PE and Athletics are not considered in this calculation. Band students may use Band for PE credit or a fine art. If they choose the latter, it will be initiated into the calculation or the GPA.**

REPETITION OF ELECTIVES

Many students at LHS enjoy electives. When a student wishes to repeat the same class, LHS is glad to allow the student to do this, however, when calculating the student's GPA the grade in the class taken the first time will be the only grade submitted. The same class taken after the initial time will be for credit only.

RANKING OF STUDENTS

Class rank shall be determined by grade-point average during the sixth six weeks of the senior year. A student who chooses to graduate early will receive a class ranking for documentation purposes and future references, but will not be eligible for valedictorian or salutatorian honors, nor will they replace a student who attended LHS in both semesters of their junior and senior year and has earned a particular ranking in the top ten percent of their graduating class.

TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS (TAKS)

Students must pass the TAKS exit level test in order to receive a diploma. The exit level examination will consist of language arts, mathematics, science, and social studies. Students will have until the spring of the senior year to pass all portions of the exam. Should the exam not be passed by graduation, the student may participate in the graduation ceremony, but the student will not receive a diploma until the exam is passed.

UNACCREDITED INSTITUTIONS

Students having been awarded credits from an unaccredited institution will not be eligible for automatic transfer of courses completed. Students will be required to demonstrate proficiency on a comprehensive exam.

SUMMER SCHOOL, CORRESPONDENCE COURSES, CREDIT BY EXAM

No student may transfer course credit to fulfill graduation requirements earned from summer school classes, correspondence courses, or credit by examination to the Leonard ISD without prior approval from the high school Principal, or district superintendent. The acceptance of summer school classes, correspondence courses, or credit by examination is viewed by the Leonard ISD to be a reasonable alternative to traditional classes as a remediation or make-up to be eligible for graduation. All courses of this nature must come within the regulations established by the Texas Education Agency. A maximum of two units of credit earned by correspondence may be accepted toward graduation requirements. Leonard I.S.D. will provide 3 days between July 1 and December 31 and 3 days between January 1 and June 30 when examinations for acceleration will be offered. These dates will be publicized. A student in grades 9-12 will be given credit for an academic subject if he or she has had no prior instruction and the student scores 90% or higher on a criterion referenced test for the applicable course. If the student is given credit for the course, then the examination score will be entered on the student's transcript. No fee will be charged for the exam. Requests for this function must be submitted to the Principal in writing.

ODYSSEY WARE

Odyssey ware is a computer based curriculum that serves as a means for students who have fallen behind in class credits to "catch up" while taking other required subjects in the normal setting at their

grade level. It is a tremendous service provided by LHS in an attempt to help students graduate with their natural classmates. Students, to be eligible, must have principal approval and meet at least one more of the following guidelines to enroll in Odyssey Ware classes.

- Principal approval is mandatory regardless of circumstance.
- Under normal circumstances would be at least a Junior.
- Transfer from a home school situation to LHS and is behind their normal age group.
- Needed classes are not available in a regular setting.
- Preparation for some type of comprehensive examination.

*A student in Odyssey Ware classes who is not upholding their responsibilities in following guidelines and completing assignments in a timely manner may be removed from the program and returned to the regular classroom setting.

VI. EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ABSENCE/CLASS ATTENDANCE

No student may be absent for extracurricular activities during the school day more than ten times in one school year. The district could allow, through the approval of the attendance committee an additional 7 days. Awarding of extra days will be based on the criteria as established by the attendance committee, which may include, but is not limited to:

- Attendance
- Grades
- Discipline

It is not the intent of the attendance committee to restrain a student who is in good standing from attending an event that will enhance their ability to achieve. However, if a student, who has exceeded the preliminary absentee limit, misses class because of participation in an activity that has not been approved by the ARC, she or he will receive an unexcused absence.

RULES GOVERNING PARTICIPATION

The rules governing student participation will be aligned with the rules as stated in the LHS student handbook. Handbooks and Constitutions for specific organizations must be in harmony with the LHS student handbook, plus the applicable state rules as adopted by the state organizations from which LHS students participate under.

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

All students who participate in any extra-curricular activity and/or issued a driving permit will be subject to random drug testing. Should a student fail a test there are some uniform consequences that will be outlined and distributed to students, however, each extra-curricular entity will also have a set of consequences as outlined in their constitutions.

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 campus admin. 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.

LEONARD TIGERS 2008-2009 DRUG TESTING POLICY

- **Test all students' grades 7-12 who participate in UIL Athletics, UIL Academics, or Extracurricular activities at the first of the year.**
- **Test all students who drive a vehicle on school property**
- **Test 15% randomly every 60 days**

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 LHS

Athletics

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

- Football
- Volleyball
- Cross country
- Basketball
- Track
- Tennis
- Golf
- Baseball
- Softball
- Power lifting

At LHS 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 LHS 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 High School Athletes participating in team sports must undergo athletic training classes. This is 7th period for females and 8th 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

Beta Club is an honors/service organization at Leonard High School that works in conjunction with the National Beta Club

Requirements:

Student must be on the **Recommended** or **Distinguished** Achievement Placement track

- 85 semester average of all the core subjects (electives are not averaged)
- 10 hours of community service per year (projects to be determined by the club)
- teacher recommendations

Sponsors will check grades for prospective members at the conclusion of the fall semester. Students that meet the grade requirements will have their names submitted to the faculty for recommendations. Students that receive good recommendations from their teachers, and have not had discipline or attendance problems will be invited to join. Induction will be held at the awards assembly in the spring.

CHEERLEADING/DRILL TEAM

LHS Tigerette Dance/Drill Team

Our organization helps to support LHS spirit activities and performs at half-time activities. Tryouts for our team are held in March or early April. We attend a summer camp to learn material for the upcoming year.

LHS Varsity Cheerleaders

Our organization is the spirit organization of Leonard High School. We perform at all varsity football and basketball games. Tryouts for our team are held in March. We attend a summer camp which is **mandatory** to learn material for the upcoming year.

FFA

Students at LHS are encouraged to take agricultural and vocational classes. FFA is a National organization whereby students attend and participate in livestock shows, leadership contests, and judging contests. For more information on FFA contact Kenny Roberts, LHS Agriculture Department, at 903-587-2316, ext.617

Marching Band

The LHS Band program offers many different music classes ranging from the playing field to the classroom. Students who choose to participate in Band will learn skills which include the following:

- Music memorization
- Music reading
- Showmanship
- Instrumental techniques
- Marching and maneuvering skills
- Creative expression and performance skills

Student Government

The LHS student government has been established to work with the faculty and administration to enhance a positive atmosphere at LHS. Student government will work to unify classes and the student body at LHS. It is the belief of the students that if we work together we can create a school in which we can be proud. The government will consist of six council members who will serve as officers. Each class will elect six class officers who will also serve on the LHS student government. The criteria to be eligible for the student government includes: good grades, attendance, and good behavior. In addition, students who hold offices in student government are required to have a number of hours of community service work.

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 kids who choose to participate each year during the spring. We, as teachers of LHS, believe that UIL is a great experience for our students, and therefore urge any of our students to join the Leonard High School 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 after graduation.

VII. Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

CORPORAL PUNISHMENT

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.

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.]

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

Students' Desks and Lockers (P.E/Athletic)

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.

Use of Hallways During Class Time

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass or permission slip issued and signed by a teacher.

LIBRARY RULES

- Students are responsible for any material they check out from the library. Loss of the material will result in a fine equal to the cost of the material. Damage to the material will result in a fine determined by the librarian according to the type and amount of damage.
- Students will be allowed to check out a book for a two-week period and then recheck the book one time for an additional two weeks. In order to recheck a book, the student must present the book to the librarian.
- A fine of ten cents per school day will be imposed upon students who do not return a book on its due date. Fines should be paid upon checking in the book.
- Students may not check out books for other students.
- Reference books may not be taken from the library.
- Disruptive students will be sent out of the library.
- Students must be supervised by an adult in order to use a computer. If the student uses the Internet, he/she must have a signed Internet Use Agreement on file in the Library
- Students will be limited to the number of copies they can make, both on the photo copier and computer printer, before charged.

COMPUTER/INTERNET USE

Each student enrolled in LHS 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.

VIII. DRESS CODE

Leonard High School 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 High School 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.

Pants, Shorts, and Dresses

- Whether it is a pair of long pants, short pants, or a dress, it should fit around the waist square and the top of the clothing should extend no lower than one inch below the navel.
- All clothing must be hemmed.
- None should have cuts or holes above the knees.
- Shorts and dresses must fall within two inches of the top of the kneecaps.
- Athletic shorts are acceptable. Gym shorts are not.
- Long pants must not visibly display any type of chain or metal loop.
- Loose fitting pants will not be accepted as an excuse for violating the dress code.
- Pajama pants, or any type of pant that resembles pajama pants are not allowed.
- Warm up suits, also which may be referred to as wind suits, are allowed.

Shirts and Blouses

- Sleeveless shirts and blouses are acceptable for girls only if they do not fall below the neck line, if the shoulder strap is at least three inches wide, the arm holes are hemmed, and the arm holes fall no lower than the base of the arm pit.
- Young men who attend LHS are not allowed to wear sleeveless shirts.
- Shirts and blouses that are not tucked must be relatively squared and fall in an area between four and six inches from the navel. If the shirt violates the dress code below or above that point in either direction the student will be instructed to tuck the shirt or blouse.
- The neckline of the shirt or blouse must not fall below the base of the neck in both the front and back.
- All shirts and blouses must be hemmed and free of holes and cuts.
- All shirts must be closed and any shirt worn over another shirt must be buttoned up to at least the middle of the chest.

- *Any shirt or blouse perceived as depicting a message of sex, drugs, violence, or vulgarity is not allowed. In addition, any shirt or blouse depicting a message of an inflammatory nature, whether it is social, political, or cultural will not be allowed. This includes both clothing and accessories.

Accessories

- **From the time a student steps on school district property all cell phones, pagers, and other communication devices are to be turned off and concealed. They can only be used in the designated areas during break and lunch.**
 - The consequences for violating cell phone, pager, or other communication device possession and usage guidelines are as follows:
 1. Confiscated for 1st time = parent is allowed to pick up phone at the end of the school day.
 2. Confiscated for 2nd time= phone taken up for one weeks or \$20.00 fine.
 3. If a student is in violation of this rule for a third time the communication device will be taken up until the end of the semester and only returned to the student's parent or guardian at that time or a \$40.00 fine.
 4. If a student violates this rule just before a holiday or break, the student will have the option of leaving the cell phone or other communication device in the possession of the school throughout the holiday or break, until the first day back to school, or pay a fine of \$50.00 to get the phone back. Other Accessories that are not allowed at school, include, but is not limited to:
 - Electronic and mechanical devices. This includes, but is not limited to types of electronic games and musical devices.
 - Toys and gadgets.
 - Chains.
 - Sweatbands worn on the wrists, head, or other parts of the body.
 - Non-prescription sunglasses.
 - Any accessory with raised objects, such as the spikes on a wrist band or necklace. Also, all objects worn as an accessory that could be viewed as a threat to the safety and well being of the school.
 - Face painting, unnatural hair dyeing, or unnatural makeup.
 - Items that require body piercing are limited to the **ear**, cannot dangle below the ear lobe more than two inches, and more than three items in one ear will be considered extreme.
 - No headwear is allowed to be worn in the building. This includes, but is not limited to caps, hats, bandanas, headbands, and hooded sweaters. For girls, this does not include accessories such as hair bands to aid in the management of hair.
 - Tattoos are to remain covered at all times.
 - Students are welcome to carry a backpack.
 - Trench coats or coats that resemble a trench coat are not allowed to be worn in the school building during school hours.

*** Any type of accessory, hair style, or clothing worn by students that is considered extreme or beyond the normal limits of acceptable dress, or that the principal believes has the potential to disrupt the learning environment is strictly prohibited.**

Shoes

Students must wear shoes while attending school.

- Shoes designed for shoestrings must have them and they must remain tied.
- Gadget shoes are not allowed.
- House shoes are not allowed.
- Cleats are not allowed in the building or on school vehicles.
- Any type of extreme footwear is not allowed.

Hair

(boys)

- Hair should not be over the eye brows, or past the bottom of the shirt collar.
- In addition, drastically uneven cuts such as, but is not limited to, spikes, Mohawks, extreme separation of hair color, and unnatural hair dyes are prohibited.

(Girls)

- Should not have extreme separation of hair colors.
- Should not have unnatural hair colors.
- Should not have uneven cuts of an extreme nature, such as, but is not limited to spikes, mohawks, twist ties, extreme separation of hair color, or unnatural hair dye.

Violations

If it is their first time to violate the dress code or if the student does not have a pattern of violating the dress code, most times the student will simply be asked to correct the violation. Students will face disciplinary action when a pattern of non-compliance toward the LHS dress code is displayed. In addition, if any student at any time refuses to correct a dress code violation, whether the violation is determined immediately correctible or the student is instructed to correct the violation as soon as possible, the student will immediately fall under the consequence system for the violation, which may include, but is not limited to, 9th hour or before/after school detention, or ISS for those who are continuously non-compliant and show a pattern of disregard for the dress code.

Teachers shall follow building procedure for discipline referral regarding dress code violations. The coach, sponsor, or director of an extracurricular activity may regulate the dress and grooming of students who participate in the extracurricular activity for which they are responsible provided that:

- 1) Their students are not in violation of the LHS dress code required by all students, and
- 2) The requirement for the group in the way they dress does not cause unnecessary distractions.

Partners in Education,

*Once again, let me thank you for taking the time to read this document. We at LHS are a humble group, and what we enjoy more than anything and continuously strive toward is student safety and student success. We will take pride in these virtues as well as promoting the fair and equitable treatment of each student, while at the same time care to the needs of the student body as a whole. I hope that your child will have a great experience during their time at LHS. There will be a sincere effort given to ensure that every student who attends LHS will enter a safe and healthy learning environment, and that we will uphold the general reason parents send their kids to school.....to learn. Learning **will** be a priority, not only for students, but for faculty as well. We all want to be students striving to improve our education and knowledge. Should you ever have any questions or concerns please call the School at 903-587-3556.*

Brad Connelly, Principal

IX. Important Information for Parents

Acknowledgement Forms

My child and I have received a copy of the Leonard High School Student Handbook (and the Student Code of Conduct) for 2009–2010. 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, 2009.

NOTICE TO PARENTS: DIRECTORY INFORMATION (important!)

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 High School 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 High School has designated the following information as directory information:

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and 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 military recruiters and 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

X. ACADEMIC TRACKS AND THEIR WEIGHTS

At LHS students have a choice of which academic track they will pursue. Except in special circumstances most students will be on the Recognized or Distinguished track. The following attachment contains information about the Academic tracks at LHS: