



**LAGO VISTA
MIDDLE SCHOOL**

**STUDENT HANDBOOK
SUPPLEMENT**

2009-2010.

August 25, 2009

Dear Students and Parents:

I cannot imagine a better place to attend sixth, seventh and eighth grade years than at Lago Vista Middle School. Here, the faculty, staff, and administration strive to provide the best educational experience available.

Lago Vista Middle School provides a wealth of opportunities for each student to achieve his/her highest potential. It is our sincere desire to see every Lago Vista Middle School student successfully complete eighth grade, promote to high school, and continue to pursue the highest academic and personal goals.

We are committed to serve our students by employing the most effective teaching practices, keeping abreast of current educational trends, and maintaining state-of-the-art resources. Additionally, we support our parents and community in ensuring that every Lago Vista Middle School student attends school in a safe and secure environment.

Our staff members join me in welcoming you to the new school year. We are excited about our plans for the school year and the terrific experiences that await. It is going to be a fantastic year!

Sincerely,

Trisha Upchurch
Principal, Lago Vista Middle School

Preface

The Lago Vista Middle School, Student/Parent Supplement provides additional information on middle school issues. This supplement does not replace the *LVISD Student/Parent Handbook*.

Students and parents should also be familiar with the Lago Vista Independent School District *Student Code of Conduct*, which sets out the consequences for inappropriate behavior. Required by state law, the *Student Code of Conduct* is intended to promote school safety and an atmosphere for learning. This document is separate from this addendum and can be found on-line as well as in hard copy format.

The Lago Vista Middle School Supplement supports the state of Texas educational code, LVISD Board policy, and school operating procedure. This document is updated annually while policy adoption and revision take place throughout the calendar year. Changes in policy that affect students and parents will be made available through all appropriate communication media. In case of conflict between Board policy or the *Student Code of Conduct* and any provisions of the student supplement, the provisions of Board policy or the *Student Code of Conduct* most recently adopted by the Board are to be followed.

Table of Contents

Absences	18
Academic Counseling	17
Academic Dishonesty/Cheating/Plagiarism.....	12
Academics	10
Accident Insurance.....	30
Accident Prevention	31
Admission	10
Assemblies and Pep Rallies	26
Athletic Code of Conduct.....	33
Attendance Guidelines	18
Attendance Liability – Parents.....	19
Attendance Liability – Students	19
Attendance – Religious Holidays	20
Awards and Recognition	22
Band.....	34
Bus Transportation and Other School Vehicles.....	20
Cafeteria Services	21
Cafeteria – Student Guidelines	22
Campus Improvement Committee.....	36
CD Players, Radios, MP3 Players and Other Electronic Devices and Games ..	22
Cell Phones	22
Check-Out and Check-In Procedures.....	22
Cheerleaders.....	34
Class Work.....	11
Closed Campus.....	22
Clubs and Organizations	33
Communication	36
Computer Resources	23
Conduct Expectations	23
Conduct – School Rules and Discipline.....	23
Directory	6
Disruptions	31
Dress and Grooming	24
Elections.....	35
Enrollment	10
Emergency Procedures	31
Evacuation Drills	31
Fees	25
Field Trips	25
Fines and Financial Obligations	25
Fire Drill Procedures.....	32

Fund Raising	26
Grade Reports.....	13
Grades for Transfer Students	15
Grades On-line	14
Grading System	13
Gum, Food and Drink.....	26
Hall Passes	26
Harassment.....	26
High School Graduation Planning	17
Homework	11
Honor Roll	14
Immunizations	32
Initiations	35
Insurance	26
Late Work Policy	12
Late Work Policy for Pre-AP Classes.....	16
Library	27
Lost and Found	27
Make-Up Daily Work/Tests.....	12
Maps	7-9
Newsletter	37
Parent and Community Involvement	36
Parent Teacher Organization	37
Parties and Socials.....	27
Personal Counseling	17
Physical Examination for UIL Participation.....	36
Pre-Advanced Placement Classes	15
Preface.....	2
Pre-Registration	10
Progress Reports	12
Promotion Criteria	15
Publications and Prior Review..	27
Publications – School Materials	28
Publications – Non-School Materials	28
Registration.....	10
Release of Students from School.....	28
Re-Teach/Re-Test Policy	12
Schedule Changes.....	11
School Closings	28
School Hours	28
School Sponsored Transportation.....	29
Sexual Harassment/Sexual Abuse.....	29
Special Education	15
Special Programs.....	15
Special Projects	11
Student Assignment Planners	29

Student Council	34
Student Information	18
Student Life	32
Student Right to Pray	29
Student Safety	30
Tardy Policy	29
Teacher Conferences.....	30
Telephone	30
Texas Assessment of Knowledge and Skills (TAKS)	16
Textbooks.....	30
Tornado Drill Procedures	32
Truancy Policy.....	30
Tutorials	12
UIL Academic Activities.....	36
UIL Activities	35
UIL Athletic Activities.....	36
UIL Music Activities	36
Visitors	37
Volunteers	38
Withdrawal Procedures	10

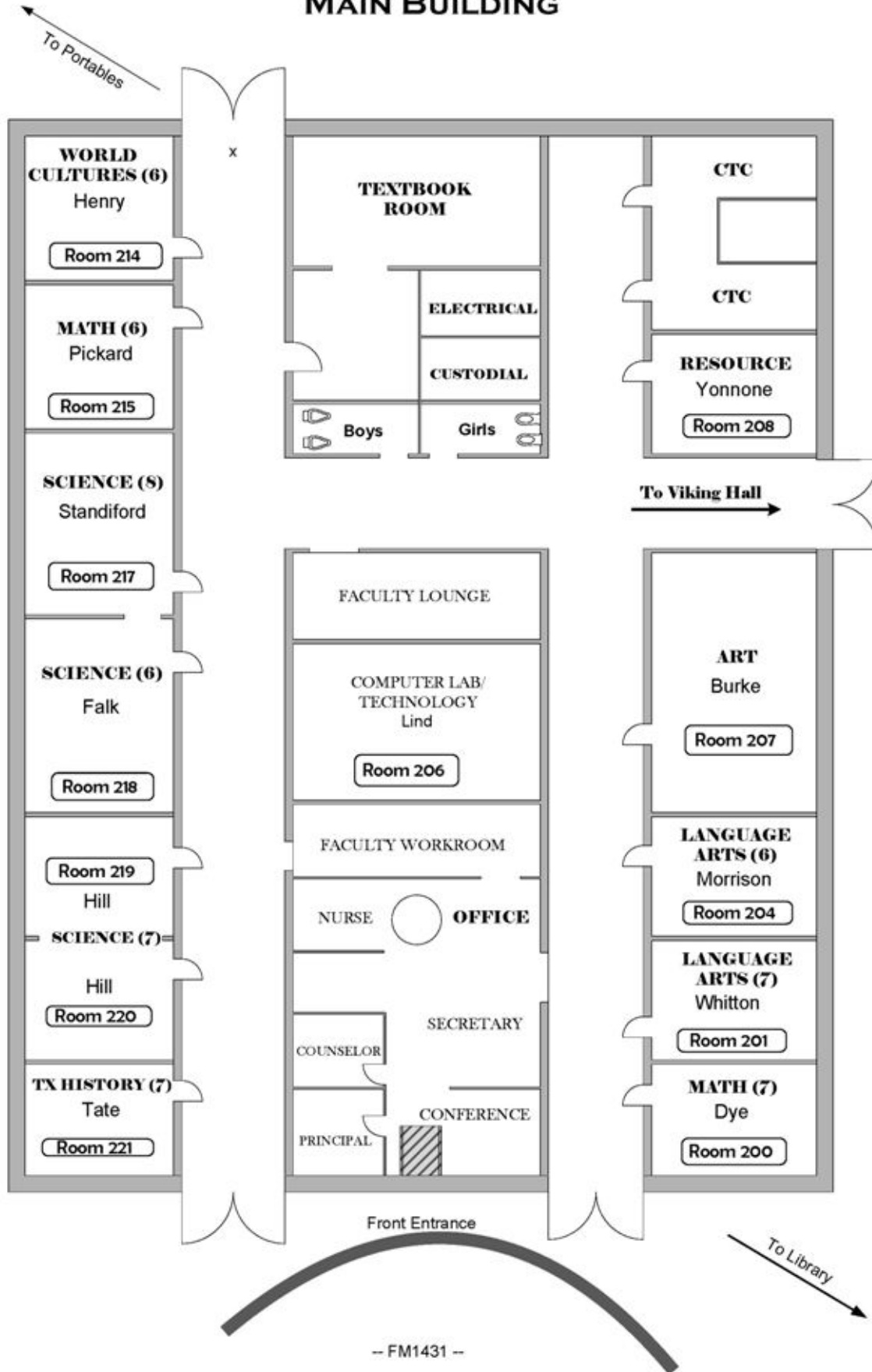
Lago Vista Middle School Directory

512-267-8300 x3500

Front Office: ext. 3500
 Fax: 512-267-8329

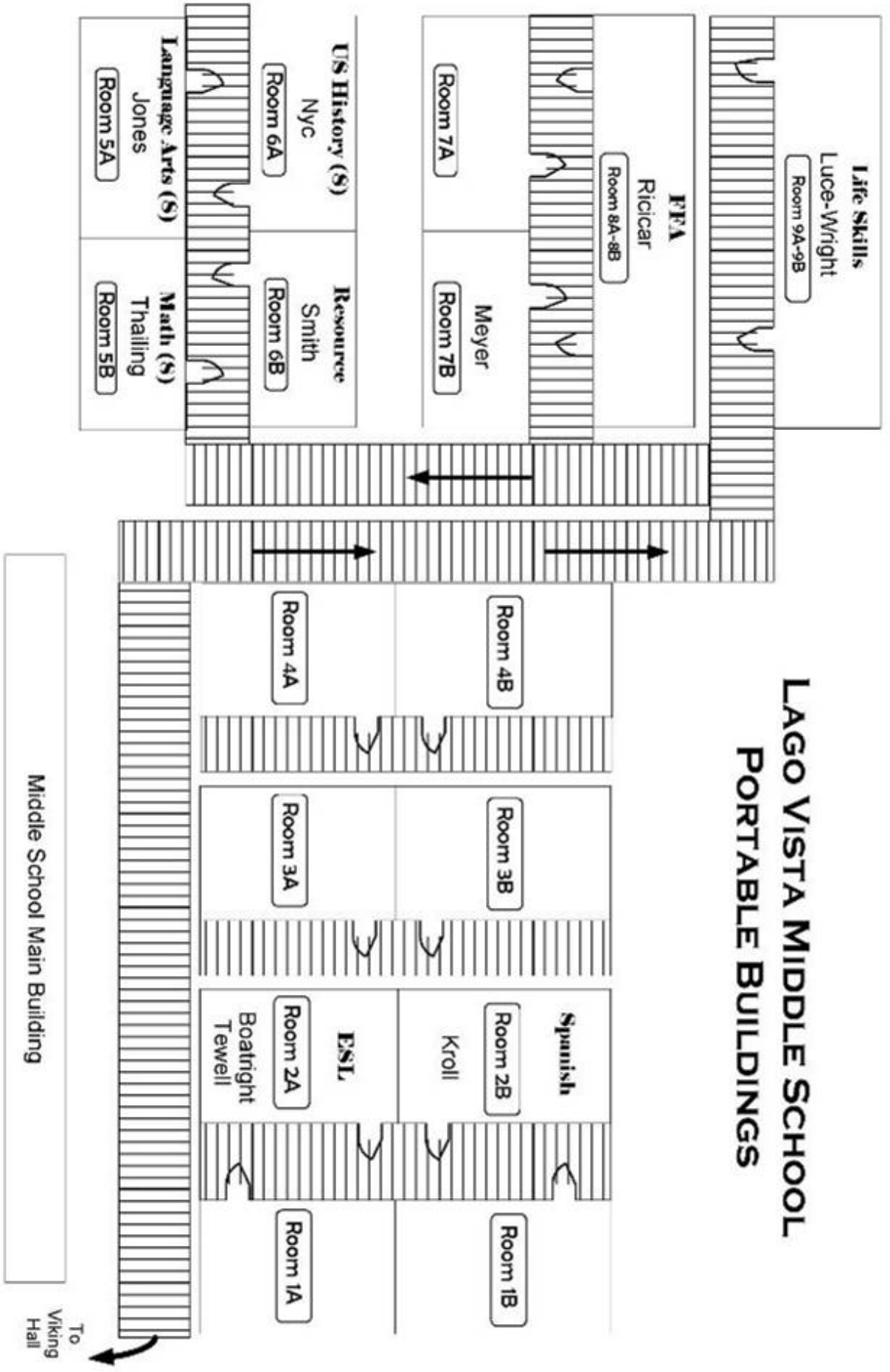
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Jill Yonnone	Special Education	ext. 3208	jill_yonnone@lagovista.txed.net

LAGO VISTA MIDDLE SCHOOL MAIN BUILDING

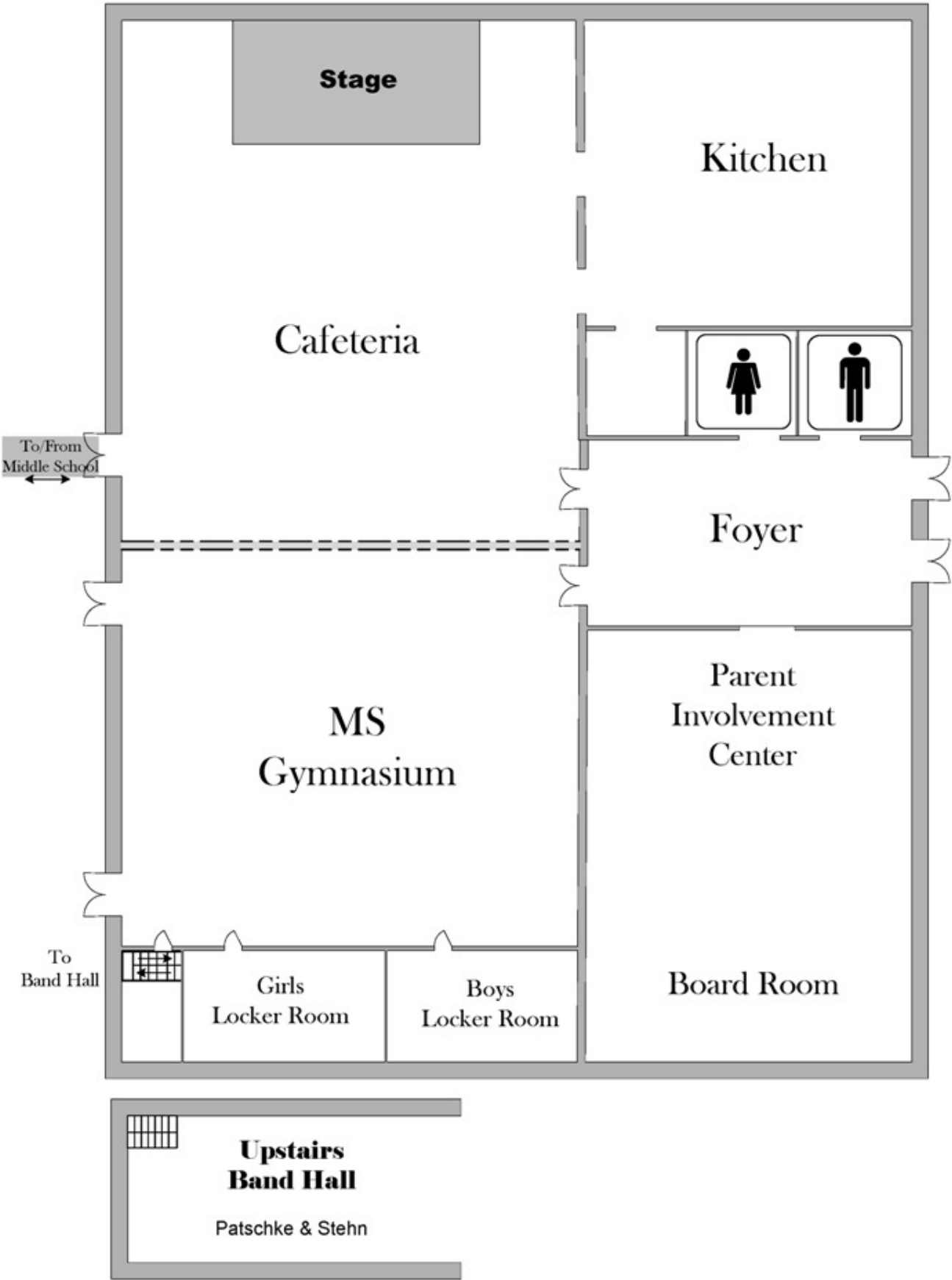


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LAGO VISTA MIDDLE SCHOOL PORTABLE BUILDINGS



VIKING HALL



Enrollment

Admission

A student (or the student's parent) who wishes to enroll in the District should come by the middle school front office during regular school hours. For more information, contact the Lago Vista Middle School counselor, Rebecca Ford at 512-267-8353.

Pre-Registration

During the spring of each year, students are given course selection information for the next school year. The master schedule of teachers/subjects/periods of instruction will be developed from these course selections.

Registration

New students and students who did not register during pre-registration may register during the summer registration in August. Dates and times will be announced in advance in local newspapers. Students register on a free choice basis (subject to availability) for classes each year.

Withdrawal Procedures

A student may be withdrawn from school only by a parent. Notify the school at least three days in advance of the anticipated withdrawal date so that records and documents can be prepared. On the student's last day, a withdrawal form is presented to each teacher for current grade averages and book clearances; to the librarian to assure a clear library record; to the nurse for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and the original will be placed in the student's permanent record. When parents/guardians are unable to personally initiate withdrawals, a student can bring a note signed by his/her parents stating the date of and the reason for withdrawal. All withdrawals start in the principal's office. No records can be transferred to another school until all records are clear.

To receive a semester grade, students must have completed the sixth week of the last nine weeks of each semester.

Academics

Middle school students attend seven classes. The schedule consists of four core classes (language arts, mathematics, science, and social studies.) and three elective classes, as listed below:

Sixth Grade

Required courses: language arts, mathematics, science, social studies (world cultures)
Electives: P.E. (required), band, elective rotation (art, keyboarding, drama, and exploratory language), advisory

Seventh Grade

Required courses: language arts, mathematics, science, social studies (Texas history)
Electives: athletics or P.E. (required), band, technology, art, Hero's Journey, Spanish IA

Eighth Grade

Required courses: language arts, mathematics or Algebra 8(with recommendation), science, social studies (U.S. history)
Electives: athletics or P.E., band, technology, art, Hero's Journey, Spanish IB (prerequisite Spanish IA)

All students are required to complete four semesters of P.E., which will be scheduled in sixth and seventh grades. Athletics can take the place of P.E. in seventh grade. Core classes are offered on two levels – regular and pre-advanced placement (Pre-AP). High school credit is given for Spanish IB and Algebra 8, and the grades for these courses will count towards the student's grade point average. Students may enroll in Spanish IB only if they have successfully completed Spanish IA. A matrix is used to recommend students for Algebra 8.

Schedule Changes

Every effort is made to place students in requested courses, including desired electives. Changes in schedules will be made only in special circumstances. Any course changes must have parental approval. No schedule changes may be made after the end of the third week in each semester without the principal's approval.

Class Work

Classroom instruction includes activities and assignments to master educational objectives. Students are expected to practice good study habits, which include, mental preparation, completion of assignments and homework in a timely manner, bringing required supplies and textbooks to class, appropriate preparation for tests, and seeking assistance when needed. Students are responsible to make-up missed assignments. (See make-up/late work policies.) Use of a student planner is recommended to maintain a record of assignments.

Homework

Lago Vista Middle School students engage in relevant homework assignments designed to extend or practice concepts and skills. A major goal of homework is to enrich classroom studies with projects and activities that encourage students to think and to connect learning to the outside world. Failure to turn in completed homework assignments will result in a loss of grade points.

Special Projects

Special projects, such as term papers, reports, and other major projects/papers are due on the day designated by the teacher. Such special projects adhere to a stricter late-work penalty than used for regular classroom assignments and homework. Special projects are due on the established date as determined by the teacher. **Special projects not turned in by the deadline established by the teacher will receive a "0"**. The Make-up policy and late work policy will apply to any portions of a special

project (such as homework, tests, quizzes) that are to be counted as daily work.

Make-Up Daily Work/Tests

It is the student's responsibility to complete missed assignments and tests. Upon returning from an absence, students are expected to request make-up work and make arrangements to take missed tests. Teachers determine the amount of time allotted for completing make-up work after an absence. Generally, three days are given for each absence; however, in cases of prolonged absences, other arrangements will be made. Parents are encouraged to call the school for assignments during extended absences.

Students may make-up work missed due to unexcused absences.

Late Work Policy

- * The first day an assignment (homework included) is due, it will be evaluated on the basis of 100% of its value. If the student misses a class but is in school that day, the assignment is due on that day.
- * The assignment will be evaluated on the basis of 80% of its value on the second day (1 calendar day late).
- * The assignment will be evaluated on the basis of 50% of its value on the third day (2 calendar days).
- * Daily assignments/homework received after the third day will receive a "0."

Academic Dishonesty/Cheating/Plagiarism

One of the most successful ways of learning is to complete your school assignments independently. Academic dishonesty, cheating or plagiarism is not acceptable. Cheating includes the copying of another student's class work/homework, test answers, etc. as one's own. Plagiarism is the use of another person's original ideas or writings without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question as well as disciplinary penalties.

Tutorials

Tutorials are available for all students who need assistance and are especially recommended for those students who are failing or at risk of failing a class. A student who receives a grade of less than 70% in any class or subject during a grading period may be placed in mandatory tutorials (TEC 29.084). Teachers provide tutorials from 7:30 – 7:55 most mornings. Students can make arrangements with their teachers if additional times are needed.

Mandatory tutorials fall under the jurisdiction of Texas' compulsory attendance laws. Attendance is not optional. Students who do not attend mandatory tutorials are subject to prosecution under the state laws for compulsory attendance. In addition, students are subject to school consequences for truancy (Note: an unexcused absence from a mandatory tutorial will be considered a truancy)

Re-Teach/Re-Test Policy (Grading Procedures)

Upon request, re-teaching is offered if a student receives a failing grade (below 70%) on a daily assignment and/or test. Students who fail a test have one opportunity to re-test after completing a mandatory tutorial. The resulting grade will be an average of the two test grades. In the event that at least 50% of the students fail a test, the material will be re-taught in class; a make-up assessment will be provided during class, and the higher grade will also be recorded. All re-teach and retest scores will be documented according to local campus procedure.

Progress Reports

It is crucial that students and parents are informed regarding course progress — especially if additional help is needed. Written reports of absences and grades or performance in each class or subject are published at least once every nine weeks. At the end of the third week and at the end of the sixth week of a grading period, parents are notified in writing if the grade average in any class is 75% or below. If a student receives a grade of less than 70% in any class or subject during a nine-week grading period, his/her parents are encouraged to schedule a conference with teacher(s).

Grade Reports

Grades are averaged for each nine weeks (two reporting periods per semester). The students' grade averages are communicated through report cards, which are mailed to the parent/guardian each reporting period (as designated on the school calendar).

The following grading scale is used to reflect mastery of learning objectives each nine weeks:

- A = 90% -- 100%
- B = 80% -- 89%
- C = 75% -- 79%
- D = 70% -- 74%
- F = 69% and below (failing grade)

Grading System

The school year is divided into two semesters of approximately eighteen weeks each. A semester grade is the weighted average of the two nine-week grades and the semester final exam grade. A student's grade in a class for the year is the average of the two semester grades. The formula for the semester and year grade is:

$$\frac{2 \times \text{Nine-Weeks (40\%)} + 2 \times \text{Nine-Weeks (40\%)} + \text{Semester Final Exam (20\%)}}{5} = \text{Semester Grade}$$

$$\frac{\text{First Semester} + \text{Second Semester}}{2} = \text{Year Grade}$$

Nine-week tests are required the first and third nine weeks of each school year.

Teachers have the option to give nine-week tests at the end of the second and fourth nine-weeks. Each nine-week grade is valued at 40% of the semester grade.

Semester exams are required for all students. Semester exams will be given on the scheduled dates. Semester final exams are valued at 20% of the semester grade.

The classroom practice of curving grades for teacher-made tests is not allowed. Term papers, special reports, class discussion, and book reports are all important. All students in grades 6 through 8 may be given these types of assignments during each grading period.

Grades On-Line

It is possible to check your grades on line. Following is the step-by-step directions to do this. A printout of the directions with pictures is available in the middle school front office. How to view your grades on-line:

- Access the internet in your usual manner.
- In you browser type <http://newton.lagovista.txed.net/pinnacle/piv>
- The Welcome screen/Login appears
- You will enter student information as follows:
 - User Name* – student’s ID number (unique number which can be located on student’s schedule, progress reports, report card)
 - Password* - student’s birthdate in MM/DD/YY format (include “/” in the birthdate).
 - School* – select the campus student attends
- Once you have successfully logged on to the Pinnacle Internet Viewer, you will see the “Class and Report Selection” screen.
- From here you select a class by clicking on the down arrow and then you select a report by clicking on the down arrow.
- There are a number of reports you can view, including attendance and missing grades.
- The “Report Card” selection shows all class grades, or you may select a specific course and view all grades in that subject.
- Finally, you can select a marking period by clicking on the down arrow.

Please remember that only those grades that have been posted in the electronic grade book can be viewed. Work that has been turned in, graded, but not posted will not be viewable.

Honor Roll

LVMS celebrates exemplary academic success and recognizes the following exceptional student achievement:

- All A Honor Roll - Students earning "A's" in all their classes.
Average of 90% or above in every class.
- A/B Honor Roll - Students earning "A's" and “B” in all classes with no more than 2 "B's".

Grades for Transfer Students

Students transferring into Lago Vista ISD with letter grades will have assigned to them the following numeric values.

A+ = 98%	B+ = 88%	C+ = 79%	D+ = 74%	F = 69%
A = 95%	B = 85%	C = 77%	D = 72%	
A- = 92%	B- = 82%	C- = 75%	D- = 70%	

Promotion Criteria

To be considered for promotion, students must meet these requirements:

1. Final yearly average of at least 70% in language arts
2. Final yearly average of at least 70% in math
3. Final combined yearly average of at least 70% in social studies and science
4. Final combined yearly average for all classes, including electives, must be at least 70%
5. Attendance for the year at 90% or above
6. 8th graders must pass 8th grade TAKS Math and 8th grade TAKS Reading.

Special Programs

The District provides special programs for gifted and talented students, migrant students, students with limited English proficiency, and students with dyslexia. The director of special programs can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. If you have questions about these programs, please contact Beth Mohler, 267-8300 ext. 4500.

Special Education

Special Education programs and services are available at or through Lago Vista ISD. These programs and services are designed to aid students with handicapping conditions or special learning needs to achieve an educational level commensurate with effort and ability. State and Federal guidelines for admission and program operation are followed. A student, parent, or guardian should discuss the program with the principal or counselor if it is believed a special need exists.

Pre-Advanced Placement Courses

Beginning in 6th grade, all core subjects (Language Arts, *Math, Science, and Social Studies) are offered as regular and Pre-Advanced Placement (Pre-AP) classes. The Pre-AP classes at the middle school offer students the opportunity for a more rigorous and in-depth study of the Texas Essential Knowledge and Skills. Pre-AP classes move at a fast pace; students who have difficulty keeping up with the accelerated pace of instruction may find it necessary to seek outside tutorials or assistance in order to be successful in the class. Pre-AP courses are designed to provide opportunities to develop concepts and skills in preparation for enrollment in the high school Advanced Placement program.

Students enrolled in Pre-AP classes should expect outside assignments and projects, which could require a significant amount of time and energy. Students considering

placement in Pre-AP classes should consider the following expectations of skills that the Pre Advanced Placement student must bring to the classroom:

- Independent reader, writer, problem solver, learner
- Marked ability to communicate eloquently in oral, written, and electronic formats
- Marked intrinsic commitment to the completion and submission of tasks
- Recognized ability to work productively and cooperatively with others
- Persistence when working with challenging problems or tasks
- Creative, imaginative, inquisitive, with the ability to analyze, synthesize, and evaluate
- Ability to learn rapidly and excels in the learning process
- Full engagement in the learning process
- Well-organized with good study skills
- Respect for academics, the learning environment, and the school community
- A strong sense of self

At the end of every school year, a matrix outlining information, such as TAKS scores, end-of-year tests, teacher recommendation, grades, and writing portfolio is compiled for each fifth, sixth, and seventh grader in order to best predict students' success in each of the four Pre-AP core classes. Using this information, LVMS recommends appropriate placement of students. Careful consideration is given so that students are recommended for the classes that will provide the most appropriate instructional setting for an individual student. Students and parents who would like to discuss the Pre-AP placement recommendation made by LVMS are invited to meet with the LVMS counselor or principal.

* Pre-AP math classes are offered in sixth and seventh grades only. Students who meet the rigorous math standards as seventh graders may enroll in Algebra as eighth graders. Since students enrolled in Algebra receive high school credit, a matrix will be used to recommend placement into the class.

Late Work Policy for Pre-AP Classes

Students enrolled in Pre-AP classes are held to a high standard of performance. LATE WORK WILL NOT BE ACCEPTED except in the case of EXCUSED ABSENCES and approved SCHOOL RELATED ABSENCES.

If a student falls below 80% in any semester grading period, he/she may be removed from that Pre-AP class and placed in a regular class. If the student's schedule necessitates staying in that class, he/she will be required to complete the same course work as his/her classmates but will not receive the recognition of the Pre-AP class.

Texas Assessment of Knowledge and Skills (TAKS)

Following is a list of the state tests to be administered at Lago Vista Middle School during the 2009 - 2010 school year:

March 3, 2010

7th grade TAKS Writing

March 3, 2010	8 th grade TAKS Reading
April 6, 2010	8 th grade TAKS Math
April 27, 2010	6 th and 7 th grades TAKS Math
April 28, 2010	6 th and 7 th grades TAKS Reading
April 29, 2010	8 th grade TAKS Reading (Retest)
April 29, 2010	8 th grade TAKS Science
April 30, 2010	8 th grade TAKS Social Studies
May 18, 2010	8 th grade TAKS Math (Retest)
June 29, 2010	8 th grade TAKS Math (Retest)
June 30, 2010	8 th grade TAKS Reading (Retest)

Academic Counseling

Students and parents are encouraged to talk with the school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, LVISD students in grades 5 through 7 are provided with information on anticipated course offerings at LVMS for the following year.

To plan for future endeavors, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the counselor so that consideration can be given to recommended courses. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

High School Graduation Planning

Middle school is not too early to begin planning for high school graduation. High school offers numerous courses, many of which will be offered at advanced academic levels. Students can begin preparing for rigorous high school courses by pursuing challenging opportunities offered during middle school. Prior to ninth grade, students will learn more about high school courses including the “Recommended” and “Distinguished” plans for graduation.. For information on the high school graduation, contact the middle school or high school counselor.

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For information, see the high school principal or high school counselor.

Personal Counseling

The school counselor is available to assist with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor also has available information about community resources to address these concerns. To meet with the counselor, please complete an appointment request. Appointment request forms are available in the front office.

Student Information

Absences – Written Excuses

When a student has been absent from school, he/she must present a valid note the morning he/she returns to school. A written note is required even if the parent/guardian has called in the absence. Notes are kept on file for student records auditing purposes. Students have a maximum of 48 hours from the date of return to clear up unexcused absences to make them excused.

Excuses for absence must be written and must contain all of the following:

1. Full name of student
2. Date(s) absent
3. Reason for absence on each date
4. Signature of parent or guardian

Example: Charles Ralson Hughes was absent Nov. 19 and 20, 2009 because of personal illness. /s/ Mrs. C.R. Hughes, Sr.

Students are not allowed to sign their parent's name even with permission. Such a signature will be considered a forgery and will result in disciplinary action.

Attendance Guidelines

Regular school attendance is essential to make the most of education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of mastery of the instructional objectives. Therefore, students and parents should make every effort to avoid unnecessary absences.

The state of Texas, compulsory attendance law requires that:

- * A student between the ages of 6 and 18 **must** attend school and district-required tutorial sessions unless the student is otherwise legally exempted or excused.
- * School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, from required special programs, or from required tutorials, will be considered truant and subject to disciplinary action.
- * Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:
 - is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
 - is absent on three or more days or parts of days within a four-week period.

State law and Board policy permit certain absences, including:

- * An extracurricular activity or public performance, approved by the district's Board of Trustees.

- * Required screening, diagnosis, and treatment for Medicaid-eligible students.
- * Observance of religious holy days, including travel for that purpose.
- * A documented health care appointment – if the student begins classes or returns to school on the same day as the appointment and the student brings a note from the doctor verifying the appointment.
- * A temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent, including personal illness, or illness or death in the immediate family.
- * A juvenile court proceeding documented by a probation officer.
- * An absence required by state or local welfare authorities.
- * A family emergency or unforeseen or unavoidable instance requiring immediate attention.
- * An approved visit to a college campus.

To receive credit in a class, a student must attend at least 90% of the days the class is offered. A student who attends fewer than 90% of the days the class is offered cannot receive credit for the class unless an attendance review committee finds that the absences are the result of extenuating circumstances. If credit is lost, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

Tardies also affect attendance. The third time a student is tardy to any class will result in the assignment of one unexcused absence for that class.

Attendance Liability -- Parents

If any parent of or person standing in parental relation to a student fails to require that he/she attend school, the attendance officer will warn the parent in writing that attendance is immediately required.

If, after this warning, a parent or person standing in parental relation with criminal negligence fails to comply and if the student has absences for the amount of time specified under Family Code 51.03(b)(2), the attendance officer will file a complaint against him or her in an appropriate court, as permitted under Texas Education Code 25.093. In addition, if the student has been referred to the juvenile court for engaging in conduct in need of supervision, the attendance officer shall also file a complaint against the parent in that court. If no referral has been made, the attendance officer will refer him/her to the county juvenile probation department for action as engaging in conduct indicating a need for supervision.

Attendance Liability -- Students

Students and/or their parents may be prosecuted for truancy in the justice court for the precinct in which you reside or in which the school is located if you are required to attend school under the compulsory attendance laws and fail to attend school for the amount of time specified in Family Code 51.03(B)(2) without an excuse as provided by

Texas Education Code 25.087 (TEC 25.094(a)(b)).

Attendance -- Religious Holidays

The district will excuse a student from attending school for the purpose of observing religious holy days if, before the absence, his/her parent, guardian, or person having custody submits a written request for the excused absence. The district will excuse the student for the days on which the religious holy days are observed and for the days on which he/she must travel to and from the site where the holy days will be observed.

If the absence is excused for religious holy days, the student will not be penalized. Students will be allowed the previously stated make up time to complete schoolwork missed on those days. If the student fails to complete the work missed, the district may respond appropriately. If the student satisfactorily completes the work, the days of absence will be counted as days of compulsory attendance.

Awards and Recognition

Students will be recognized at the end of each grading period for "A" Honor Roll and "A/B" Honor Roll. Additionally, an assembly may be held at the end of the year to recognize honor rolls and for the entire year. Other awards may be given.

Bus Transportation and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from the school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling, Durham Transportation, 512.267.7707.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest your home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Do not deface the bus or its equipment
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects in or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Be at the school bus pickup points promptly at the designated time. The bus will not wait.
- Take your assigned seat and sit quietly.
- Do not leave your seat while the bus is in motion. Wait until the bus comes to a complete stop before going to the exit door.
- Do not horseplay or talk loudly. This distracts the bus driver.
- Do not eat food or drink beverages on the bus.

- Do not possess or use any form of tobacco.
- You and your sponsors who use buses for field trips are responsible for cleaning the bus when the field trip is completed.
- You are required to sign the Bus Student Agreement Form.

When riding in a district van or passenger car, seat belts must be fastened at all times

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

Cursing, fighting, flagrant disrespect toward the bus driver or any other action which endangers safe operation of the bus will result in automatic suspension of bus riding privileges for (3) three school days. Repeated offenses may result in suspension of bus privileges for the balance of the semester or school year. Other disciplinary action may also be taken as specified in the district's discipline management plan. Cameras may be recording bus trips on daily bus runs for discipline management purposes.

If a student is sent to the office for misconduct on the bus, other than those outlined in the paragraph above, the following steps will apply:

First incident - warning

Second incident - one (1) week loss of bus privileges

Third incident - three (3) weeks' loss of bus privileges

Fourth incident - loss of privileges for the remainder of the school term.

Bus routes and bus stops are set by Durham transportation and given final approval by the superintendent. There will be no deviation of any route or bus stop without the approval of the superintendent.

Cafeteria Services

Student lunch prices are \$2.25 per meal. Students may buy lunch daily, weekly, or monthly. The breakfast price is \$1.40. Prices may be subject to change.

LVMS is a closed campus for lunch. Permission is given for parents to take their students to lunch by personally signing them out for lunch and signing them back in on time in the office. Parents are welcome to have lunch on campus, but federal laws mandate that parents can provide lunch for their children only. Parents must register in the front office.

The District participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information can be obtained from the superintendent's office. Applications for free or reduced priced meals are available in the middle school office.

Unless specifically prohibited by the student's parent, the cafeteria personnel will allow a student who has exhausted the money in his/her personal account to charge a limited number of meals. Students will be responsible to repay charged meals and to maintain a balance in their personal accounts.

Cafeteria – Student Guidelines

For the safety and well-being of all students, the following guidelines apply:

- Respect others.
- Do not push, shove, or cut in lines.
- Sit in designated areas.
- Deposit trash properly and clean up.
- Remain in assigned areas until dismissed by a staff member.
- Maintain appropriate noise level.

Failure to following cafeteria guidelines could result in loss of privileges and subject the student to disciplinary action.

CD Players, Radios, MP3 players and Other Electronic Devices and Games

Students **are not permitted** to possess such items as pagers, radios, CD players, MP3 players, tape recorders, camcorders, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without this permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item to a parent at the end of the day or hold the item until the end of the semester. Any disciplinary action will be in accordance with the *Student Code of Conduct*. LVMS will not assume responsibility for lost or stolen items brought to school.

Cell phones

For safety purposes, the district permits students to possess cell phones; however, **cell phones must remain turned off during the instructional day**, including during all testing. Prohibited use of cell phones includes communication methods, such as email or texting. The use of cell phones in locker rooms or restroom areas at any time while at school is strictly prohibited.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. **A service fee of \$10 will be charged the owner of the cell phone for its release.** LVMS will not assume responsibility for lost or stolen cell phones brought to school.

Check-Out and Check-In Procedures

In the event of illness or emergency, it becomes necessary for a student to leave during the school day, he/she must check out with a school official in the office.

Parents/guardians will be notified and will be requested to come to school to get the student. A student may not check out without parental/guardian permission. If the student returns to school on the same day, he/she must sign back into school. Failure to check out in the office will result in unexcused absences and/or truancy for classes missed plus disciplinary action.

Closed Campus

To ensure the safety of all our students, Lago Vista Middle School operates a closed campus for students in grades 6-8. A student may not leave during the school unless

signed out by his/her parent or other person listed on the emergency contact form. Students will not be allowed to leave during lunch to pick up items (equipment, assignments, etc.) forgotten at home.

Computer Resources

Use of computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this addendum) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Electronic communication (email) using district computers is not private and is monitored by district staff.

Conduct Expectations

To take advantage of available learning opportunities and to be a productive member of our campus community, students are expected to:

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other district staff.
- Respect the property of other, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the *Student Code of Conduct*.

Conduct -- School Rules and Discipline

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

- during the regular school day or while a student is going to and from school on district transportation;
- during lunch periods in which a student is allowed to leave campus;
- within 300 feet of school property;
- while a student is in attendance at any school-related activity, regardless of time or location;
- for any school-related misconduct, regardless of time or location;
- when retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;

- when a student commits a felony, as described by Texas Education Code 37.006; and
- when criminal mischief is committed on or off school property or at a school-related event.

As required by law, the district has developed and adopted a *Student Code of Conduct* that prohibits certain behaviors and establishes standards of acceptable behavior – both on and off campus – and consequences for violation of the standards.

Dress and Grooming

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Clothing should conform to reasonable standards of modesty, cleanliness, good taste, and safety. Student dress will be considered acceptable if it does not violate the following principles:

- Articles of clothing must not cause a distraction nor be a health or safety hazard.
- Student appearance must not interfere with the instructional program.
- Hair style must be clean and well-groomed and out of the eyes and not interfere with safety.

Specific standards of dress are as follows:

- Dresses and non-uniform clothing must be of sufficient length to allow for performing normal school functions without immodest exposure. All outer garments (skirts, shorts, dresses, shirts worn over tights, etc.) are required to be no shorter than fingertip length. Spandex shorts and tights are allowed only with an outer garment that meets the fingertip policy. Undergarments must not be visible.
- Modesty will prevail. No see-through materials, low-cut dresses, low-cut/see through shirts, etc. are allowed. Clothing that is frayed, torn, or with holes is prohibited.
- Halter tops, low-cut tops, and other similar clothing which reveals bare midriffs, bare backs, and low-cut fronts may not be worn.
- Clothing should be of the appropriate size. Clothing cannot be baggy or saggy, worn low on the body, or drag on the ground.
- Shirts will be buttoned properly. Tank tops are NOT permitted. No sleeveless shirts are allowed.
- Trench coats are prohibited.
- Hats and/or caps will not be worn during the academic school day.
- No bandannas, rags, gloves, kerchiefs, gang-related decorative articles, or visible gang-related tattoos are allowed.
- Hanging wallet chains, banging belt ends, spiked/studded belts, bracelets, necklaces, chain belts, handcuffs, or sharp/heavy rings are not permitted.
- Visible body piercing, with the exception of earrings, is prohibited.
- Sunglasses may not be worn in school buildings without specific recommendation from a doctor.
- Mustaches, beards, and sideburns must be well-groomed. Grooming is at the discretion of the principal.

- Shoes that mark the floor are prohibited.
- Student dress or jewelry may not display information pertaining to profanity, obscenity, sexual connotations, ethnic slurs, death, tobacco, alcohol, or other prohibited substances.

Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- * costs for materials for a class project that the student will keep
- * membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- * security deposits
- * personal physical education and athletic equipment and apparel
- * voluntarily purchased pictures and publications, such as yearbooks
- * voluntarily purchased student accident insurance
- * musical instrument rental and uniform maintenance when uniforms are provided by the district
- * personal apparel, used in extracurricular activities, that becomes the student's property
- * student identification cards
- * fees for lost, damaged, or overdue library books
- * fees for optional courses offered for credit that require use of facilities not available on district premises
- * summer school courses that are offered tuition free during the regular school year

Any required fee or deposit may be waived if the student and his/her parent are unable to pay. Application for such a waiver must be submitted for principal approval.

Field Trips

Students will be given the opportunity to participate in school-sponsored field trips. For the safety of all, school and bus conduct bus guidelines will apply. Students can be prohibited from attending field trips for disciplinary reasons, such as repeated offenses and serious violations of the *Student Code of Conduct*. Students who are assigned in-school suspension on the day of a field trip will not be allowed to attend.

Fines and Financial Obligations

Students with outstanding financial obligations may not receive report cards until the obligations have been cleared. Students who have outstanding obligations will have their names posted on a fine list.

Students who fail to clear obligations are subject to disciplinary action and/or loss of school privileges if they do not clear their names from the fine list. Students may not receive reports until the obligation is cleared.

Fund Raising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event.

Except as approved by the principal, fund-raising by anyone is not permitted on school property.

Guidelines for Assemblies and Pep Rallies

Assemblies, pep rallies, and special presentations will be held throughout the year. The following guidelines apply:

1. All students are to attend assemblies and pep rallies with their teacher for the period in which the assembly is held.
2. To ensure the safety of our students, teachers escort their classes directly to the assembly.
3. Backpacks, notebooks, and textbooks should remain in lockers or classrooms.
4. No food or drink is allowed in the assembly.
5. Respectful behavior is required at all times.

Gum, Food and Drink

Gum, food and drink are not permitted in classrooms or in the hallways. Special occasions for food in the classroom require the principal's approval. Due to health and maintenance concerns, gum is not allowed anywhere on campus.

Hall Passes

Class time should be as free from distraction as possible. Students are not permitted in the halls during class periods or lunch without an authorized pass or unless accompanied by a school employee. Being in the halls or unassigned areas without permission can be viewed as truancy and will be subject to disciplinary consequences.

Harassment

Harassment 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; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Harassment will not be tolerated by the district. Students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

Insurance

The district is not responsible for medical costs associated with a student's injury. At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Premiums will be paid to and claims will be submitted through the principal's office, but the district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an

injury. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must purchase the student accident insurance or show proof of insurance or sign a form rejecting the insurance offer and waiving any claim against the district for any injury which may result.

Library

The library is open from 7:30 A.M. – 4:00 P.M. The library is a place of study and should be used for research, recreational and instructional reading, and studying. Students are responsible for all checked-out materials and must pay for lost or damaged items.

Students with overdue books will be listed on a fine list at the end of each nine weeks. It is the student's responsibility to check this list and to clear if his/her name from the list. Students with overdue books and/or outstanding fines may be subject to disciplinary action.

Lost and Found

Lost and found articles and books will be kept in the office. All found textbooks should be returned to the middle school office and found library books returned to the Library. Unclaimed items will periodically be donated to a charitable organization or discarded.

Parties and Socials

School-sponsored parties must have prior approval from the sponsor/teacher and principal. Teachers may furnish refreshments at their discretion for special events in their course with prior approval of the principal.

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Lago Vista Middle School parties and socials are intended for the safe and fun enjoyment of the LVMS students only. Non-LVMS students are not allowed to attend. A student attending a party or social event may be asked to sign in or out when leaving before the end of the party; anyone leaving before the official end of the social (party/dance) will not be re-admitted.

High school students are not allowed at middle school socials/dances, and middle school students will not be allowed at high school socials (dances including homecoming and prom).

Publications and Prior Review

All publications edited, printed, or distributed in the name of or within the district schools shall be under the control of the school administration and the Board of Trustees. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of a faculty sponsor, and all shall be carefully edited to reflect the high ideals and expectations of the citizens of the district for their schools. The exercise of appropriate economy in materials and productions is expected without jeopardy to the content. The principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure, subject to the Superintendent's approval.

Publications -- School Materials

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

The high school/middle school yearbook is available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Publications -- Non-School Materials

Unless a student (or a non-student) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved by the principal, it is considered disapproved.

Disapprovals may be appealed through the normal appeal process. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without this approval will be removed.

The principal has designated the front office counter as the location for approved non-school materials to be placed for voluntary viewing by students.

Release of Students from School

Students will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. All doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A request to leave school during the day should be in writing and brought to the office upon arrival to school.

If a student becomes ill during the school day, the student will report to the school nurse who will decide whether or not the student should be sent home. The nurse will notify the student's parent.

School Closings

Announcements of school closings on bad weather days will be made to all area media (TV and radio) and posted on the district web site. We also encourage families to sign up for FlashAlert - <http://www.flashalert.net/news.html?id=1446> - to receive emergency information via email or text message to your cell phone.

School Hours

Students will attend classes from 8:00 A.M. – 3:30 P.M. Tutorials are available on most mornings from 7:30 A.M. to 7:55 A.M. Upon arrival to campus, students are allowed to attend tutorials, take breakfast and wait in the cafeteria, or study quietly in the library. Movement from one area to another before 7:55am is not allowed. **Supervision is not provided for students who arrive to school before 7:30 A.M. and remain on campus after 4:00 P.M. unless prior arrangements have been made with the principal or designated staff member.**

School-Sponsored 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 a parent makes a written request that the student be released to the parent or to another adult designated by the parent. The request must be made prior to the event.

Sexual Harassment/Sexual Abuse

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator.

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

Student Assignment Planners

To help organize and plan for classes, students are issued an assignment planner. The assignment planner should be maintained daily in each class. Parents will find this planner helpful for monitoring assignments and scheduled tests. Replacement planners are sold for \$2.00 each.

Student Right to Pray

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

Tardy Policy

A student is considered tardy to class if he/she is not in his/her seat, prepared to work, BEFORE the bell begins to ring for the class to start. Three tardies in the same class is equal to one unexcused absence. Students who are tardy to class will be subject to disciplinary action.

Teacher Conferences

Parents can arrange a conference with a teacher by calling the school secretary. Most conferences will be arranged during the teacher's scheduled conference time. Teachers remain at school until 3:30 P.M., Monday through Friday.

Telephone

School telephones are intended for school business. Students are not allowed use of the office telephone during classes and is further restricted to emergencies only. Telephone messages received from parents will be delivered to students; in cases of emergencies, students will be contacted immediately. Students are prohibited from using personal cell phones during school hours. (See "Cell Phones" section for more information.)

Textbooks

The textbooks are provided to you by the state of Texas. Textbooks must be covered at all times. Students are responsible for damage beyond normal wear as well as lost or stolen textbooks. Students who fail to return a textbook will not be reissued one until the textbook is paid for.

Truancy Policy

Truancy is unlawful absence from school including being out of an assigned class without proper permission. The parent or legal guardian is responsible for insuring that all students in his/her family who are subject to the compulsory attendance law and who are not lawfully excused from attendance do attend school. If a student is truant, school officials will provide his/her parent or legal guardian with proper notice of the unlawful absence and request that his/her parent or legal guardian return him/her to school. Local and county law enforcement juvenile officers may be called to assist with trancies. If a student is absent from school without parent, guardian or principal's permission, he/she will be considered truant and will be subject to appropriate disciplinary action. When a student leaves campus without permission from the office and properly signing out after arriving at the beginning of the day, he/she is considered truant

Student Safety

Accident Insurance

Under state law, the district cannot pay for medical expenses associated with a student's injury. The district does make available, however, an optional, low-cost accident insurance programs for students to assist parents in meeting medical expenses. A parent who desires coverage for his/her student will be responsible for paying insurance premiums and for submitting claims through the middle school front office.

Accident Prevention

Student safety on campus or at school-related events is a high priority of the district. Although the district has implemented safety procedures, students' cooperation is essential to ensure school safety. Students should:

- * Avoid conduct that is likely to put students at risk
- * Follow the *Student Code of Conduct* and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- * Remain alert to and promptly report safety hazards, such as intruders on campus.
- * Know emergency evacuation routes and signals.
- * Follow immediately the instructions of teachers, bus drivers, and other Lago Vista Independent School District employees who are overseeing the welfare of students.

Disruptions

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

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

Emergency Procedures

During actual emergency conditions, students and faculty will be retained at the school buildings unless otherwise directed by the superintendent. Buses will not be made available for transportation until authorized by the superintendent or a designee, and Civil Defense vehicles, ambulances, fire fighting units, police, and other authorized vehicles will have priority in the vicinity of the school.

➤ Evacuation Drills

Unannounced drills of emergency procedures will be conducted periodically as part of safety preparedness. When the alarm is sounded, please follow the direction of

teachers or others in charge quickly, quietly, and in an orderly manner.

➤ **Fire Drill Procedures**

Signal: Continuous siren - Leave the building in a single file

1. Leave the building in an orderly manner and proceed to your assigned area. Do not stop to get personal belongings.
2. When the return signal is given, return to your classroom quickly and quietly and resume your work.
3. If you are in an unassigned area, leave the building by the nearest exit and report to your assigned area.

Fire drill maps are posted in each classroom and identify exit routes. Fire drills will be announced to classroom teachers in advance in order that they may educate their students regarding fire drill exit procedures.

➤ **Tornado Drill Procedures**

Signal: Intercom or classroom announcement.

1. Upon hearing the emergency/tornado announcement, proceed to the main hallways, assume a crouched position, with your back to the wall, with a book over your head.
2. If there is no hallway access, stay in the classroom, get under a desk with your hands protecting the back of your neck.
3. Face away from windows and glass areas.
4. Remain at the tornado emergency station until directed to return to class.
5. If in the gymnasium, go to dressing rooms and line up along walls in crouched position (follow 1-4).

Immunizations

Students must be fully immunized against certain diseases or must present a certificate or statement that, for medical, religious reasons, or for reasons of conscience he/she will not be immunized. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If, after a thirty (30) day grace period, the school has not been furnished complete records of immunizations, the student may be excluded from attendance until such records are current and complete. All absences for this purpose will be unexcused and fall under the state's compulsory attendance laws.

Student Life

Participation in school and school-related activities is an excellent way for students to develop talents, receive individual recognition, and forge strong friendships with other students. While many of the activities are governed by the University Interscholastic League, a statewide association of participating districts, eligibility for participation in

many of these activities is governed by state law as well as UIL rules:

- * A student who receives, at the end of any grade evaluation period, a grade below 70% in any academic class, other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70% or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.
- * A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in a non-approved activity will receive an unexcused absence.
- * Any restrictions on participation related to discipline are set out in the *Student Code of Conduct*.
- * A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening. The principal or designee will determine whether a student may participate.
- * Students must be in attendance the majority of the day in order to participate in practices and games. Exceptions will be considered on an individual basis by the sponsor/coach and principal.

Please note: Student clubs, performing groups, and cheer and athletic teams may establish codes of conduct, including consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization.

Athletic Code of Conduct

All students representing Lago Vista Middle School in competitive athletics will abide by the Athletic Code of Conduct. Copies of the Athletic Code of Conduct can be obtained from the coach or athletic director.

Clubs and Organizations

Students are encouraged to participate in a variety of clubs or organizations. These clubs/organizations are sponsored by the various departments in the school for the purpose of providing enjoyable experiences in a wide range of interest. All organization activities are to be cleared by the principal before being placed on the school calendar.

Each school club or organization must operate according to procedures outlined in an officially adopted constitution or set of bylaws that have been approved by the group sponsor(s) and the school principal. In addition, the constitution or set of bylaws must

be adopted by the club/organization and must be placed on file with the school principal and student council vice president.

➤ **Band**

Instrumental music instruction leading to performance opportunities in band are offered daily. The Lago Vista Middle School bands represent our school and community through many musical functions. The band program teaches educationally sound music methods and develops a high standard of spirit, pride and musical performance.

First year band students are usually found in grade six, but students with special attitude, behavior, and musical potential will be welcomed at any grade level with approval of the director.

Students in our bands will have the opportunity to perform and compete in many musical activities on an individual or group basis. Trips, concerts, performances and competitions are an extension of the classroom. Band members are expected to maintain passing grades, practice regularly, and attend all band events. UIL eligibility rules apply to students who compete in extra-curricular competitions..

➤ **Cheerleaders**

Middle school cheerleading is open to all academically eligible 7th and 8th grade students. Participation standards will come under the guidelines of the Cheerleader Constitution and the direction of the middle school cheerleader sponsor. Academic eligibility is a pre-requisite. UIL eligibility rules apply.

➤ **Student Council**

Student Council is the student governing body of Lago Vista Middle School. The Student Council is organized so that students can participate in a representative form of student government. The purposes of the Student Council are:

1. to bring about closer cooperation between the faculty and the student body as representatives of the student body
2. to cooperate with the administration in all problems concerning the school and the student body
3. to promote in each individual of Lago Vista Middle School a desire for good citizenship based on democratic processes
4. to create and maintain school interest, school spirit, and loyalty, and
5. to provide a forum for student expression

A maximum of three representatives and two alternates from each grade level will be chosen by popular vote from among the class members to serve on the council. To be a student council representative, a student must have earned in the previous semester a minimum grade of 70 in each subject and satisfactory citizenship in order to enter the election for representative. UIL eligibility rules apply to student council events.

The Student Council officers consist of president, vice-president, secretary, and reporter. The method of qualifying for officer elections is stated in the Student Council

constitution. To be a candidate for office, a student will follow procedures established by the Student Council, sponsors, and principal.

Student Council meetings and other activities are conducted according to the plan established by Student Council officers, sponsors, and the principal.

Elections

Student candidates for any elected position in school must have an overall grade average of 70% for the current and preceding semester. Candidates who have been placed on disciplinary suspension the current or preceding semester of the current school year are ineligible for office. The principal and two faculty members will screen candidates' qualifications prior to elections. Individual organization bylaws will be applicable so long as they meet these minimum requirements. The principal will have the power to remove officeholders for deficient grades or for disciplinary reasons. All campaign materials must be approved by the principal. All class and organization elections will be by secret written ballots (sponsoring teachers' responsibility). Sponsors should tabulate the results.

Initiations

All initiation activities are to be cleared with the principal in advance. This procedure will include date, time, location and specific details of such initiation. Initiation activities are to take place on school grounds under the supervision of a sponsor. All organization initiations are to be voluntary for students undergoing them. Hazing shall not occur as part of initiation activities. Initiations for any school organizations should be ceremonies of honor, integrity, and dignity (e.g. NHS Initiation Ceremony).

UIL Activities

In order to remain eligible for UIL membership, our school must adhere to the UIL Constitution and Contest Rules. A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of units in state-approved courses indicated earlier.

Students may practice outside of the school day in any single extracurricular activity a maximum of eight hours per school week. The total number of hours any student may practice a combination of all extracurricular activities outside the school day shall be limited to twenty hours per school week.

Performance, including travel time, held after the beginning of the school week but not prior to the end of the school week (excluding holidays), though held outside of the school day shall be counted against practice time. However, the total time counted against practice time for the first performance shall be limited to two hours. The District shall not schedule, not permit students to participate in any school-related or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten times during the 180 day school year (full-year course). Students representing the school in post-district UIL competition may not

exceed five additional school related absences.

UIL Athletic Activities: football, basketball, volleyball, and track and field

UIL Music Activities: UIL band concert and sight reading; UIL solo and ensemble: District, Region, Area, and All-State Bands

UIL Academic Activities

UIL Academic competitions offer an exciting and rewarding way to participate in meaningful academic activities. This exciting competition is open to all middle school students. The following activities are available:

Art	Listening	Number Sense
Calculator Application	Maps, Graphs, & Charts	Oral Reading
Dictionary Skills	Mathematics	Ready Writing
Editorial Writing	Modern Oratory	Science
Impromptu Speaking	Music Memory	Social Studies

Physical Examination for UIL Athletic and Cheerleader Participation

Students desiring to participate in the UIL athletic and/or cheerleading teams will submit annually a statement by a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program.

Parent and Community Involvement

Campus Improvement Committee

The Campus Improvement Committee meets throughout the year to review the previous year's student performance and to develop recommendations for school improvement. Membership on the Campus Improvement Committee includes faculty, staff, parents, and community representatives. Potential members are asked to contact the middle school front office with your name and contact information. Voting membership is limited. The public is welcome to all meetings of the Campus Improvement Committee

Communication

Lago Vista Middle School takes advantage of many opportunities to communicate with parents and the community. LVMS makes available to each middle school parent a monthly calendar that highlights upcoming events and special activities at the middle school.

Assignment planners are available for students use and can be important tools of communication between teachers and parents.

In the case of special occasions, Lago Vista Middle School will mail information directly to parents.

The faculty and staff at Lago Vista Middle School are anxious to answer any questions

concerning the school's operation that you may have. Please do not hesitate to contact the front office, principal, or counselor at 267 – 8300.

Newsletter

To help students and parents be better informed on the events and activities at Lago Vista Middle School, a newsletter will be prepared periodically. This newsletter is available electronically and in hard copy. See the middle school web site - <http://www.lagovistaisd.net/> - under Middle School News.

Parent Teacher Organization

All parents of LVMS students are encouraged to be a part of the PTO. The goals of the PTO are to provide support for our students, parents, faculty, and staff. Parent involvement in the PTO includes planning, delivering, supervising, facilitating and raising the resources to provide this support. To be a part of the PTO, contact the middle school front office with your name and contact information.

Visitors

Parents and others are welcome to visit LVMS. 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.

During the school day, visitors to school areas beyond the front office must first have their identification scanned. To accomplish this, all visitors are requested to present a current driver's license, military identification card, or picture identification card. The front office staff will verify the visitor's identification before allowing access to the school grounds.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

Volunteers

LVMS welcomes parental involvement. One way to get involved is by being a volunteer. Volunteers assist in a variety of areas, such as helping in the classroom, assisting teachers, helping in the front office, working in the library/media center, presenting classroom enrichment, assisting the nurse with the school clinic, chaperoning, cafeteria assistance, helping with school activities such as school pictures, registration, socials, attendance at workshops, recruitment, and membership on school councils and committees. For more information, contact the LVMSD, volunteer coordinator, Lisa Wolf, at 512-267-8300.