



LAGO VISTA ISD  
**STUDENT  
HANDBOOK  
2025-2026**



# Lago Vista Independent School District Student Handbook, 2025-2026

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## DISTRICT MISSION STATEMENT

Lago Vista ISD will equip students for the rigors of the 21<sup>st</sup> century by preparing them for a global-based digital economy. Lago Vista ISD will be recognized as a leader in educational innovation through technology, facilities, curriculum, volunteerism, and instruction.

*It is the policy of Lago Vista Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in any programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights, or grievance procedures, contact Darren Webb, Superintendent, 8039 Bar-K Ranch Road, Lago Vista, TX 78645, 512-267-8300. If you have difficulty accessing the information in this document because of disability, please contact the District at (512) 267-8300.*

*Es norma de Lago Vista Distrito Escolar Independiente de no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Para información sobre sus derechos o procedimientos para quejas, comuníquese con Darren Webb, Superintendente, 8039 Bar-K Ranch Road, Lago Vista, TX 78645, 512-267-8300. Si tiene dificultades para acceder a la información de este documento debido a una discapacidad, comuníquese con el Distrito al (512) 267-8300.*

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# District Mission, Vision, and Commitments

## District Mission

Lago Vista ISD will equip students for the rigors of the 21st century by preparing them for a global-based digital economy. Lago Vista ISD will be recognized as a leader in educational innovation through technology, facilities, curriculum, volunteerism, and instruction.

## District Vision

Lago Vista ISD prepares students to be adaptable and future ready by providing an engaging education, supporting their growth, and fostering a safe and inclusive environment. We value our staff, involve families and the community, and make transparent decisions for the betterment of our students.

## District Commitments

- **Commitment #1:** We will deliver engaging, high-quality instruction that promotes deep learning for all students.
- **Commitment #2:** We will support the whole child through academic, behavioral, social-emotional, and enrichment programs that foster student growth and success.
- **Commitment #3:** We will equip all students with the knowledge, skills, and experiences to succeed in college, career, or military pathways.
- **Commitment #4:** We will recruit, develop, and retain exceptional staff by offering competitive compensation, professional support, and a collaborative work environment.
- **Commitment #5:** We will strengthen partnerships with families and the community through meaningful engagement, open communication, and shared commitment to student success.
- **Commitment #6:** We will provide a safe and secure environment for all students, staff, and visitors.
- **Commitment #7:** We will ensure transparent, collaborative planning and decision-making that reflects district priorities and keeps stakeholders informed and involved.



# Student Holidays & Important Dates, 2025-2026

|                              |                                                         |
|------------------------------|---------------------------------------------------------|
| <b>July 30-Aug 1</b>         | New Employee Orientation                                |
| <b>August 4-13</b>           | Staff Professional Learning (No Students)               |
| <b>August 14</b>             | First Day of School                                     |
| <b>September 1</b>           | Labor Day – Staff/Student Holiday                       |
| <b>September 2</b>           | Staff Professional Learning – Student Holiday           |
| <b>October 10</b>            | Staff Instructional Planning - Student Holiday          |
| <b>October 13</b>            | Columbus/Indigenous Peoples Day - Staff/Student Holiday |
| <b>November 3-4</b>          | Staff Professional Learning – Student Holiday           |
| <b>November 24-28</b>        | Thanksgiving Break – Staff/Student Holiday              |
| <b>December 19</b>           | Staff Professional Learning – Student Holiday           |
| <b>December 22–January 2</b> | Winter Break – Staff/Student Holiday                    |
| <b>January 5</b>             | Staff Instructional Planning - Student Holiday          |
| <b>January 6</b>             | Staff Work Day – Student Holiday                        |
| <b>January 19</b>            | Staff Professional Learning – Student Holiday           |
| <b>February 13</b>           | Staff Professional Learning – Student Holiday           |
| <b>February 16</b>           | President’s Day - Staff/Student Holiday                 |
| <b>March 13</b>              | Staff Instructional Planning – Student Holiday          |
| <b>March 16-20</b>           | Spring Break – Staff/Student Holiday                    |
| <b>April 3-6</b>             | April Break – Staff/Student Holiday                     |
| <b>May 21</b>                | Last Day of School                                      |
| <b>May 22</b>                | Staff Work Day<br>Graduation                            |
| <b>May 25</b>                | Memorial Day – Staff Holiday                            |
| <b>May 26-27</b>             | Exchange Days for Staff – No Students                   |

# Grading Period Dates, 2025-2026

|                     |                                                         |
|---------------------|---------------------------------------------------------|
| <b>August 14</b>    | Start of the 1st Nine Weeks [Start of the 1st Semester] |
| <b>August 29</b>    | End of the Three Weeks - Progress Report                |
| <b>September 26</b> | End of the Three Weeks - Progress Report                |
| <b>October 9</b>    | End of the 1st Nine Weeks                               |
| <b>October 14</b>   | Start of the 2nd Nine Weeks                             |
| <b>October 31</b>   | End of the Three Weeks - Progress Report                |
| <b>November 21</b>  | End of the Three Weeks - Progress Report                |
| <b>December 18</b>  | End of the 2nd Nine Weeks [End of the 1st Semester]     |
| <b>January 7</b>    | Start of the 3rd Nine Weeks [Start of the 2nd Semester] |
| <b>January 30</b>   | End of the Three Weeks - Progress Report                |
| <b>February 20</b>  | End of the Three Weeks - Progress Report                |
| <b>March 12</b>     | End of the 3rd Nine Weeks                               |
| <b>March 23</b>     | Start of the 4th Nine Weeks                             |
| <b>April 10</b>     | End of the Three Weeks - Progress Report                |
| <b>May 1</b>        | End of the Three Weeks - Progress Report                |
| <b>May 21</b>       | End of the 4th Nine Weeks [End of 2nd Semester]         |

# Preface

Welcome to the new school year!

Education is a team effort. Students, parents, teachers, and other staff members working together will make this a successful year.

The Lago Vista ISD Student Handbook is a general reference guide that is divided into two sections:

**Section One: Parental Rights** describes certain parental rights as specified in state or federal law.

**Section Two: Other Important Information for Parents and Students** is organized alphabetically by topic. Where applicable, the topics are further organized by grade level.

**Note:** Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with law, board-adopted policy, and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the District will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Lago Vista ISD Student Code of Conduct. To review the Code of Conduct, visit the District’s website [www.lagovistaisd.net](http://www.lagovistaisd.net). State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The District encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing communications explaining changes in policy or other rules that affect Student Handbook provisions. The District reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the District.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at 8039 Bar K Ranch Road, Lago Vista, TX 78645.

**Note:** References to board policy codes are included for ease of reference. The hard copy of the District’s official policy manual is available for review in the District administration office, and an unofficial electronic copy is available at <https://pol.tasb.org/PolicyOnline?key=1153>.

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

As appropriate, please complete and return to the student's campus the following forms (provided in the appendices of this handbook):

- Request for Paper Copy of Electronically Distributed Student Handbook
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information, and
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities).

[See **Objecting to the Release of Directory Information** for more information.]

## **Accessibility**

If you have difficulty accessing this handbook because of a disability, please contact:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

# Section One: Parental Rights

This section describes certain parental rights as specified in state or federal law.

## Consent, Opt-Out, and Refusal Rights

### Consent to Conduct a Psychological or Psychiatric Evaluation

Unless required under state or federal law, a District employee or contractor of the District will not conduct a psychological or psychiatric examination, test, or treatment without obtaining prior written parental consent.

**Note:** An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

### Consent to Health Care Services & Medical Procedures

District staff and contractors will not provide non-emergency health care services, medication, or medical procedures without a parent's written consent, unless required by state or federal law. Health care services refer to diagnosis and medical treatment that take place in a doctor's office, hospital, or licensed clinic and are provided by a licensed health care professional. A medical procedure refers to an invasive clinical intervention that punctures the skin, or requires the use of anesthesia, sedation, or prescription-only medical devices, when performed by a licensed health care professional in a clinical setting.

This does not affect the District's responsibility to provide necessary health-related support for students with disabilities as part of their Individualized Education Program (IEP) or Section 504 plan. When medically necessary for a student to attend and participate in school, the District will work with parents and medical providers to arrange services such as tracheotomy care, catheterization, ostomy care, tube feeding, medication administration, or similar support.

In emergencies, first aid or life-saving care will be provided without prior written consent in order to protect a student's immediate health and safety.

[See **Health-Related Services, Medicine at School, Unassigned Epinephrine Delivery Systems, Unassigned Medication for Respiratory Distress, Unassigned Opioid Antagonists, and Physical Health Screening/Examinations**].

### Consent to Human Sexuality Instruction

#### **Annual Notification**

As a part of the District's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

*The Draw the Line/Respect the Line (DTL/RTL) curriculum is a three-part program for students in grades 6, 7, and 8 designed to encourage youth to delay having sexual intercourse to reduce the incidence of sexually transmitted diseases (STDs), including HIV/AIDS, and pregnancy. This abstinence-focused program also emphasizes developing young people's interpersonal and*

*intrapersonal skills so that they can set sexual limits. The district's human sexuality instruction curriculum materials are not available in the public domain.*

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the District's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the District's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** and FNG(LOCAL).

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

[See **Consent to Instruction of Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

#### ***Consent Before Human Sexuality Instruction***

Before a student receives human sexuality instruction, the District must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

## **Consent Before Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**

Before a student receives instruction on the prevention of child abuse, family violence, dating violence and sex trafficking, the District must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

### **Annual Notification**

Students receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

*The Essential Health Skills for Middle School curriculum resource is a complete educational package for teaching skills-based health education in the classroom. This third edition features core health topics such as nutrition, physical activity, and mental health plus cutting-edge health topics, such as vaping, opioid addiction, body positivity, self-compassion, social media, mindfulness, online communication and relationships, and COVID-19. Content and skills align to the Texas Essential Knowledge and Skills (TEKS). The abundance of skills-based activities and assessments in Essential Health Skills for Middle School provides flexibility for teaching health and wellness in a relatable, skills-driven way. Students will have multiple opportunities to practice and develop the skills they need to make healthy choices now and throughout their lives.*

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the District's website at the location indicated above.
- Remove his or her child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the District's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the District's grievance procedure concerning a complaint. See **Complaints and Concerns (All Grade Levels)** and FNG for information on the grievance and appeals process.

[See **Consent to Human Sexuality Instruction; Dating Violence; and Child Sexual Abuse, Trafficking, and Other Maltreatment of Children.**]

## **Consent to Provide a Mental Health Care Service**

The District will not provide a mental health care service to a student or conduct a medical screening of a student as part of the District's intervention procedures except as permitted by law.

The District has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The District's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

Reports can be made directly to a staff member or via the confidential StayALERT system.

The District has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison for each campus is the campus counselor, who can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

[See **Mental Health Support.**]

### **Consent to Display a Student's Original Works and Personal Information**

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the District will seek parental consent before displaying a student's work on the District's website, a website affiliated or sponsored by the District (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

### **Consent to Receive Parenting and Paternity Awareness Instruction if a Student is Under Age 14**

A student under age 14 must have parental permission to participate in the State's [Parenting and Paternity Awareness Program](https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum). This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into high school health education classes. To view information on the P.A.P.A. program, please visit <https://www.texasattorneygeneral.gov/child-support/programs-and-initiatives/parenting-and-paternity-awareness-papa/papa-educators/papa-curriculum>.

### **Consent to Video or Audio Record a Student when Not Already Permitted by Law**

State law permits the school to make a video or voice recording without parental permission when the recording is to be used for:

- School safety,
- Classroom instruction or a co-curricular or extracurricular activity,
- Media coverage of the school, or



- Promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the District will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

### **Opting Out of Advanced Mathematics in Grades 6-8**

The District will automatically enroll a student in grade 6 in an advanced mathematics course if the student performed in the top 60 percent on the grade 5 mathematics STAAR or in the top 40 percent on a local measure that demonstrates proficiency in the student's grade 5 mathematics course work.

Enrollment in an advanced mathematics course in grade 6 will enable students to enroll in Algebra I in grade 8 and advanced mathematics in grades 9-12.

The student's parent may opt the student out of automatic enrollment in an advanced mathematics course.

### **Prohibiting the Use of Corporal Punishment**

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

However, in accordance with law, the District may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must submit a written statement to the campus principal stating this decision. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

#### **Note:**

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the District knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

## **Limiting Electronic Communications between Students and District Employees**

The District permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to access such a page.

However, text messages sent to an individual student are only allowed if a District employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message; or
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's District email address.

A parent who does not want his or her child to receive one-to-one electronic communications from a District employee should contact the campus principal.

## **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the District to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);
- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition),
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the District to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information** in the appendices.]

The District requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the District does not release any information that might reveal the location of such a shelter.

As allowed by state law, the District has identified two directory information lists—one for school-sponsored purposes and a second for all other requests.

For school-sponsored purposes, the District has designated the following as directory information:

- Student name;
- Photograph;
- Date and place of birth;
- Degrees, honors, and awards received;
- Dates of attendance;
- Major field of study;
- Grade level;
- Most recent school previously attended;
- Participation in officially recognized activities and sports; and
- Weight and height, if members of an athletic team.

If a parent objects to the release of the student's information for school sponsored purposes, this objection also applies to the use of that information for school-sponsored purposes, such as school newsletters, yearbook, recognitions, news releases, and athletic programs.

If a parent does not object to the use of his or her child's information for these school-sponsored purposes, the school will not ask permission each time the District wants to use the information for these purposes.

For all other purposes, the District has identified the following as directory information:

- Student name;
- Date of birth;
- Major field of study;
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;

- Most recent school previously attended;
- Participation in officially recognized activities and sports; and
- Weight and height, if a member of an athletic team.

If a parent does not object to the use of the student's information for these purposes, the school **must** release this information when requested by an outside entity or individual.

Note: Also see **Authorized Inspection and Use of Student Records**.

## **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)**

Unless a parent has advised the District not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the District to comply with requests from military recruiters or institutions of higher education for the student's:

- Name,
- Address, and
- Telephone listing.

Military recruiters may also have access to a student's district-provided email address, unless a parent has advised the District not to release this information.

[See **Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education** included in the appendices.]

## **Participation in Third-Party Surveys**

### ***Consent Required Before Student Participation in a Federally Funded Survey***

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or

- Income, except when the information is required by law and will be used to determine the student's eligibility for a program.

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [See policy EF(LEGAL) for more information.]

***“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information***

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA for more information.]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The ED provides extensive information about the [Protection of Pupil Rights Amendment](https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance) (<https://studentprivacy.ed.gov/resources/protection-pupil-rights-amendment-ppra-general-guidance>), including a [PPRA Complaint Form](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>).

## **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction**

See **Consent to Human Sexuality Instruction** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking** for information on a parent's right to remove a student from such instruction.

### **Reciting a Portion of the Declaration of Independence in Grades 3–12**

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes to provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution; and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused;
- The District determines that the student has a conscientious objection to the recitation; or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL) for more information.]

### **Reciting the Pledges to the U.S. and Texas Flags**

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** and policy EC(LEGAL) for more information.]

### **Religious or Moral Beliefs**

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. The student must also satisfy grade-level and graduation requirements as determined by the school and by state law.

## **Tutoring or Test Preparation**

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations;
- Evaluative data such as grades earned on assignments or tests; or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

If a district offers tutorial services to students, state law requires a student with a grade below 70 for a reporting period to attend.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies EC and EHBC. See **Standardized Testing** for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

# **Right of Access to Student Records, Curriculum Materials, and District Records/Policies**

## **Parent Review of Instructional Materials and Plan**

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely.

The District will make instructional materials available for parent review no later than 30 days before the school year begins and for at least 30 days after the school year ends. However, tests that have not yet been administered will not be made available for parent examination.

The District will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

A parent may obtain a copy of the teacher's semester instructional plan or course syllabus by request.

[For information about parental access to any online library catalog and library materials, including records of their child's checked out library materials, see **Library (All Grade Levels)**.]

## **District Review of Instructional Materials**

A parent may request that the District conduct an instructional material review in a math, English Language Arts, science, or social studies class in which the parent's student is enrolled to determine alignment with state standards and the level of rigor for the grade level.

The District is not required to conduct an instructional material review for a specific subject area or grade level at a specific campus more than once per school year.

For more information about requesting an instructional material review, contact Tina Pasak, Assistant Superintendent for Teaching & Learning.

## **Notices of Certain Student Misconduct to Noncustodial Parent**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the Student Code of Conduct and policy FO(LEGAL) for more information.]



## **Participation in Federally Required, State-Mandated, and District Assessments**

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

## **Student Records**

### ***Accessing Student Records***

A parent may review his or her child's records. These records include:

- Attendance records;
- Test scores;
- Grades;
- Disciplinary records;
- Counseling records;
- Psychological records;
- Applications for admission;
- Health and immunization information;
- Other medical records;
- Teacher and school counselor evaluations;
- Reports of behavioral patterns;
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law;
- Records relating to school library materials the child obtains from a school library [See **Library (All Grade Levels)** for more information.]
- State assessment instruments that have been administered to the child; and
- Teaching materials and tests used in the child's classroom.

### ***Authorized Inspection and Use of Student Records***

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an "eligible" student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information**, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;

- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent; and
- [File a complaint](https://studentprivacy.ed.gov/file-a-complaint) (<https://studentprivacy.ed.gov/file-a-complaint>) with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student's records, the District must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is restricted to an eligible student or a student's parent unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records.

A parent's rights regarding access to student records are not affected by the parent's marital status.

Federal law requires that control of the records goes to the student as soon as the student meets at least one of the following criteria:

- Reaches the age of 18;
- Is emancipated by a court; or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student when school officials have what federal law refers to as a "legitimate educational interest" in a student's records.

Legitimate educational interest may include:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
- Compiling statistical data;
- Reviewing an educational record to fulfill the official's professional responsibility; or
- Investigating or evaluating programs.

School officials may include:

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- Board members and employees, such as the superintendent, administrators, and principals;
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
- A person or company with whom the District has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
- A person appointed to serve on a team to support the District's safe and supportive school program;
- A parent or student serving on a school committee; or
- A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives;
- To individuals or entities granted access in response to a subpoena or court order;
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled;
- In connection with financial aid for which a student has applied or has received;
- To accrediting organizations to carry out accrediting functions;
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction;
- To appropriate officials in connection with a health or safety emergency; and
- When the District discloses directory information-designated details. [See **Objecting to the Release of Directory Information** to prohibit this disclosure.]

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

The campus registrar is custodian of all records for currently enrolled students at the assigned school. The Deputy Superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review the records.

You may contact the custodian of records for currently enrolled students by reaching out to the campus registrar.

You may contact the custodian of records for students who have withdrawn or graduated at:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate custodian of records. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the District denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the District's grading guidelines.

[See **Report Cards/Progress Reports and Conferences, Complaints and Concerns**, and Finality of Grades in policy FNG(LEGAL).]

The District's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office or on the District's website at [www.lagovistaisd.net](http://www.lagovistaisd.net).

**Note:** The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student shared only with a substitute teacher—do not have to be made available.

## Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; or
- Is currently teaching in the field or discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

## A Student with Exceptionalities or Special Circumstances

### Children of Military Families

The [Interstate Compact on Educational Opportunities for Military Children](#) entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in virtual or hybrid courses offered by the District or another district or school; and
- Graduation requirements.

The District will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty;
- On leave; or
- Returning from a deployment of at least four months.

The District will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency \(https://tea.texas.gov/about-tea/other-services/military-family-resources\)](https://tea.texas.gov/about-tea/other-services/military-family-resources).

## **Parental Role in Certain Classroom and School Assignments**

### ***Safety Transfers/Assignments***

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the District has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

[See **Bullying** and policies FDB and FFI for more information.]

The District will honor a parent's request for the transfer of his or her child to a safe public school in the District if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will consider a parent's request for the transfer of his or her child if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

### **Student Use of a Service/Assistance Animal**

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The District will try to accommodate a request as soon as possible but will do so within 10 district business days.

### **A Student in the Conservatorship of the State (Foster Care)**

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

A student in the conservatorship (custody) of the state who enrolls in the District after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The District will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the District.

The District will award partial course credit when the student only passes one half of a two-half course. [For provisions on partial course credit for students who are not in the conservatorship of the state, see EI(LOCAL).]

A student in the conservatorship of the state who is moved outside the District's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the District's or school's boundaries—is entitled to remain at the school the student was

attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the District will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

If you have questions, please contact the District's foster care liaison:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar-K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)  
(512) 267-8300

[See **Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject** and **Course Credit (Secondary Grade Levels Only)**]

## **A Student Who Is Homeless**

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

A student who is homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the District after the beginning of the school year), per State Board of Education (SBOE) rules;

- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the District;
- Awarding partial credit when a student passes only one half of a two-half course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the District's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The District will expedite local timelines, when possible, for prompt dispute resolution.

For more information on services for students who are homeless, contact the District's homeless education liaison:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar-K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)  
(512) 267-8300

[See **Credit by Examination for Advancement/Acceleration — If a Student Has Not Taken the Course/Subject** and **Course Credit (Secondary Grade Levels Only)**]

## **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent(s) may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.



### ***Special Education Referrals***

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the District must respond no later than 15 school days after receiving the request. At that time, the District must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the [Notice of Procedural Safeguards \(https://fw.escapps.net/Display\\_Portal/publications\)](https://fw.escapps.net/Display_Portal/publications). If the District agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

**Note:** A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the District to respond within the 15 school-day timeline.

If the District decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the District receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the District must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled [Parent's Guide to the Admission, Review, and Dismissal Process \(https://fw.escapps.net/Display\\_Portal/publications\)](https://fw.escapps.net/Display_Portal/publications).

### ***Contact Person for Special Education Referrals***

The designated contact person regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Heather Kercheville  
Director of Special Education/504  
8039 Bar-K Ranch Road, Lago Vista, TX 78645  
[hkercheville@lagovistaisd.net](mailto:hkercheville@lagovistaisd.net)  
(512) 267-8300

For questions regarding post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the District's transition and employment designee:

Heather Kercheville  
Director of Special Education/504  
8039 Bar-K Ranch Road, Lago Vista, TX 78645  
[hkercheville@lagovistaisd.net](mailto:hkercheville@lagovistaisd.net)  
(512) 267-8300

### ***Section 504 Referrals***

Each school district must have standards and procedures in place for the evaluation and placement of students in the District's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice;
- An opportunity for a parent or guardian to examine relevant records;
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel; and
- A review procedure.

### ***Contact Person for Section 504 Referrals***

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Heather Kercheville  
Director of Special Education/504  
8039 Bar-K Ranch Road, Lago Vista, TX 78645  
[hkercheville@lagovistaisd.net](mailto:hkercheville@lagovistaisd.net)  
(512) 267-8300

[See **A Student with Physical or Mental Impairments Protected under Section 504.**]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](https://fw.esc18.net/display/Webforms/ESC18-FW-LandingPage.aspx?DT=G&LID=en)  
(<https://fw.esc18.net/display/Webforms/ESC18-FW-LandingPage.aspx?DT=G&LID=en>)
- [Partner Resource Network](http://prntexas.org/) (<http://prntexas.org/>)
- [SPEDTEX: Special Education Information Center](https://www.spedtex.org/) (<https://www.spedtex.org/>)
- [Texas First Project](http://www.texasprojectfirst.org/) (<http://www.texasprojectfirst.org/>)
- [TEA Special Education Parent and Family Resources](https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources)  
(<https://tea.texas.gov/academics/special-student-populations/special-education/parent-and-family-resources>)

### ***Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education***

In accordance with state law, the District will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

### **Texas Driving with Disability Program**

In accordance with state law, the district will provide notification of the Texas Driving with Disability Program to students who have a health condition or disability that may impede effective communication with a peace officer and receive special education or are covered by Section 504 of the Rehabilitation Act of 1973. This notification will be provided annually to an eligible student aged 16 years or older until the student's graduation or 21st birthday and to the student's parents.

The Texas Driving with Disability Program focuses on improving the interaction between law enforcement and drivers with disabilities that have unique communication needs.

### **A Student Who Receives Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the District is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home.

[See policy FDB(LOCAL) for more information.]

### **A Student Who Speaks a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **Emergent Bilingual Students** and **Special Programs**.]

## **A Student with Physical or Mental Impairments Protected under Section 504**

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** and policy FB for more information.]

## Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements. It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact the campus principal.

### **Absences/Attendance**

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws are discussed below—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit.

### **Compulsory Attendance**

#### **Prekindergarten and Kindergarten**

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

#### **Ages 6–18**

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

#### **Age 19 and Older**

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

## Compulsory Attendance—Exemptions

### **All Grade Levels**

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;
- Required court appearances;
- Appearing at a governmental office to obtain U.S. citizenship;
- Taking part in a U.S. naturalization oath ceremony;
- Serving as an election clerk;
- Health-care appointments for the student or a child of the student, including absences related to autism services and mental health appointments;
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician on the District's form;
- Absences for attendance in a released time course in religious instruction;
- For students in the conservatorship of the state:
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See **Children of Military Families**.]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and may be monitored by the District. For more information, see **Telecommunication and Other Electronic Devices**.

### **Secondary Grade Levels**

The District will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy FEA(LOCAL). The student will be required to provide documentation of his or her visit to the driver's license office for each absence and must make up any work missed.

[See **Driver License Attendance Verification**.]

The District will allow junior and senior students to be absent for up to two days per year to visit a college or university, if the following conditions are met:

- The board has authorized such excused absences under policy FEA(LOCAL);

- The principal has approved the student's absence; and
- The student follows campus procedures to verify the visit and makes up any work missed.

The District will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the District.

The District will allow a student to be absent for up to two days during the student's junior year and two days during the student's senior year for a career investigation day to visit a professional at that individual's workplace to determine the student's interest in pursuing a career in the professional's field, provided the student verifies these activities to the District.

The District will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the District's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The District will allow a student in grades 6–12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

## **Compulsory Attendance—Failure to Comply**

### ***All Grade Levels***

School employees must investigate and report violations of the compulsory attendance law.

A student who is absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### ***Students with Disabilities***

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

### ***Ages 6–18***

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the District will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the District is:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar-K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The District may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the District, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

### ***Age 19 and Older***

After a student age 19 or older incurs a third unexcused absence, the District is required by law to send the student a letter explaining that the District may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the District may implement a behavior improvement plan.

### **Attendance for Credit or Final Grade (All Grade Levels)**

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if he or she completes a plan, approved by the principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy FEC for more information.]

Except for absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences listed under **Compulsory Attendance—Exemptions** and absences for extracurricular activities will be considered extenuating circumstances.



- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

### **Official Attendance-Taking Time (All Grade Levels)**

The District will take official attendance every day at 9:25am in grades PK-5 and at 9:40am in grades 6-12.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

### **Documentation after an Absence (All Grade Levels)**

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

**Note:** The District is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

### **Doctor's Note after an Absence for Illness (All Grade Levels)**

Within 3 days of returning to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

### ***Certification of Absence Due to Severe Illness or Treatment***

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment on the District's form. A parent may access the required form from the campus attendance clerk.

## **Driver License Attendance Verification (Secondary Grade Levels Only)**

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The District will issue a VOE only if the student meets class credit or attendance requirements. The [VOE form](https://www.tdlr.texas.gov/driver/forms/VOE.pdf) (<https://www.tdlr.texas.gov/driver/forms/VOE.pdf>) is available online.

Further information may be found on the [Texas Department of Public Safety website](https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen) (<https://www.dps.texas.gov/section/driver-license/how-apply-texas-driver-license-teen>).

[See **Compulsory Attendance—Exemptions for Secondary Grade Levels** for information on excused absences for obtaining a learner license or driver's license.]

## **Accountability Under State and Federal Law (All Grade Levels)**

Lago Vista ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the District, compiled by the Texas Education Agency (TEA), based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the District, compiled by TEA;
- The District's financial management report, which includes the financial accountability rating assigned to the District by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the District's website at [www.lagovistaisd.net](http://www.lagovistaisd.net). Hard copies of any reports are available upon request to the District's administration office.

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting) (<https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting>).

## **Armed Services Vocational Aptitude Battery Test (Grades 10–12)**

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

Contact Lago Vista High School for information about this opportunity.

## **Awards and Honors (All Grade Levels)**

Awards and honors are given for accomplishments, such as honor roll. The individual campuses are responsible for the coordination of these recognitions. Questions related to awards and honors should be directed to the campus principal.

## **Bullying (All Grade Levels)**

The District strives to prevent bullying, in accordance with the District's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool.

Bullying is prohibited by the District and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement

- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.

The District will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them
- Age-appropriate discussions that encourage peers to intervene when they observe bullying occur
- Instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social or coping skills, not an unchangeable trait

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community

The District will use an age-appropriate survey regarding school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact the campus principal.

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Any District employee aware of a report of a bullying incident will relay the report to an appropriate administrator. Procedures for reporting allegations of bullying may be found on the District's website.

A student may anonymously report an alleged incident of bullying by submitting a StayALERT report. To make a report, use one of the methods below:

**Website:** [www.stayalert.info](http://www.stayalert.info)

**Call or Text:** (206) 406-6485

**Email:** [report@stayalert.info](mailto:report@stayalert.info)

The administration will investigate any allegations of bullying and related misconduct. The District will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

The District will provide research-based interventions, which may include counseling options, for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent(s), the board may transfer the student to another campus in the District.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the District. [See **Safety Transfers/Assignments.**]

A copy of the District's bullying policy is available in the principal's office, superintendent's office, and on the District's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing**, policy FFI, the District's Student Code of Conduct, and the District Improvement Plan, a copy of which can be viewed in the District administration office.]

## **Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)**

The District offers career and technical education programs in the following areas: Architecture & Construction; Arts, Audio/Video Technology, & Communications; Business Management & Administration; Family & Consumer Science; Finance; Health Science; Information Technology; Manufacturing; and Science, Technology, Engineering, and Mathematics (STEM).

Admission to these programs is based on guidance and regulations from the Texas Education Agency and requirements and/or recommendations listed in statute.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The District will take steps to assure that lack of English language skills will not be a barrier to admission or participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX coordinator and the ADA/Section 504 coordinator.

[See **Nondiscrimination Statement** for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

## **Celebrations (All Grade Levels)**

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host functions or celebrations tied to the curriculum that involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.

[See **Food Allergies**.]

## **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children (All Grade Levels)**

The District has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed on the District website at [www.lagovistaisd.net](http://www.lagovistaisd.net). Abuse includes physical abuse, including sexual abuse, and mental and emotional abuse. Trafficking includes both sex and labor trafficking.

### **Duty to Report**

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). See below for information about how to report and respond to allegations of child abuse or neglect.

## **Possible Warning Signs of Child Abuse, Neglect, Trafficking, and Other Maltreatment of Children**

### ***Physical Abuse***

Possible warning signs of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without apparent injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unseasonable clothing that may hide injuries to arms or legs

### ***Sexual Abuse***

Possible warning signs of sexual abuse include:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age

- Sexual victimization of other children

Children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)** and **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

### ***Emotional Abuse***

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

### ***Neglect***

Possible warning signs of neglect include:

- Obvious malnourishment
- Consistent lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

## **Description and Warning Signs of Trafficking**

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches. Some traffickers contact victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;



- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older romantic partners.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owning a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

## **Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children**

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, 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.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp) (<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website \(www.txabusehotline.org\)](http://www.txabusehotline.org).

## **Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children**

The following websites include resources to help increase awareness of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet \(https://www.childwelfare.gov/pubPDFs/whatiscan.pdf\)](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf)
- [KidsHealth. For Parents. Child Abuse \(https://kidshealth.org/en/parents/child-abuse.html\)](https://kidshealth.org/en/parents/child-abuse.html)
- [Office of the Texas Governor's Child Sex Trafficking Team \(https://gov.texas.gov/organization/cjd/childsextrafficking\)](https://gov.texas.gov/organization/cjd/childsextrafficking)
- [Human Trafficking of School-aged Children \(https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children\)](https://tea.texas.gov/about-tea/other-services/human-trafficking-of-school-aged-children)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault \(https://taasa.org/product/child-sexual-abuse-parental-guide/\)](https://taasa.org/product/child-sexual-abuse-parental-guide/)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking \(https://safesupportivelearning.ed.gov/human-trafficking-americas-schools/child-labor-trafficking\)](https://safesupportivelearning.ed.gov/human-trafficking-americas-schools/child-labor-trafficking)

## **Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)**

Class rank shall be determined by averaging all semester grades earned in grades 9-12, with the exceptions noted in policy EIC(LOCAL). Unless otherwise excluded per policy, courses taken in middle school for state graduation credit shall also be used for class rank calculation. The valedictorian shall be the eligible student with the highest ranking, as determined by the District's class rank procedure described in EIC(LOCAL).

[See the Lago Vista ISD Grading Guidelines and the Lago Vista ISD High School Course Guide for information on class rank. For further information, see policy EIC.]

[See policy EIC for more information.]

## **Class Schedules (Secondary Grade Levels Only)**

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule.

[See **Schedule Changes (Middle/Junior High and High School Grade Levels)** for information related to student requests to revise their course schedule.]

## College and University Admissions and Financial Aid (All Grade Levels)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program [see **Foundation Graduation Program**]; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. From the summer/fall 2026 term through the spring 2027 term, the University will admit the top five percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the District will provide written notice concerning the following:

- Automatic college admission;
- Curriculum requirements for financial aid;
- Benefits of completing the requirements for automatic admission and financial aid; and
- The Texas First Early High School Completion Program, which requires a student to provide an official copy of assessment results and transcripts, as applicable, to receive credit for the assessments and credits required for early graduation under the program;
- The Texas First Scholarship Program; and
- The Future Texas Teachers Scholarship Program.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See **Class Rank/Highest-Ranking Student** for information specifically related to how the District calculates a student's rank in class, and requirements for **Graduation** for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** for information on assistance in transitioning to higher education for students in foster care.]

## College Credit Courses (Secondary Grade Levels Only)

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit or Advanced Placement (AP);
- Enrollment in an AP or dual credit course through virtual or hybrid courses offered by the district or another district or school;
- Enrollment in articulated courses taught in conjunction and in partnership with Austin Community College and/or the University of Texas at Austin; and
- Enrollment in courses taught at other colleges and universities.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information.

Under the Financial Aid for Swift Transfer (FAST) program, a student may be eligible to enroll at no cost to the student in dual credit courses at a participating institution of higher education. The FAST program allows students who are or have been educationally disadvantaged at any time during the four years preceding the student's enrollment in a dual credit course to enroll at no cost to the student. The district will determine eligibility upon the student's enrollment in the dual credit course. See a high school counselor for more information.

A student may be eligible for subsidies based on financial need for AP or IB exam fees. See **Fees (All Grade Levels)** for more information.

A student may also earn college credit for certain Career and Technical Education (CTE) courses. See **Career and Technical Education (CTE) and Other Work-Based Programs (Secondary Grade Levels Only)** for information on CTE and other work-based programs.

For dual credit purposes, all these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## Communications (All Grade Levels)

### Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the District upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the District.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

Lago Vista ISD Student Handbook, 2025-2026

A parent may update contact information by logging into Ascender Parent Portal at <https://portals13.ascendertx.com/ParentPortal/login?distid=227912>.

### **Automated Emergency Communications**

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency situation may include early dismissal, delayed opening, or restricted access to the campus due to severe weather, another emergency, or a security threat. It is crucial to notify your child's school when a phone number changes.

[See **Safety (All Grade Levels)** for information regarding contact with parents during an emergency situation.]

### **Automated Nonemergency Communications**

Your child's school periodically sends information by automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the District.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal. [See **Safety (All Grade Levels)** for information regarding contact with parents during an emergency.]

### **Complaints and Concerns (All Grade Levels)**

Usually, student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at FNG(LOCAL). This policy can be viewed in the District's policy manual, available online at [www.lagovistaisd.net](http://www.lagovistaisd.net). The complaint forms can be accessed on the District's website or at the principal's or superintendent's office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written grievance form should be completed and submitted to the campus principal in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the superintendent.

If the concern is still unresolved, the District provides a process for parents and students to appeal to the board of trustees.

Hearings at each level will be conducted in accordance with the District's policy at FNG(LOCAL).

## Conduct (All Grade Levels)

### Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—on and off campus, during remote and in-person instruction, and on district vehicles—and outlines consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

### Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the District's website at [www.lagovistaisd.net](http://www.lagovistaisd.net) and the coordinator for this campus is listed below:

- **Lago Vista Elementary School:** Brandi Sharrock, Assistant Principal, (512) 267-8300 x4500, [bsharrock@lagovistaisd.net](mailto:bsharrock@lagovistaisd.net)
- **Lago Vista Intermediate School:** Bonnie Sullivan, Principal, (512) 267-8300 x3500, [bsullivan@lagovistaisd.net](mailto:bsullivan@lagovistaisd.net)
- **Lago Vista Middle School:** Kim Bentley, Assistant Principal, (512) 267-8300 x2500, [kbentley@lagovistaisd.net](mailto:kbentley@lagovistaisd.net)
- **Lago Vista High School:** Dusty Kinslow, Assistant Principal, (512) 267-8300 x5500, [dkinslow@lagovistaisd.net](mailto:dkinslow@lagovistaisd.net)

### Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

### Disruption of School Operations

Disruption of school operations is not tolerated and may constitute a misdemeanor offense. As identified by state law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the District is also considered a disruption.

## **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

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

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

## **Counseling**

The District has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The District will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

## **Academic Counseling**

### ***Elementary and Middle/Junior High School Grade Levels***

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

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In either grade 7 or 8, each student will receive instruction on how best to prepare for high school, college, and a career.

### **High School Grade Levels**

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education;
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement;
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma;
- Financial aid eligibility and how to apply for financial aid;
- Automatic admission to state-funded Texas colleges and universities;
- Eligibility requirements for the TEXAS Grant;
- Availability of district programs that allow students to earn college credit;
- Availability of tuition and fee assistance for postsecondary education for students in foster care; and
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

[See **Scholarships and Grants** for more information.]

### **Personal Counseling (All Grade Levels)**

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should make this request through the front office or by speaking to the counselor directly. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.



[See **Mental Health Support (All Grade Levels)**; **Child Sexual Abuse, Neglect, Trafficking, and Other Maltreatment of Children (All Grade Levels)**; and **Dating Violence**.]

## **Course Credit (Secondary Grade Levels Only)**

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

## **Credit by Examination—If a Student Has Taken the Course/Subject (Grades 6–12)**

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the District's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

If a student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

[See the school counselor and policy EHDB(LOCAL) for more information.]

## **Credit by Examination for Advancement/Acceleration—If a Student Has Not Taken the Course/Subject**

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the District are approved by the District's board of trustees. Testing windows for these examinations will be published in district publications and on the District's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the District must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

## **Kindergarten Acceleration**

In accordance with State Board rules, the Board has approved procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten.

A student in kindergarten may be accelerated to first grade if he or she meets all of the following requirements in this order:

1. The student will be five years old on or before September 1st AND will be six years old on or before December 31 of the same calendar year.
2. The parent or legal guardian conferences with the campus principal or designee to discuss the request for kindergarten acceleration.
3. The student's parent or legal guardian initiates the official request for kindergarten acceleration in writing to the campus principal no later than May 1st of the calendar year during which the student is eligible to begin kindergarten.
4. The student scores at or above the kindergarten end-of-year expectations on the DRA reading assessment. This assessment is administered by a kindergarten teacher or designee.
5. The student scores 90% on each of the following kindergarten content area Credit by Examination (CBE) assessments: language arts, math, science, and social studies. Parents/guardians are solely responsible for registration, payment, and coordinating the administration of all CBEs for acceleration. All CBEs for acceleration must be completed and scores must be received by the District no later than August 1st of the calendar year during which the student is eligible to begin kindergarten.
6. The student successfully completes a three-week probationary period in first grade. Once the three-week probation is complete and the campus confirms that the student is appropriately placed, the child will be accelerated to first grade.

## **Students in Grades 1–5**

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least an 80 on each examination in the subject areas of language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated; and
- The student's parent gives written approval of the grade advancement.

## **Students in Grades 6–12**

A student in grade 6 or above is eligible to earn course credit with:

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP); or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

## **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. A copy of the District's policy is available in the principal's office and in the superintendent's office or on the District's website at [www.lagovistaisd.net](http://www.lagovistaisd.net). [See the FFH series of policies for more information.]

### **Dating Violence**

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures**.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a 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.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;

- Threats to die by suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

In accordance with law, when the District receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html) (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>)

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking.**]

## **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law that negatively affects the student.

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects a 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.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

## **Sexual Harassment and Sex-Based Harassment**

Sexual harassment and sex-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but are not limited to:

- 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 that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Sex-based harassment includes physical, verbal, or nonverbal conduct based on a student's sex. Examples of sex-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

## **Pregnancy or Related Conditions**

The District does not discriminate on the basis of pregnancy or a related condition. Please contact the campus principal for pregnancy-related accommodations.

## **Retaliation**

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence is prohibited.

## **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the District will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the District will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying (All Grade Levels)**.]

The District will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the District. In the event alleged prohibited conduct involves another student, the District will notify the parent of the student alleged to have experienced

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the prohibited conduct when the allegations, if proven, would constitute a violation as defined by the FFH series of policies.

## **Investigation of Report**

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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 comply with law.

If a law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume its investigation at the conclusion of the agency's investigation.

During an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct.

If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The District may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the District investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

## **Discrimination**

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

## **Distance Learning (All Grade Levels)**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, internet, video-conferencing, and instructional television.

The distance learning opportunities that the District makes available to District students are through articulated courses with Austin Community College.

[See **Remote Instruction**.]

## **Virtual and Hybrid Instruction**

A student has the option, with certain limitations, to enroll in virtual or hybrid instruction through virtual or hybrid courses offered by the district or by another district or school to earn course credit for graduation.

Depending on the virtual or hybrid course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [See **Extracurricular Activities, Clubs, and Organizations**.] In addition, a student who enrolls in a virtual or hybrid course for which an end-of-course (EOC) assessment is required must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a virtual or hybrid course by contacting the school counselor.

A copy of policy EHDE addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the campus counselor.

## **Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)**

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, and the like.

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

### **Nonschool Materials**

#### ***From Students***

Students must obtain prior approval from the campus principal before selling, posting, circulating, or distributing more than ten copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The campus principal shall designate times, locations, and means for distribution of nonschool literature by students at District facilities, in accordance with policy. [See policy FNAA for more information.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy FNG(LOCAL) for student complaint procedures.]

#### ***From Others***

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the District or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the superintendent for prior review. The superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies DGBA or GF for more information.]

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed to students or others at the principal's campus.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with policy FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **Dress and Grooming (All Grade Levels)**

The District's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the Lago Vista ISD Standards of Attire in the appendix of this handbook.

If the principal or designee determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

[See **Lago Vista ISD Standards of Attire** in the appendices.]

## **Electronic Devices and Technology Resources (All Grade Levels)**

### **Safe Use of Technology**

The District is committed to ensuring that students use technology safely and will follow all federal and state requirements to protect students from excessive data collection or materials that are considered harmful to minors. The district considers parents as partners in cybersecurity and online safety.

In accordance with state and federal law, the District will:

- Install a filter that blocks and prohibits pornographic or obscene materials or applications, including from unsolicited pop-ups, installations, and downloads, before transferring an electronic device to a student to be used for an educational purpose;
- Block or filter students' internet access to pictures that are obscene, contain child pornography, or have been determined to be harmful to minors in accordance with the Children's Internet Protection Act (CIPA);



- Require direct and informed parental consent for a student's use of software, other than software excluded from the consent requirement by law [See **Required State Assessments** and **Standardized Testing**];
- Require direct and informed parental consent for a student's use of software that conducts mental health assessments or other assessments unrelated to education curricula that are intended to collect information about students [See Consent to Conduct a Psychological Evaluation]

If you want to know more about partnering with the district regarding cybersecurity and online safety, or if you have complaints or concern about student use of electronic devices, please contact

## **Possession and Use of Personal Communications Devices, Including Cell Phones and Other Electronic Devices**

In accordance with State law, the District prohibits the use of a personal communication device (such as cell phones, tablets not issued by the District, and smartwatches) while on school property during the school day.

Students in grades 6-12 will be assigned a personal locking, signal-blocking pouch. It is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition. At the beginning of the instructional day, students are expected to turn phones and smart watches off and place them inside the school-issued pouch, securing the lock in the presence of school staff. The locked pouch will remain in the students' backpacks for the entirety of the school day. At the end of the day, students will unlock their pouches as they exit the building. [See the appendix for more information.]

For more information about permitted use in certain circumstances and disciplinary measures that apply to this prohibition, see the Student Code of Conduct and policy FNCE(LOCAL).

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF for more information.]

Any disciplinary action for violation of the District's prohibition of personal communication devices will be in accordance with the Student Code of Conduct.

The District is not responsible for damaged, lost, or stolen telecommunications devices.

## **Instructional Use of Personal Telecommunications and Other Electronic Devices**

Students must obtain prior approval to use personal electronic devices allowed by law for instructional purposes while on campus. The District may not permit use of a prohibited personal communication device except as required by law. [See **Possession and Use of Personal Communications Devices, Including Cell Phones and other Electronic Devices.**] Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Acceptable Use of District Technology Resources**

District-owned technology resources may be issued to individual students for instructional purposes. Use of the District's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content—commonly referred to as “sexting”—will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](https://txssc.txstate.edu/tools/courses/before-you-text/) (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state-developed program that addresses the consequences of sexting.

In accordance with state law, the District prohibits the installation or use of TikTok (or any successor application or service) on a District device, along with any other social media application or service determined by the governor.

Any student who engages in conduct that results in a breach of the District's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

## **End-of-Course (EOC) Assessments**

[See **Graduation (Secondary Grade Levels Only)** and **Standardized Testing**.]

## **Emergent Bilingual Students (All Grade Levels)**

A student who is an emergent bilingual student is entitled to receive specialized services from the District. A Language Proficiency Assessment Committee (LPAC), consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent to any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will designate instructional accommodations or additional special programs that

the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing**, may be administered to an emergent bilingual student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to emergent bilingual students who qualify for services.

If a student is considered an emergent bilingual student and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **Extracurricular Activities, Clubs, and Organizations (All Grade Levels)**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the District to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation (All Grade Levels)**.]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the [UIL Parent Information Manual \(https://www.uil texas.org/athletics/manuals\)](https://www.uil texas.org/athletics/manuals) online. A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas \(https://www.uil texas.org/\)](https://www.uil texas.org/) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the District. Parents are entitled to review the District's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

If a student is enrolled in a state-approved course that requires demonstration of the mastery of an essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight-reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following applies to all extracurricular activities:

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be considered an unexcused absence.

## **Parental Consent**

State law requires the district to obtain written parental consent before a student may participate in a student club that is authorized or sponsored by the district. A parent may obtain consent forms for student clubs from the activity sponsor.

## **Standards of Behavior**

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

## **Offices and Elections**

See individual campus program guidelines for specific information about clubs, organizations and performing groups that will hold elections for student officers.

## **Fees (All Grade Levels)**

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.

- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, and the like.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles.**]
- A maximum fee of \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a virtual or hybrid course.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [See policy FP for more information.]

## **Fundraising (All Grade Levels)**

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies FJ and GE for more information.]

## **Gang-Free Zones (All Grade Levels)**

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **Gender-Based Harassment**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

# Grade-Level Classification (Grades 9–12 Only)

After grade 9, students are classified according to the number of credits earned toward graduation.

| Credits Earned | Classification       |
|----------------|----------------------|
| 7              | Grade 10 (Sophomore) |
| 14             | Grade 11 (Junior)    |
| 21             | Grade 12 (Senior)    |

# Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student’s mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.
- Grading consequences for academic dishonesty, including cheating or copying the work of another student, plagiarism (including the unauthorized use of artificial intelligence (AI) such as ChatGPT), and unauthorized communication between students during an examination.

[See **Report Cards/Progress Reports and Conferences (All Grade Levels)** for additional information on grading guidelines.]

## **Graduation (Secondary Grade Levels Only)**

### **Requirements for a Diploma**

A student must meet the following requirements to receive a high school diploma from the District:

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law;
- Complete the required number of credits established by the state and any additional credits required by the District;
- Complete any locally required courses in addition to the courses mandated by the state;
- Demonstrate proficiency, as determined by the District, in the specific communication skills required by the State Board of Education (SBOE); and
- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

### **Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments in:

- English I,
- English II,
- Algebra I,
- Biology, and
- U.S. History.

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the District will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on up to two of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See **Standardized Testing**.]

### **Foundation Graduation Program**

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM);
- Business and Industry;
- Public Service;
- Arts and Humanities; and
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

**Personal Graduation Plans** will be completed for each high school student.

State law generally prohibits a student from graduating solely under the foundation graduation program without an endorsement. However, after the student's sophomore year, the student and student's parent may request that the student graduate without an endorsement. The District will advise the student and the student's parent of the specific benefits of graduating with an endorsement. The student and the student's parent must then submit written permission to the school counselor for the student to graduate without an endorsement.

A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the District will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.



**Credits Required**

| <b>Course Area</b>                     | <b>Number of Credits:<br/>Foundation<br/>Graduation Program</b> | <b>Number of Credits:<br/>Foundation Graduation Program<br/>with an Endorsement</b> |
|----------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|
| English/Language Arts                  | 4                                                               | 4                                                                                   |
| Mathematics                            | 3                                                               | 4*                                                                                  |
| Science                                | 3                                                               | 4                                                                                   |
| Social Studies, including<br>Economics | 3                                                               | 3                                                                                   |
| Physical Education**                   | 1                                                               | 1                                                                                   |
| Language other than<br>English***      | 2                                                               | 2                                                                                   |
| Fine Arts                              | 1                                                               | 1                                                                                   |
| Local courses                          | .5 credit in<br>Health/LNW<br>.5 credit in Speech               | .5 credit in Health/LNW<br>.5 credit in Speech                                      |
| Electives                              | 5 - State-Mandated<br>5 - Locally Required                      | 7 - State-Mandated<br>1 - Locally Required                                          |
| English/Language Arts                  | 4                                                               | 4                                                                                   |
| <b>Total</b>                           | <b>28 credits</b>                                               | <b>28 credits</b>                                                                   |

The

foundation graduation program requires completion of the following credits: Additional considerations apply in some course areas, including:

- **Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

- **Languages other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.
  - A student may satisfy one of the 2 required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
  - In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

### ***Available Endorsements***

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue.

### ***Financial Aid Application Requirement***

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the District indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the District indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.

Please contact the school counselor for more information.

To confirm that a student has completed and submitted a TASFA, the student must submit one of the following:

- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite;
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
- A copy or screenshot of the FAFSA acknowledgment page;
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
- An acknowledgment receipt from an institution of higher education (IHE); or
- A copy of a financial aid award letter from an IHE.

### ***Personal Graduation Plans***

A personal graduation plan will be developed for each high school student.

The District encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement is a requirement for a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit](https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures)  
(<https://tea.texas.gov/about-tea/news-and-multimedia/brochures/tea-brochures>).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

### **Available Course Options for All Graduation Programs**

Each spring, the District will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

**Note:** The District may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Not all courses are offered at every secondary campus in the District. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for a course in the required curriculum other than fine arts or career and technical education (CTE), the District will offer the course the following year either by teleconference or at the school from which the transfers were requested.

### **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

## **Students with Disabilities**

Admission, review, and dismissal (ARD) committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL) for more information.]

## **Graduation Activities**

Candidates for graduation shall not participate in commencement exercises or be awarded a high school diploma until the principal certifies the student has:

1. Met the requirements for the graduation (this includes successful mastery of the state assessments). (Note: Candidates whose work is incomplete will be given their diplomas only when it is determined that work has been satisfactorily completed. Seniors who expect to graduate after taking summer school do not participate in the graduation/commencement ceremony).
2. Met all attendance requirements.
3. Completed all disciplinary consequences.
4. Paid all financial obligations.
5. Participated in at least one Lago Vista High School graduation practice.

To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including but not limited to removal to DAEP, a three-day suspension, or expulsion during his or her last two semesters.

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments will not be allowed to participate in graduation activities. The final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

## **Graduation Speakers**

Certain graduating students will be given an opportunity to speak at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

[See **Student Speakers (All Grade Levels)** for student speakers at other school events.]

## **Graduation Expenses**

Because students and parents will incur expenses to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Fees (All Grade Levels)**.]

## **Scholarships and Grants**

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program, Teach for Texas Grant Program, and Future Texas Teachers Scholarship Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

[See **College and University Admissions and Financial Aid (All Grade Levels)** for more information.]

Contact the school counselor for information about other scholarships and grants available to students.

## **Harassment**

[See **Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)**.]

## **Hazing (All Grade Levels)**

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and

- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The District will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal, superintendent, or law enforcement official.

[See **Bullying (All Grade Levels)** and policies FFI and FNCC for more information.]

## Health—Physical and Mental

### Health-Related Services

The District is required to provide notice of each health-related service offered at a student's campus. This notice is meant to inform you of available services, not necessarily to indicate these services will be provided to your child. A parent may withhold consent for or decline a health-related service. You have the right to withhold consent or decline the provision of any of these services to your child by submitting a written statement to:

Laura Rutledge, RN  
District Nurse  
[lrutledge@lagovistaisd.net](mailto:lrutledge@lagovistaisd.net)

The following treatments and medications are to be used by the Registered Nurse (RN) or Licensed Vocational Nurse (LVN) or designated employee(s) who has been trained and documented by a campus or district nurse. The acts covered in these Standing Orders are limited to the following general medical symptoms that can be addressed by over the counter medications following package directions. Best practices of nursing care shall be adhered to and all interventions shall be documented in the student care record. Following implementation of standing order, any variation in assessment should result in parent contact and physician referral.

#### **First Aid**

**Abrasian:** Clean with soap and water. May apply antiseptic solution and/or antibiotic ointment. Apply dressing if indicated.

**Bites (Animal/Human):** Clean area with soap and water. May use antiseptic/apply dressing. For animal bites: Notify Travis County Animal Control, have the student / staff seek medical attention for possible rabies treatment if skin broken or any bat/skin contact.

**Burns:** Apply cool compress/water. Refer all suspected stage 2 or higher burns to a medical provider. May apply external analgesic spray/cream, antiseptic solution for comfort on minor/old burns with intact skin. Cover with dressing if indicated.

**Chapped Lips/Cold Sores:** May apply an individual protectant product (lip balm single use).

**Dental/Oral Pain:** May apply oral analgesic for comfort if over age of 4. May reinsert a permanent tooth that is knocked out. May rinse with water before reinsertion to remove debris, do not rub the root area.

**Earache:** May apply warm compress. Refer to physician as indicated, exclude if fever present, pain uncontrolled, purulent drainage visible in external ear.

**Eye(s) with Foreign Object:** Do not attempt to remove unless it can be gently washed out with water, saline eyewash solution, or removed with a cotton tipped applicator. Refer to MD as indicated, may patch eye(s) as indicated.

**Eye Irritation/Redness:** May rinse with saline or apply cool compress for comfort, exclude if purulent drainage is present or excessive clear drainage that cannot be contained.

**Headache:** Temperature check recommended, rest, cold pack, increase water intake.

**Insect Bite/Sting:** May apply cold compress. Observe for shortness of breath, facial swelling, hives. noted, see emergency care for anaphylaxis.

**Laceration:** Hold pressure to control bleeding. Clean with soap and water, as possible. May apply steri-strips. Refer to a physician as indicated or if bleeding persists.

**Menstrual Cramps:** Rule out RLQ for pain/rebound before applying a heating pad for comfort, rest.

**Musculoskeletal Injuries:** May apply ice for the first 48-72 hrs and light ace/coban wrap as indicated for comfort. For possible fracture, immobilize as indicated, monitor circulation, apply cold compress, and refer to physician for evaluation. EMS may be indicated if the patient cannot be safely moved.

**Nausea, Indigestion, Upset Stomach:** Offer saltines (consider gluten intolerance diet restriction prior to offering), carbonated caffeine-free beverage, rest. If vomiting for no obvious reason (spinning, hard athletic session, overate, coughed hard) home and no return till no vomiting for 24 hours.

**Nosebleeds:** Apply pressure and/or ice until bleeding stops. May use nasal-cease or topical hemostatic product per package directions.

**Skin Irritation/Rash:** May apply any or a combination of the following: cold compress, analgesic skin protectant such as Calamine-like lotion. Observe for signs of anaphylaxis and follow emergency orders as needed. Refer to the physician if there is any systemic reaction.

**Skin Wound/Infection:** May wash with soap and water. Apply antibiotic ointment and apply dressing. Refer to a physician if indicated.

**Snake Bite:** Keep the student quiet and still. Keep the bitten extremity below the heart. Call 911 for transport. Do not apply ice. Safely try to identify the snake, photograph if able to do so safely.

**Sore Throat:** Warm salt water gargles, life savers may be used for comfort (no cough drops).

**Splinter(s):** Remove with tweezers if able to. No digging with needles. Cover with BA and triple antibiotic ointment for removal at home.

**Tick Bite:** If not completely embedded in skin, gently grasp the tick (head included) with tweezers, slowly pull to release from skin. Cleanse the area, cover with dressing. Notify a parent with instructions to monitor for signs of infection. If unable to fully remove the tick, encourage physician evaluation. If able to, send a photo of the tick to a parent.

### **Emergency Care**

**Seizures:** Provide first aid (do not restrain, move any objects away from student and protect head) and contact 911 for students without a known history of a seizure disorder OR seizures lasting longer than 5 min, OR back to back seizures unless student's seizure action plan states otherwise.

**Chest Pain (Pediatric):** If accompanied by dizziness, fainting, dyspnea, sustained tachycardia or pounding heart parent to be notified to be picked up for further medical evaluation. Call 911 if child loses consciousness or is otherwise unstable. Adult: Attain medical history, encourage evaluation by physician. Call 911 if they lose consciousness or are otherwise unstable. \*Staff members experiencing chest pain may NOT operate a motor vehicle.

**Fever over 100 F:** A parent should be notified to pick up the child from school and instructed that they should not return until fever free for 24 hrs. without fever reducing medications (per TDSHS Admin Code 100.0F). For fever over 104F, apply cool compresses and if a parent is unavailable, call 911.

**Life-threatening Bleeding:** A tourniquet or hemostatic (CeloX) gauze may be applied as directed by American Heart Association and Travis County Emergency Medical Services guidelines if pressure does not control bleeding. EMS should be notified if either of these hemorrhage control tools are utilized.

**Suspected Head Injuries (loss of responsiveness after a fall or symptoms of a concussion):** Monitor for life threatening signs and symptoms and call 911 if indicated. For non-life threatening concussion symptoms, encourage going home for closer monitoring, refer to a physician. Provide parent/guardian with head injury form, complete concussion symptom check sheet. If the student is an athlete, notify the Athletic Trainer/Coach.

**Non-Anaphylaxis Allergic Reactions Mild to Moderate:** Rash, hives, itching. Wash the area with cool water to remove the irritant. Apply cool compress. Monitor for progression of reaction. Contact parent and alert to possible allergic reaction. If the student has a known history of allergic reaction and/or anaphylaxis with an Allergy Action Plan on file, follow the plan as directed.

**Anaphylaxis Age 4 and up, 33-66 lbs:** Epi-Jr 0.15mg auto injector OR 1 spray of Neffy 1mg for signs of anaphylaxis. Over 66 lbs: Epi-pen 0.3mg auto injector OR 1 spray of Neffy 2mg for signs of anaphylaxis. ALWAYS CALL 911 when Epinephrine is used, then contact parent/guardian. May repeat dose if no response in 10min and EMS has not arrived. EPIPEN injection hold time: 3 sec. Prepare to administer CPR if needed. NEFFY nasal spray insert nozzle into nostril, hold straight, press plunger firmly. Prepare to administer CPR if needed.

**Suspected Narcotic Overdose:** Naloxone (Narcan) 4mg nasal spray will be available at all school campuses for administration stored with each AED. Signs of opioid overdose may include: person will not wake up or respond to your voice or touch, breathing is very slow (less than 12-14 breaths/min), irregular or has stopped, "pinpoint pupils," fingernails and lips turning blue, slow heart rate (under 50/min). Call 911, administer nasally, begin CPR until respirations are restored or EMS arrives.

**Respiratory Distress:** Consider the possibility of asthma. Use Pulse Ox to determine oxygenation. Observe the student for wheezing, chest tightness, and/or persistent cough. Help with calming breathing techniques. If no improvement, use a personal rescue inhaler as prescribed. If no personal inhaler is available, refer to the Unassigned Albuterol Respiratory Distress Protocol.



**Finger Pulse Oximeter Guidelines:** 92 and above is normal, Below 92 notify parents, 85 and below activate EMS. This assessment tool is to be used in conjunction with vital signs and nursing assessment. Parents are to be notified and EMS activated when the student is in severe respiratory distress despite what the pulse oximeter may read.

**Note:** Generic medications/solutions may be substituted for any name brands listed.

## **Illness (All Grade Levels)**

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent.

The District is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

## **Immunization (All Grade Levels)**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the District. You may access the [DSHS exemption form \(https://dshs.texas.gov/immunize/school/exemptions.aspx\)](https://dshs.texas.gov/immunize/school/exemptions.aspx) online or by writing to this address:

Texas Department of State Health Services  
Immunization Section, Mail Code 1946  
P.O. Box 149347  
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. The immunizations required are:

- Diphtheria, tetanus, and pertussis
- Polio

- Measles, mumps, and rubella
- Hepatitis B
- Varicella (chicken pox)
- Meningococcal
- Hepatitis A

The school nurse can provide information on immunization requirements. Proof of immunization may be established by 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. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis**.

[See the DSHS's [Texas School & Child Care Facility Immunization Requirements](https://www.dshs.state.tx.us/immunize/school/default.shtm) (<https://www.dshs.state.tx.us/immunize/school/default.shtm>) and policy FFAB(LEGAL) for more information.]

## **Lice (All Grade Levels)**

Head lice is very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The District does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The District will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and from the Centers for Disease Control and Prevention's website [Head Lice Information for Parents](https://www.cdc.gov/parasites/lice/head/parents.html) (<https://www.cdc.gov/parasites/lice/head/parents.html>).

[See policy FFAA for more information.]

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## **Medicine at School (All Grade Levels)**

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The District will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. If a secondary student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the District is made aware of any safety and medical issues.

## **Asthma and Severe Allergic Reactions**

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

[See also **Food Allergies (All Grade Levels).**]

## **Unassigned Epinephrine Delivery Systems**

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized school personnel who have been adequately trained to administer an unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

An “unassigned epinephrine delivery system” is an epinephrine delivery system, including auto-injector or nasal spray, prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine delivery system.

Epinephrine delivery systems include brand-name devices such as EpiPens® and Neffy®.

Authorized and trained individuals may administer an epinephrine delivery system at any time to a person experiencing anaphylaxis on a school campus.

The District will ensure that at each campus a sufficient number of school personnel are trained to administer epinephrine so that at least one trained individual is present on campus during regular school hours and whenever school personnel are physically on site for school-sponsored activities.

Authorized and trained individuals may administer an unassigned epinephrine delivery system to a person experiencing anaphylaxis at an off-campus school event or while in transit to or from a school event when an unassigned epinephrine delivery system is available.

For additional information, see FFAC(LOCAL).

## **Unassigned Medication for Respiratory Distress**

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school personnel to administer medication for respiratory distress on a school campus or at a school-related activity to a person reasonably believed to be experiencing symptoms of respiratory distress.

“Unassigned medication for respiratory distress” means albuterol, levalbuterol, or another medication designated by the executive commission of the Health and Human Services Commission for treatment of respiratory distress, prescribed by an authorized health-care provider in the name of the District with a non-patient-specific standing delegation order for the administration of a medication for respiratory distress, and issued by an authorized health-care provider.

For additional information, see FFAC(LOCAL).

## **Unassigned Opioid Antagonists (All Grades)**

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized and trained school personnel at each campus to administer an opioid antagonist, such as Narcan or Naloxone, to an individual who is reasonably believed to be experiencing an opioid-related drug overdose.

One or more authorized and trained individuals will be present on each campus subject to this policy during regular school hours.

## **Steroids (Secondary Grade Levels Only)**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

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.

## **Mental Health Support (All Grade Levels)**

The District has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the District has procedures to support the student's return to school. Please contact the District's mental health liaison for further information.

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 psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

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. [See policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation and Consent to Provide a Mental Health Care Service** for the District's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** for the District's comprehensive school counseling program;
- **Physical and Mental Health Resources** for campus and community mental and physical health resources; and

- **Policies and Procedures that Promote Student Physical and Mental Health** for board-adopted policies and administrative procedures that promote student health.

## **Physical Activity Requirements**

### ***Elementary School***

The District will ensure that students in full-day prekindergarten–grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the District's elementary school student physical activity programs and requirements, please see the principal.

### ***Junior High/Middle School***

The District will ensure that students in middle or junior high school will engage in at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the District's junior high and middle school student physical activity programs and requirements, please see the principal.

### ***Temporary Restriction from Participation in Physical Education***

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

## **Physical Fitness Assessment (Grades 3–12)**

Annually, the District will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **Physical Health Screenings/Examinations**

### ***Athletics Participation (Secondary Grade Levels Only)***

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A District athletics program.
- District marching band.
- Any District extracurricular program identified by the superintendent.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the District to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of [sudden cardiac arrest](https://www.uiltexas.org/health/info/sudden-cardiac-death) (<https://www.uiltexas.org/health/info/sudden-cardiac-death>) for more information.

### ***Spinal Screening Program***

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

### ***Other Examinations and Screenings (All Grade Levels)***

The District may provide additional screening as District and community resources permit.

[See policy FFAA for more information.]

## **Special Health Concerns (All Grade Levels)**

### ***Bacterial Meningitis (All Grade Levels)***

Please see the District's website at [www.lagovistaisd.net](http://www.lagovistaisd.net) and visit the Student Health and Wellness page for information regarding meningitis.

**Note:** Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization (All Grade Levels)**.]

### ***Diabetes***

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(LEGAL) for more information.]

### ***Food Allergies (All Grade Levels)***

Parents should notify the District when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by breathing, eating, or touching the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The District has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* found on the DSHS [Allergies and Anaphylaxis](https://www.dshs.texas.gov/schoolhealth/allergiesandanaphylaxis/) website (<https://www.dshs.texas.gov/schoolhealth/allergiesandanaphylaxis/>)

When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, an individual care plan will be developed to assist the student in safely accessing the school environment. The District's food allergy management plan can be accessed by contacting the District nurse at (512) 267-8300.

[See **Celebrations (All Grade Levels)** and policy FFAF for more information.]

### ***Seizures (All Grade Levels)***

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the District before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** and contact the school nurse for more information.]

### **Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity. With limited exceptions for medication, [see **Medicine at School (All Grade Levels)**] students are also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]



## Health-Related Resources, Policies, and Procedures

### Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The District full-time nurse:

Laura Rutledge, RN  
District Nurse  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[lrutledge@lagovistaisd.net](mailto:lrutledge@lagovistaisd.net)  
(512) 267-8300

- The campus counselor:

Amy Sexton  
Lago Vista Elementary School Counselor  
[asexton@lagovistaisd.net](mailto:asexton@lagovistaisd.net)

Cynthia Gumbert  
Lago Vista Intermediate School Counselor  
[cgumbert@lagovistaisd.net](mailto:cgumbert@lagovistaisd.net)

Erin Greenlee  
Lago Vista Middle School Counselor  
[egreenlee@lagovistaisd.net](mailto:egreenlee@lagovistaisd.net)

Lara Clark  
Lago Vista High School Counselor  
[lclark@lagovistaisd.net](mailto:lclark@lagovistaisd.net)

Whitney Read  
Lago Vista High School Counselor  
[wread@lagovistaisd.net](mailto:wread@lagovistaisd.net)

- The local public health authority, Austin Travis County Public Health, which may be contacted at 512-972-5000.
- The local mental health authority, Austin Travis County Integral Health, which may be contacted at (512) 472-HELP (4357).

## **Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)**

The District has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the District's policy manual, available at <https://pol.tasb.org/PolicyOnline?key=1153>.

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the District's strategies to improve student performance through evidence-based practices that address physical and mental health.

The District has developed administrative procedures as necessary to implement the above policies and plans.

For further information regarding these procedures and access to the District Improvement Plan, please contact:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

## **School Health Advisory Council (SHAC) (All Grade Levels)**

During the preceding school year, the District's School Health Advisory Council (SHAC) held four meetings. Additional information regarding the District's SHAC is available from the District nurse.

[See **Consent to Human Sexuality Instruction; Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**; and policies BDF and EHAA for more information.]

## **Student Wellness Policy/Wellness Plan (All Grade Levels)**

To encourage healthy habits in our students, the District has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement it. For questions about the content or implementation of the District's wellness policy and plan, please contact:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

## **Homework (All Grade Levels)**

The frequency and length of homework assignments will vary depending on the grade level of the student. It is the student's responsibility to complete assignments on time. Students shall assume responsibility for making up work when absent from class.

Parents shall be responsible for ensuring that their children do the homework assigned each day. Regular monitoring of the homework provides a good overview of how and what the teacher is doing in various subjects. Concerns about homework should first be addressed with the teacher and then with the campus counselor or principal.

[See Lago Vista ISD Grading Guidelines.]

## **Law Enforcement Agencies (All Grade Levels)**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection.

## **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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court to take a student into custody.

Before a student is released to a legally authorized person, the principal will verify the person's identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally 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 student's release to a legally authorized person, any notification will most likely be after the fact.

## **Notification of Law Violations**

The District is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy GRAA(LEGAL) for more information.]

## **Leaving Campus (All Grade Levels)**

Student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Except for extenuating circumstances, students will not regularly be released before the end of the school day.

Parental consent is required before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other District personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

### **During Lunch**

All Lago Vista ISD schools are closed campuses. No students are allowed to leave during lunch without a parent.

### **At Any Other Time during the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

## **Lost and Found (All Grade Levels)**

A lost and found collection box is located in the campus office. A student who loses an item should check the lost and found box. The District discourages bringing personal items of high monetary value to school, as the District is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

## **Makeup Work**

### **Makeup Work Because of Absence (All Grade Levels)**

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade. [See **Attendance for Credit or Final Grade (All Grade Levels)**.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

## **DAEP Makeup Work**

### ***Elementary and Middle/Junior High School Grade Levels***

An elementary or middle/junior high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal.

### ***Grades 9–12***

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The District may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA(LEGAL) for more information.]

## **In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)**

### ***Alternative Means to Receive Coursework***

While a student is in ISS or OSS, the District will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

### ***Opportunity to Complete Courses***

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FO(LEGAL) for more information.]

## **Nondiscrimination Statement (All Grade Levels)**

In its efforts to promote nondiscrimination and as required by law, the District does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The District provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the District does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends employment. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The District has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or sex-based harassment:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the District receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following District representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

- For all other concerns regarding discrimination, see the superintendent:

Darren Webb  
Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[dwebb@lagovistaisd.net](mailto:dwebb@lagovistaisd.net)

[See policies FB, FFH, and GKD for more information.]

## **Parent and Family Engagement (All Grade Levels)**

### **Parental Rights and Options**

State law provides that a parent has the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the child without obstruction or interference from a governmental entity of Texas, including a school district.

In addition to referring to the rights of parents, including the right to withhold consent for or exempt the parent's child from certain activities and instruction specified throughout this handbook, parents may access additional information regarding parental rights at the District's website at [www.lagovistaisd.net](http://www.lagovistaisd.net).

### **Working Together**

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the District.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.



- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling**.]
- Attending scheduled conferences and requesting additional conferences as needed. The District will provide at least two opportunities for in-person conferences during each school year for each parent of a child enrolled in the District with the child's teachers. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at (512) 267-8300 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**.]
- Becoming a school volunteer. [See **Volunteers** and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include PTO and booster organizations.
- Serving as a parent representative on the District-level or campus-level planning committees that develop educational goals and plans to improve student achievement. For more information, see policies BQA and BQB and contact:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

- Serving on the School Health Advisory Council (SHAC) and assisting the District in aligning local community values with health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. [See **School Health Advisory Council (SHAC)** and policies BDF, EHAA, FFA for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Monday of each month at 6:00p.m. at the location within the District posted on the agenda. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at 8039 Bar K Ranch Road and online at [www.lagovistaisd.net](http://www.lagovistaisd.net). [See policies BE and BED for more information.]

## **Parking and Parking Permits (Secondary Grade Levels Only)**

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit and pay a fee of \$35 to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed.
- Double-park.
- Park across a white or yellow line.
- Park in a fire lane.
- Sit in parked cars during school hours.

Students may be subject to disciplinary action for violation of these rules. The District may tow cars that are parked in violation of these rules.

## **Pledges of Allegiance and a Minute of Silence (All Grade Levels)**

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags.**]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy EC for more information.]

## **Prayer (All Grade Levels)**

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

## Promotion and Retention

A student will be promoted only on the basis of academic achievement or proficiency. In making promotion decisions, the District will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the District.

### Repeating Prekindergarten-Grade 8 at Parent Request

A parent may request in writing that a student repeat prekindergarten, kindergarten, or any grade in grade 1-8. Before granting the request, the District may convene a retention committee to meet and discuss the request and will invite the parent to participate.

### Elementary and Middle/Junior High Grade Levels

In kindergarten–grade 1, promotion to the next grade level shall be based on demonstrated proficiency in the language arts and mathematics essential knowledge and skills, as outlined on grade-level, skills-referenced reports cards. In addition, the District shall require satisfactory performance in all other subject areas.

In grades 2–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

### High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. [See **Grade-Level Classification**.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** and **Standardized Testing**.]

### Repeating a High-School Credit Course

A parent may request in writing that a student repeat a high-school credit course in which the student was enrolled during the previous school year unless the district determines that the student has met all requirements for graduation.

Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

Only the student's first passing grade will be included in the calculation of class ranking.

## **Release of Students from School**

[See **Leaving Campus.**]

## **Remote Instruction**

The District may offer remote instruction in accordance with TEA guidelines.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

## **Report Cards/Progress Reports and Conferences (All Grade Levels)**

Report cards with each student's performance and absences in each class or subject are issued at least once every 9 weeks.

At the end of the first three weeks of a grading period, progress report grades will be posted. Students who have grade averages of less than 70 are considered failing. A reminder message will be sent on the day progress report grades are posted reminding them to check their student's grades through the online Ascender Parent Portal.

If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent is requested to schedule a conference with the teacher of that class or subject. [See **Working Together** for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See **Grading Guidelines** and policy EIA(LOCAL) for more information.]

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

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

The District may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the District, but parents are entitled to request a handwritten signature of acknowledgment instead.

## **Retaliation**

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

## Required State Assessments

### **STAAR (State of Texas Assessments of Academic Readiness) for Grades 3-8**

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Science in grades 5 and 8
- Social Studies in grade 8

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

### **Standardized Testing for a Student Enrolled Above Grade Level**

If a student in grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

### **High School Courses End-of-Course (EOC) Assessments**

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

## **Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)**

STAAR and EOC assessments are administered electronically.

A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.

Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.

Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

## **Standardized Testing for a Student in Special Programs**

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student in grades 9-12 receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See **Graduation (Secondary Grade Levels Only)**.] STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

For more information, see the principal, school counselor, or special education director.

## **Failure to Perform Satisfactorily on a STAAR or EOC Assessment**

If a student does not perform satisfactorily on a required state assessment in any subject, the District will provide accelerated instruction for the student in the subsequent school year by:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily, or
- Providing supplemental instruction.

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.

When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the District shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.

## Safe Storage of Firearms

A firearm should be stored unloaded in a safe or locked container, with ammunition stored elsewhere.

It is unlawful to store, transport, or abandon an unsecured firearm in a place where children are likely to be and can obtain access to the firearm. Under the Penal Code, a person commits the offense of making a firearm accessible to a child if the child gains access to a readily dischargeable firearm, and the person with criminal negligence:

- Failed to secure the firearm; or
- Left the firearm in a place to which the person knew or should have known the child would gain access

The penalty for allowing a child access to a firearm can range from a Class C misdemeanor (punishable by a \$500 fine) to a Class A misdemeanor (punishable by a \$4000 fine, a year in jail, or a combination of the two).

## Safety (All Grade Levels)

Student safety on campus, at school-related events, and in district vehicles is a high priority of the District. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a district employee.
- Follow instructions from teachers and other district employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by submitting an online report through StayALERT. To make a report, use one of the methods below:
  - **Website:** [www.stayalert.info](http://www.stayalert.info)
  - **Call or Text:** (206) 406-6485
  - **Email:** [report@stayalert.info](mailto:report@stayalert.info)
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

## **Insurance for Career and Technical Education (CTE) Programs**

The District may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the District's CTE programs.

## **Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies**

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **Preparedness Training: CPR and Stop the Bleed**

The District will offer instruction in CPR and the use of an automated external defibrillator (AED) at least once to students enrolled in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR or AED certification.

The District will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see:

- [Homeland Security's Stop the Bleed \(https://www.dhs.gov/stopthebleed\)](https://www.dhs.gov/stopthebleed)
- [Stop the Bleed Texas \(https://stopthebleedtexas.org/\)](https://stopthebleedtexas.org/)

## **Emergency Medical Treatment and Information**

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, and the like).

The District may consent to medical treatment, including dental treatment, if necessary, for a student if:

- The District has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the District actual notice to the contrary.

The emergency care authorization form will be used by the District when a student's parent or authorized designee cannot be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the District to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.



## **Emergency School Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that the District needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The District will rely on contact information on file with the District to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close or restrict access to the building because of an emergency, the District will alert the community. Announcements of school closings on bad weather days will be made to all area media (TV and radio) and posted on the District website, social media sites, and communicated through Blackboard Connect (ParentLink).

[See **Parent Contact Information** and **Automated Emergency Communications**.]

## **SAT, ACT, and Other Standardized Tests**

[See **Standardized Testing**.]

## **Schedule Changes (Middle/Junior High and High School Grade Levels)**

Students may not make course changes without parental approval. Changes will be made only if: (1) the student is a senior and does not have a course required for graduation; (2) the student does not have the prerequisites for a course; (3) course credit was previously received; (4) a data entry error was made by the school; or (5) the student has been dismissed from a program that requires approval for placement. Any requests to change a schedule for reasons other than those listed will be considered only in the event of a compelling educational circumstance. Changes will not be made after the deadline, except with principal approval.

## **School Facilities**

### **Asbestos Management Plan (All Grade Levels)**

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the District's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the District's plan in more detail, please contact the District's designated asbestos coordinator:

Darren Webb  
Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[dwebb@lagovistaisd.net](mailto:dwebb@lagovistaisd.net)

## **Food and Nutrition Services (All Grade Levels)**

The District participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The District may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact:

Jason Stoner  
Chief Financial Officer  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[jstoner@lagovistaisd.net](mailto:jstoner@lagovistaisd.net)

[See policy COB for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the District will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The District will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. [See policy CO for more information.]

If the District is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The District will make every effort to avoid bringing attention to the student.

The following information is published as required by the USDA for participation in the National School Lunch Program:

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

"Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

"To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

"This institution is an equal opportunity provider."

The responsible state agency that administers the program is the Texas Department of Agriculture (<https://www.texasagriculture.gov/Home/Contact-Us>), which can be reached at (800) TELL-TDA (835-5832) or (800) 735-2989 (TTY).

The local agency that administers the program is the District. [See **Nondiscrimination Statement (All Grade Levels)** for the name and contact information for the Title IX coordinator, ADA/Section 504 coordinator, and superintendent for other concerns about discrimination.]

[See policy COB for more information.]

### ***Vending Machines (All Grade Levels)***

The District has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the campus principal.. [See policy FFA for more information.]

### **Pest Management Plan (All Grade Levels)**

The District is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the District strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact the District's IPM coordinator:

Darren Webb  
Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[dwebb@lagovistaisd.net](mailto:dwebb@lagovistaisd.net)

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Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[dwebb@lagovistaisd.net](mailto:dwebb@lagovistaisd.net)

### **Conduct Before and After School (All Grade Levels)**

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students must follow the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **Library (All Grade Levels)**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Lago Vista Elementary School - Monday through Friday 7:45am - 3:20pm
- Lago Vista Intermediate/Middle Schools - Monday through Friday 8:30am - 4:05pm

The District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The district follows the Texas State Library and Archive Commission's standards for school library collection development.

The District will provide to parents a record of each time the parents child checks out a library material that includes the title, author, genre, and return date of the library material.

The District welcomes student and parent feedback on library materials and services. Parents may contact the District librarian with questions or comments about their child's campus library.

### **Use of Hallways during Class Time (All Grade Levels)**

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

### **Use by Students Before and After School (All Grade Levels)**

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:

- Lago Vista Elementary School - Gymnasium/cafeteria beginning at 7:20am.
- Lago Vista Intermediate School – Cafeteria beginning at 7:15am.
- Lago Vista Middle School - Cafeteria beginning at 8:10am.
- Lago Vista High School – Cafeteria beginning at 8:10am.
- All campuses for tutorials arranged by individual teachers.

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

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

### **Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)**

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL). A list of these groups is available in the principal's office.

Parental consent is required before a student may participate in a student club that is authorized or sponsored by the district. [See **Extracurricular Activities, Clubs, and Organizations (All Grade Levels)**.]

## **School-Sponsored Field Trips (All Grade Levels)**

The District periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The District may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The District may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. See **Fees (All Grade Levels)** for more information.

The District is not responsible for refunding fees paid directly to a third-party vendor.

## **Searches and Investigations**

### **Searches in General (All Grade Levels)**

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches and investigations.

District officials may conduct investigations in accordance with law and district policy and may question students regarding a student's own conduct or the conduct of others. [For questioning of students by law enforcement officials, see **Law Enforcement Agencies (All Grade Levels)**.]

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

### **District Property (All Grade Levels)**

Desks, lockers, district-provided technology, and similar items are the property of the District and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in District property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

## **Metal Detectors (All Grade Levels)**

To maintain a safe and disciplined learning environment, the District reserves the right to subject students to metal detector searches when entering a District campus and at off-campus, school-sponsored activities.

## **Personal Communications and Other Electronic Devices (All Grade Levels)**

Use of District-owned equipment and its network systems is not private and will be monitored by the District. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** and policy FNF(LEGAL) for more information.]

## **Trained Dogs (All Grade Levels)**

The District may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

## **Drug Testing (Secondary Grade Levels Only)**

The District's policy FNF(LOCAL) addresses board authorization for drug testing of students as described in the policy, but specifics of the drug-testing program should be addressed in administrative regulations, such as this handbook or your extracurricular conduct guide.

[See **Steroids (Secondary Grade Levels Only)**.]

## **Vehicles on Campus (Secondary Grade Levels Only)**

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the District will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may turn the matter over to law enforcement. The District may contact law enforcement even if permission to search is granted.

## **Sexual Harassment**

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.]

## Special Programs (All Grade Levels)

The District provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, emergent bilingual students, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact:

Dr. Suzy Lofton-Bullis  
Deputy Superintendent  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[sloftonbullis@lagovistaisd.net](mailto:sloftonbullis@lagovistaisd.net)

The Texas State Library and Archives Commission's [Talking Book Program](https://www.tsl.texas.gov/tbp/index.html) (<https://www.tsl.texas.gov/tbp/index.html>) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

## Standardized Testing

### SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

**Note:** These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

### TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the District. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

## Student Speakers (All Grade Levels)

The District provides students the opportunity to introduce the following school events: student elections, student recognition programs, and the high school graduation ceremony. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See **Graduation (Secondary Grade Levels Only)** for information related to student speakers at graduation ceremonies and policy FNA(LOCAL) regarding other speaking opportunities.]



## **Summer School (All Grade Levels)**

Summer school is provided on a limited basis for those students who demonstrate a need for additional help in core academic areas, particularly reading and mathematics. Only those students recommended by the campus principal are eligible to attend summer school. Tuition may be charged for summer school unless students are attending because they did not meet the promotion standard on the state assessment.

Summer school is offered to other students only if the number of students needing extra help justifies the cost of providing the summer program.

## **Tardies (All Grade Levels)**

A student who enters class after the tardy bell is considered tardy. Repeated instances of tardiness will result in disciplinary action, in accordance with the Student Code of Conduct.

## **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)**

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The District selects instructional materials in accordance with state law and policy EFA.

The District provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the District does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

For information on library books and other resources students may access voluntarily, see **Library (All Grade Levels)**.

## **Transfers (All Grade Levels)**

The principal is authorized to transfer a student from one classroom to another.

The superintendent is authorized to investigate and approve transfers between schools.

[See **Safety Transfers/Assignments**; **Bullying**; and **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** for other transfer options.]

## **Transportation (All Grade Levels)**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. [See **School-Sponsored Field Trips (All Grade Levels)**.]

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the District's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact (512) 267-8300 x1508.

Students are expected to assist District staff in ensuring that buses and other district vehicles are clean and safe. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle 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 vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a District vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

## **Vandalism (All Grade Levels)**

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **Video Cameras (All Grade Levels)**

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

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the District to place video and audio recording equipment in certain self-contained special education classrooms. The District will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or the Director of Special Education/504 that the District has designated to coordinate the implementation of and compliance with this law.

[See policy EHBAF(LOCAL) for more information.]

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** for video and other recording by parents or visitors to virtual or in-person classrooms.]

## **Visitors to the School (All Grade Levels)**

### **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:

- Request entry to the school at the primary entrance unless otherwise directed by a District employee.
- Report to the main office.
- Be prepared to show identification.
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a District employee.
- Comply with all applicable district policies and procedures.

If requested by a District employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on District property may be ejected from District property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See **Consent to Video or Audio Record a Student when Not Already Permitted by Law** for video and other recording by parents or visitors to virtual or in-person classrooms.]

## **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

## **Visitors Participating in Special Programs for Students**

### ***Business, Civic, and Youth Groups***

The District may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

### ***College, Career, and Military Readiness Activities***

On days designated for college, career, and military readiness activities, the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## **Volunteers (All Grade Levels)**

The District invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact:

Holly Jackson  
Communications Coordinator  
8039 Bar K Ranch Road, Lago Vista, TX 78645  
[hjackson@lagovistaisd.net](mailto:hjackson@lagovistaisd.net)

Subject to exceptions in accordance with state law and District procedures, the District requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the District.

## **Voter Registration (Secondary Grade Levels Only)**

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

## **Withdrawing from School (All Grade Levels)**

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

# Glossary

**Accelerated instruction, including supplemental instruction**, is an intensive educational program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment. Accelerated instruction may be provided by assigning a student to a classroom teacher who is certified as a master, exemplary, or recognized teacher or by providing supplemental instruction in addition to regular instruction.

**ACT**, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ARD** stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** stands for the Texas Department of Family and Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**DSHS** stands for the Texas Department of State Health Services.

**ED** stands for the U.S. Department of Education.

**Emergent bilingual** student refers to a student of limited English proficiency. Other related terms include English learner, English language learner, and limited English proficient student.

**EOC (end-of-course) assessments** are state-mandated and are part of the STAAR program. Successful performance on EOC assessments is required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

**ESSA** is the federal Every Student Succeeds Act.

**FERPA** refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

**IEP** stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**PGP** stands for personal graduation plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the District's health education instruction, as well as assist with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

**Student Code of Conduct** is developed with the advice of the District-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for

out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAC** stands for the Texas Administrative Code.

**TEA** stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that emergent bilingual students make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TSI** stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**UIL** refers to the University Interscholastic League, the statewide, voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.



# Appendix I: Freedom from Bullying Policy

**Note:** School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1153&code=FFI>. Below is the text of Lago Vista ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.

## Student Welfare: Freedom from Bullying

Policy FFI(LOCAL) adopted on September 11, 2023..

### **Bullying Prohibited**

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

### **Examples**

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

### **Minimum Standards**

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

### **Retaliation**

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

### **Examples**

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

### **Timely Reporting**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

## **REPORTING PROCEDURES**

### **Student Report**

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the  
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alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

### **Employee Report**

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

### **Report Format**

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

### **Periodic Monitoring**

The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.

### **Notice of Report**

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

### **Prohibited Conduct**

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

### **Investigation of Report**

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

### **Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

### **Notice to Parents**

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

## **DISTRICT ACTION**

**Bullying**

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

**Discipline**

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

**Corrective Action**

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

**Transfers**

The principal or designee shall refer to FDB for transfer provisions.

**Counseling**

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

**Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

**Confidentiality**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

**Records Retention**

Retention of records shall be in accordance with CPC(LOCAL).

**Access to Policy and Procedures**

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

# Appendix II: Request for Paper Copy of Electronically Distributed Student Handbook

My child and I have been offered the option of electronic access at [www.lagovistaisd.net](http://www.lagovistaisd.net) to the Lago Vista Independent School District Student Handbook for the 2025-2026 academic year.

I have chosen to:

- ☐ Receive a paper copy of the Student Handbook.
- ☐ Decline responsibility for accessing the Student Handbook by visiting the web address listed above.

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 Student Code of Conduct. If I have any questions regarding this handbook, I should direct those questions to the campus principal.

Printed name of student: \_\_\_\_\_

Campus: \_\_\_\_\_

Printed name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

*Please submit this form to the campus front office.*

# **Appendix III: Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**

State law requires the District to give you the following information:

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Lago Vista ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of your child's first day of instruction for this school year.

This means that the District must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. In addition, you have the right to tell the District that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The District is providing you this form so you can communicate your wishes about these issues. [See Directory Information for more information.]

# Appendix IV: Parent's Response Regarding Release of Student Information for School-Sponsored Purposes

For the following school-sponsored purposes: all District publications and announcements, Lago Vista ISD has designated the following information as directory information [See FL(LOCAL)]:

- Student's name
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Note: Please complete the following only if you do not give permission for Lago Vista ISD to disclose the directory information above from your child's education records without your prior written consent. It is not necessary to complete this form if you indicated your denial of permission on your student's online registration form.**

I, parent of \_\_\_\_\_ (student's name), do not give the District permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

*Please note that if this form is not returned within the first ten (10) days of school and denial of permission was not indicated on registration paperwork for the school year, the District will assume that permission has been granted for the release of this information.*

# Appendix V: Parent's Response Regarding Release of Student Information

For all other purposes, Lago Vista ISD has designated the following information as directory information [See FL(LOCAL)]:

- Student's name
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

**Note: Please complete the following only if you do not give permission for Lago Vista ISD to disclose the directory information above from your child's education records without your prior written consent. It is not necessary to complete this form if you indicated your denial of permission on your student's online registration form.**

I, parent of \_\_\_\_\_ (student's name), do not give the District permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

*Please note that if this form is not returned within the first ten (10) days of school and denial of permission was not indicated on registration paperwork for the school year, the District will assume that permission has been granted for the release of this information.*

# Appendix VI: Parent's Objection to the Release of Student Information to Military Recruiters & Institutions of Higher Education

Federal law requires that the District release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the District, unless the parent or eligible student directs the District not to release information to these types of requesters without prior written consent. [See Release of Student Information to Military Recruiters and Institutions of Higher Education for more information.]

**Note: Please complete the following only if you do not give permission for Lago Vista ISD to disclose the directory information above from your child's education records without your prior written consent. It is not necessary to complete this form if you indicated your denial of permission on your child's online registration forms.**

I, parent of \_\_\_\_\_ (student's name), request that the District not release my child's name, address, and telephone number to a military recruiter or institution of higher education without my prior written consent.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

*Please note that if this form is not returned within the first ten (10) days of school and denial of permission was not indicated on registration paperwork for the school year, the District will assume that permission has been granted for the release of this information.*



# Appendix VII: Lago Vista ISD Standards of Attire

[See Policy FNCA(LOCAL).]

The Lago Vista ISD Dress Code is established to create a successful learning environment, model good citizenship, instill discipline, prevent disruption, minimize safety hazards, and teach respect for authority. Campus dress codes must meet and may exceed these standards, as determined by the campus administration. **Administrators have final authority concerning student dress code.**

Students may wear uniforms associated with approved campus extracurricular activities, as directed/approved by the principal, advisor, or sponsor.

## Guiding Principles

Student dress is largely a matter of personal judgment and taste. 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:

1. Student appearance must not interfere with the instructional program nor be a health or safety hazard.
2. Modesty will prevail.
3. Hair style must be clean, well groomed, and out of the eyes. Mustaches, beards, and sideburns must be well groomed.

## General

1. Clothing should be of the appropriate size.
  - a. Clothing must not be baggy or saggy, worn low on the body, nor drag on the ground.
  - b. Clothing must not be overly form fitting or tight. .
2. Pictures, emblems or writings on student attire, jewelry, and/or tattoos must be appropriate for the school environment.
  - a. Apparel and/or accessories that contain references to discrimination, alcohol products, tobacco products, drugs, sex, vulgarity, death, suicide, the occult, or violence – either explicitly or by innuendo – are prohibited.
  - b. Apparel and/or accessories that denote gang-related associations are prohibited (i.e., rags, bandanas, shirts draped over the shoulder, shaved/notched eyebrows, or other physical alterations as identified by local law enforcement).

3. See-through/sheer material is ONLY permitted when worn over an article of clothing that is dress code compliant.
4. Students will be expected to be in compliance with the dress code while standing or sitting.
5. Proper undergarments should be worn, but undergarments must not be visible.
6. Pajamas, sleepwear, and house shoes or slippers are prohibited, except on designated days approved by campus administration (such as theme or character days). Flannel pants and sweatpants are allowed, as long as they otherwise comply with these standards.

### **Bottoms (Dresses, Skirts, Shorts, and Pants)**

7. All bottoms must fit around the waist and be properly fastened.
8. Dresses, skirts, shorts, and other non-uniform clothing must be of sufficient length to allow for performing normal school functions without immodest exposure.
9. Flannel pants, sweatpants, leggings, and spandex shorts are allowed, as long as they otherwise comply with these standards
10. Frayed, holed, or ripped clothing must not be excessive and may not expose underwear, undergarments, or areas of the body that are typically covered by undergarments.

### **Shirts and Blouses**

11. Tops should not extend below shorts, skirts, or dresses.
12. Sleeveless shirts and modest tank tops that provide appropriate coverage are permitted.
  - a. No tank tops or dresses with “spaghetti straps” (thin shoulder straps over otherwise bare shoulders).
  - b. Sleeveless tops must fit appropriately under the arm. No “muscle shirts”.
13. No strapless, spaghetti-strap, backless, halter, one-shoulder, or off-the-shoulder tops.
14. No crop tops or clothing that reveals bare midriffs and/or bare backs. Midriffs must be fully covered at all times (even when arms are raised).
15. No low cut necklines (which reveal cleavage or the chest area).

### **Accessories**

16. No hats, caps, and/or hoods may be worn inside during the academic school day, except for designated days such as theme or character days approved by the campus administration.
17. No bandannas, rags, gloves, kerchiefs, or gang-related decorative articles.

18. No hanging wallet chains, chain belts, handcuffs, sharp/heavy rings, or other metal spiked or metal-studded studded accessories.
19. Piercings are permitted as long as they do not pose a safety risk or create a disruption to the learning environment.
20. Sunglasses may not be worn in school buildings without specific recommendation from a doctor.
21. Shoes must be worn at all times. Shoes that mark the floor and shoes with wheels are not permitted. House shoes or slippers are prohibited, except on designated days approved by campus administration (such as theme or character days).
22. No trench coats.

*Lago Vista ISD administration and faculty will use discretion in reporting and dealing with any clothing that may disrupt, interfere with, disturb or distract from school activities. The professional staff will interpret questions concerning this dress code. A grievance committee will hear grievances. School administration will seek DEIC input when recommending revisions to the dress code. Students wishing to recommend changes are to make their recommendation through the Student Council or CEIC.*

# Appendix VIII: Student Personal Communications Device Procedures

## Student Personal Communications Guidelines

In accordance with Texas state law (HB 1481), school districts are required to adopt, implement, and enforce a policy prohibiting student use of personal communications devices on school grounds during the school day.

Lago Vista ISD students in grades 6-12 are issued a personal locking, signal-blocking pouch. While the pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

### ***Daily Process***

As students arrive at school, they will:

- Turn phones and smart watches off.
- Place phones and smart watches inside the pouches and secure them in the presence of school staff. (First and Second period teachers will perform checks to ensure compliance.)
- Store pouches in backpacks for the entirety of the school day.
- Students may also choose to leave their phones at home or in their vehicles for the entirety of the school day.

At the end of the day, students will unlock their pouches using one of the unlocking tools around campus, remove their devices, and put their pouches in their backpacks. Students must bring their pouches to school with them each day.

### **Pouch Damage**

If a student damages their pouch, the Campus Administration will collect the phone and pouch and contact parents. The student will be assigned lunch detention. Parents must pick up the phone at the front office between 9:00am and 4:00pm on a regularly scheduled school day and pay a \$30 fee (cash or check only) to replace the damaged pouch. Students will receive a full day of ISS for a second offense and additional days of ISS or DAEP for each subsequent offense

### **Examples of Damage**

- Deep scratches or signs of forcible entry on the locking mechanism
- Intentional markings or stickers on the outside or inside of the pouch
- Signs of attempts to cut through the pouch (ex. scissor or knife markings)
- Lock malfunction due to damage.

## **Violations**

### **Forgotten/Lost Pouch**

If a student forgets their pouch, they must turn in their phone to the Campus Administration. The phone will be returned to the student at the end of the day. Accidentally forgetting a pouch is different from lying about "forgetting" a pouch and will be treated accordingly.

If a student consistently forgets their pouch, the student will receive Saturday School, and the pouch is considered lost. Parents must pick up the phone at the front office between 9:00am and 4:00pm on a regularly scheduled school day and pay a \$30 fee (cash or check only) to replace the lost pouch **OR** provide a signed statement that the student will not bring a phone to school.

### **Failing to Place Phone in Pouch and "Burner" Phones**

If a student has a phone in their possession, even if it is turned off or inactive, and it is not in the pouch during the school day, that is a violation of procedure, and the phone will be confiscated by Campus Administration. Parents must pick up the phone at the front office between 9:00am and 4:00pm on a regularly scheduled school day.

If the student places a "burner" phone in their pouch, the parent will be contacted, and the student will receive one day of ISS for the FIRST OFFENSE. Subsequent offenses could result in extended time in ISS or DAEP.

### **Unauthorized Use of Unlocking Tool**

If a student uses one of the unlocking tools during school hours to access their pouch, the student will turn their pouch and phone into the Campus Administration office. Parents must pick up the phone at the front office between 9:00am and 4:00pm on a regularly scheduled school day. Students will receive a Saturday School for a 2nd offense and ISS for subsequent offenses.

### **Using Phone or Personal Electronic Device During School**

If a student is found in possession of a phone or device such as a personal computer, personal iPad, or smartwatch, campus administration will collect the phone/device and administer appropriate consequences based on the offense.

## Consequences

The following chart outlines the progression of consequences for students who violate the cell phone/pouch policies and procedures. Violations include damaging a pouch, deception, unauthorized use of an unlocking tool, having a cell phone, smart watch, personal Ipad or any similar device not in the secure pouch, visible during the school, or found in use.

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Damaged pouch<br/>immediate<br/>consequence</b> | <ul style="list-style-type: none"> <li>• Phone &amp; pouch confiscated by Campus Administration</li> <li>• Parent/guardian contacted</li> <li>• Lunch detention assigned</li> <li>• If the pouch must be replaced, a reimbursement fee of \$30 (cash or check) will be issued</li> <li>• Repeated violations of this nature may result in more serious disciplinary consequences including ISS or DAEP</li> </ul>                                                                                                                                       |
| <b>1st Offense</b>                                 | <ul style="list-style-type: none"> <li>• Phone is confiscated and kept in the Campus Administration office for the remainder of the school day</li> <li>• Offense is recorded as a referral on the student record</li> <li>• Parent/guardian contacted</li> <li>• The device is returned to the PARENT/GUARDIAN at the end of the day. PARENT/GUARDIAN may pick up the cell phone during designated school hours. <u>Students will not be allowed to retrieve their phone.</u></li> </ul>                                                               |
| <b>2nd Offense</b>                                 | <ul style="list-style-type: none"> <li>• Phone is confiscated and kept in the Campus Administration office for the remainder of the school day</li> <li>• Offense is recorded as a referral on the student record.</li> <li>• Parent/guardian contacted</li> <li>• The device is returned to the PARENT/GUARDIAN at the end of the day. PARENT/GUARDIAN may pick up the cell phone during designated school hours. <u>Students will not be allowed to retrieve their phone.</u></li> <li>• <b>The student is assigned a full day of ISS.</b></li> </ul> |
| <b>3rd Offense and Beyond</b>                      | <ul style="list-style-type: none"> <li>• Phone is confiscated and kept in the Campus Administration office for the remainder of the school day</li> <li>• A SERIOUS &amp; REPEATED offense is recorded as a referral on the student record</li> <li>• Parent/guardian contacted</li> <li>• The device is returned to the PARENT/GUARDIAN at the end of the day. PARENT/GUARDIAN may pick up the cell phone during designated school hours. <u>Students will not be allowed to retrieve their phone.</u></li> </ul>                                      |

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   | <ul style="list-style-type: none"> <li>• Meeting scheduled with school administration, the parent/guardian, and the student.</li> <li>• <b>The student will be assigned 3 days of ISS</b> as this constitutes persistent violation and non-compliance with stated policies.</li> <li>• <b>Subsequent violations will result in DAEP.</b></li> </ul>                                                                                                                                                                               |
| <b>Intentional Deception or Misrepresentation</b> | <ul style="list-style-type: none"> <li>• Students discovered with “burner phones” in their pouches will be automatically assigned <b>one full day of ISS.</b></li> <li>• Students who misrepresent or intentionally deceive faculty and staff about “forgetting” their pouches will be automatically assigned <b>one full day of ISS.</b></li> <li>• Subsequent occurrences of deception or misrepresentation could result in extended assignment to ISS or DAEP.</li> </ul>                                                      |
| <b>Unauthorized Use of Unlocking Boxes</b>        | <ul style="list-style-type: none"> <li>• Pouches and phones are confiscated and kept in the Campus Administration office for the remainder of the school day.</li> <li>• Offense is recorded as a referral on the student record.</li> <li>• Parent/guardian contacted.</li> <li>• <b>PARENT/GUARDIAN</b> must pick up the pouch and cell phone during designated school hours.</li> <li>• The student is assigned 1 Saturday School.</li> <li>• Further instances could result in extended assignment to ISS or DAEP.</li> </ul> |

# Appendix IX: Elementary Supplement

## **Lago Vista Elementary School Mission Statement**

Lago Vista Elementary School grows kind, lifelong learners by fostering independence in a loving, inclusive, and motivating environment.

## **Attendance/Absences**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Official attendance is taken at 9:25am each day. Students who are not at school at this time will be marked absent for the day. Acceptable documentation must be provided to the campus within 3 days after the student returns to school. Failure to present acceptable documentation of an absence will result in the absence being counted as unexcused. Notes may be written or emailed to the school attendance clerk at [charris@lagovistaisd.net](mailto:charris@lagovistaisd.net).

Student attendance records are available in Ascender ParentPortal.

## **Tardies and Early Sign Outs**

We ask parents to ensure that students are on time everyday, which means in a seat ready-to-learn at 7:45am, and that they remain at school through dismissal. Tardiness and early sign outs disrupt instruction and create a loss of instructional time for students. Excessive tardies and early sign-outs may be considered absences for compulsory attendance purposes and can be considered truancy in accordance with the standards set by state law.

The tardy bell rings at 7:45am each day. Students arriving after that time are tardy. Parents are asked to follow the tardy arrival procedures found in the "Student Arrival" section of this supplement.

## **Bullying**

Bullying can occur when a student directs written or verbal expressions or physical conduct against another student, the behavior brings harm or places a fear of harm in the student, and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. Bullying is not tolerated.

Students who witness an incident of bullying or feel they are victims of bullying action, should report the incident to a staff member, such as a teacher, principal, or counselor. Reports can be made directly to a staff member or via the confidential StayALERT system. To make a report through StayALERT, use one of the methods below:

**Website:** [www.stayalert.info](http://www.stayalert.info)

**Call or Text:** (206) 406-6485

**Email:** [report@stayalert.info](mailto:report@stayalert.info)



## **Bus Transportation**

Parents who wish for their student to ride the bus to and from school must register for transportation services during online registration. Parents can check bus routes, stops, and schedules by visiting the Transportation webpage located on the Lago Vista ISD website at [www.lagovistaisd.net](http://www.lagovistaisd.net).

Bus safety and discipline issues are managed collaboratively with the Director of Transportation and the campus administrators. Any questions or concerns referencing student safety or discipline should first be addressed to the Transportation Department.

## **Cell Phones and Smart Watches**

**Cell phones and smart watches must remain turned off and put away during the instructional day.** Prohibited use of cell phones/smart watches includes photography, use of recording devices, and communication methods, such as email or texting. The use of cell phones/smart watches in 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. Lago Vista Elementary School will not assume responsibility for lost or stolen cell phones/smart watches brought to school.

## **Classroom Interruptions**

Every effort will be made to preserve instructional time by minimizing classroom interruptions. Non-emergency messages will be delivered to the student at the end of the day. Deliveries of flowers, balloons, and gifts, etc. for students will not be accepted and will not be allowed to classrooms, not even for special occasions like holiday parties, birthdays, etc. Parents who wish to talk with a child's teacher must schedule an appointment with that teacher during non-instructional time.

## **Deliveries**

We understand that it is necessary for a parent to occasionally deliver a lunch, forgotten backpack, or other item to a child. All deliveries must be delivered to the table located in the foyer after 7:45am and before 10:00am. Please be sure to have all items labeled with your student's first and last name, as well as the teacher's name.

Medicine to be administered in accordance with policy must be delivered directly to the school nurse.

Parents may not make deliveries to classrooms, as this is disruptive to instruction. Deliveries of flowers, balloons, gifts, and other non-essential items not permitted.

***Students may not have food delivered to school from commercial establishments.*** Parents may provide individual meals for their own child's consumption during designated meal times only. In the event that a parent delivers a meal for a student to the front office, it will be delivered to the student during his/her designated lunchtime.

## **Dress Code for Elementary Students**

Please refer to Lago Vista ISD Student Dress Code for information regarding dress code for Lago Vista Elementary School. Please note that distracting haircuts (e.g., Mohawks, etc.) or hair colors will not be allowed. Hair must be of a natural color (e.g., green, blue, pink, etc. are not acceptable), which also includes feathers, braids, and inserts.

## **Early Checkout Procedures**

If you need to check your child out of school early, please plan on arriving before 2:45pm to pick up your student. Parents/guardians are encouraged to send a note to school with the child on that day to let the teacher know of the early checkout so that they can be sure to have the student packed up and ready to go.

Upon arrival, adults picking up a student must go to the school office to sign the child out. For safety, authorized individuals must sign out a student out through Raptor and have their driver license scanned. The front office will then verify that the person picking up a child is authorized. Only persons indicated through the contact information provided during registration may take a child from school without the child's parents' written permission. Once verified, the front office will call for the student.

Students will not be sent to the school office prior to being checked out. This helps ensure that students remain in class for instruction for as long as possible and avoids lost instruction time when a parent is running late.

## **Honor Roll**

In grades 2 and 3, students who earn a 90% or higher in each course are placed on the "All A Honor Roll" at the end of the nine week reporting period. Students who earn 80% in two or fewer classes and 90% or higher in all other classes are placed on the "A/B Honor Roll". In order for a student to earn a Semester All-A or A/B Honor Roll Certificate, the student must have earned the same Honor Roll or higher for both nine weeks of the semester. In order for a student to earn an All-Year A or All-Year A/B Honor Roll certificate, the student must have earned the same Honor Roll distinction or higher for all four quarters of the school year.

## **Field Trips**

Permission must be given for a student to attend a field trip. In the event a parent does not want a student to attend a specific field trip, he/she should inform the school office so that other instructional arrangements may be made. Additionally, parents should ensure that emergency contact information is kept current in the event that parents need to be contacted. Students are expected to use the school's transportation to the field trip site, but may leave with a parent or guardian from the event if arrangements have been made with the child's teacher. Students may 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 permitted to attend.

## **Lost and Found**

All clothing, lunch sacks, kits, and other personal items should be labeled with the student's name so that an item can be returned to the student if it is found. Articles that have been found are to be turned in to the school office. Unidentified items will be placed in the lost-and-found area in each school. Unclaimed articles will be given periodically to a charitable organization or given to the school nurse to use for students who need a change of clothing at school.

## **Newsletters**

In an effort to provide parents with up-to-date information about teaching and learning, as well as to create awareness of programs, events, and procedures, Lago Vista Elementary School publishes a weekly electronic newsletter. Newsletters are emailed to the address provided in the parent contact section of the annual registration forms in Ascender Parent Portal. Newsletters are also posted to the Lago Vista Elementary School Facebook page. Parents are encouraged to read the weekly newsletters in their entirety to ensure that they are aware of important information.

## **Parent Custody of Students**

Lago Vista ISD strongly encourages parents to resolve custody issues without involvement of the school and without using the school as a forum to circumvent custody agreements. In the event of a dispute about access to children at school, the District will follow the terms of the most recent signed court order that has been provided to the school, and as applicable, the requirements of the Family Code and of the Education Code.

## **Parent Teacher Organization (PTO)**

The Lago Vista Elementary School PTO functions to support the students, staff, and school programs. This independent organization has membership and elected officers. Periodic meetings are held for the membership. Fundraising activities and/or paid memberships provide the organization with resources, which are expended annually for the use and benefit of the children. Please contact the campus front office for more information about the Lago Vista Elementary School PTO.

## **Parties and Celebrations**

The Texas Department of Agriculture permits elementary schools exemption days each school year where the USDA Smart Snacks in Schools Guidelines do not have to be followed. Lago Vista Elementary School has designated two exemption days and class parties will correspond with these exemption days.

Holiday/Winter and Valentine/Friendship celebrations are the only classroom parties authorized by Lago Vista Elementary School. These pre-scheduled parties are planned for no longer than an hour during the day. These events are intended to be a time for students to enjoy their classmates and teacher. Only pre-approved volunteers may attend party activities. Other visitors are not permitted. Students may not be released from another class to attend a sibling's classroom parties.

### ***Student Birthdays***

Birthday treats provided to the student's class will be scheduled at teacher convenience with minimal classroom interruption. Parents who wish to send cupcakes, cookies, or a light snack for the class to share on a student's birthday should check with the classroom teacher at least 24 hours in advance prior to sending food items. Any additional protocols or procedures related to student allergy restrictions will be communicated to the parent at that time. Such activities will be scheduled after the end of the last lunch period.

Family members are welcome to join their child for lunch, space permitting, after the first month of school in accordance with the procedures found in the "Visitors During Lunch" section in this supplement. Parents/visitors may bring meals to their own child but may not provide food items to other children at the school under any circumstances.

Students may not distribute outside party invitations at school unless every child in the class is invited to the party and distribution does not interrupt instruction. Additionally, parents should not provide or send to school any type of party favor to be delivered or distributed to other students.

### ***Food***

Other than the noted exceptions above, no food or drinks may be brought into classrooms during school hours without prior approval from the principal.

In accordance with the District's Food Allergy Management Plan, the following general protocols must be followed for classrooms identified as having a student with a Severe Food Allergy:

- Food brought into the classroom must be store-bought. Other than fruits and vegetables, food must be delivered to the classroom in the original packaging, when possible. For bulk snack items, listed ingredients must be available to the classroom teacher or other staff for review.
- Teachers and/or staff assigned to the classroom will monitor the food brought in by students/parents for the identified allergen. Students/parents will not be allowed to bring in food with the identified allergen listed as an ingredient.
- NOTE: Individual classrooms may have other protocols and procedures in place with regard to food in the classroom based on the individual needs of students. Any additional protocols or procedures will be communicated to parents as necessary.

### ***Student Arrival***

The school opens at 7:15am for students. Do not drop off students prior to this time, as there will be no school personnel there to supervise them.

Only buses may drop off at the main entrance on Dawn Drive. Student drop off locations are at the entrances off of Travis Drive and Civic Drive. If a student is eating school breakfast, he/she should be dropped off at the Civic Drive entrance. If a student is NOT eating school breakfast, he/she may be dropped off at either the Civic Drive OR Travis Drive entrances. Lago Vista Elementary School staff will be located at drop off locations to ensure safe exit from vehicles.

The entrances on Travis Drive and Civic Drive will be closed and locked at 7:45am each day. After that time, a student is tardy and should be walked in by a parent at the main entrance on Dawn Drive and brought to the school office for a tardy slip.

Parents dropping off a student who is tardy must park and escort the student to the main entrance on Dawn Drive. If there are no parking spaces available, DO NOT park in the circular drive as it is a no parking zone and is also a designated fire lane. Please always walk your student into the building when using the main entrance on Dawn Drive. The volume of traffic creates a safety risk for any students who are dropped off in this area without a parent to walk them into the building.

This main entrance on Dawn Drive is for parents who need to park and conduct business in the school and for parents walking in students who are late. Students are NOT to be brought to the entrance on Dawn Drive until after 7:45am. The buses drop students off at this entrance and traffic there poses a danger to Lago Vista Elementary School students.

### **Student Dismissal**

Students in PK/ECSE/VRT/FAC/Kinder/1st grade are picked up in the back of the school off Travis Drive. Students in 2nd and 3rd grade are picked up in the back of the school on Civic Drive. If you are picking up more than one student, your oldest child should join your youngest child's group and you may pick them up together. A school issued car tag is required for student pickup. Car tags should be placed on the driver's side window. For safety reasons, parents may not exit their vehicles to retrieve a student from the car rider line.

Any car rider who has not been picked up by 3:45pm will be in the school office. Parents must come to the school office and sign the student out. Siblings may not stay and wait for a child attending after school activities.

Bus riders are picked up in the front of the school on Dawn Drive. Buses will be parked in the circular drive to load students. They will NOT move the buses if you are parked in this parking lot. Please do NOT park here if you need to leave before the buses do. The buses are parked in the front parking lot each day beginning at 2:45pm.

### **Teacher Conferences**

All parents/guardians are encouraged to attend a conference with teachers after the first nine weeks of school. Teachers will contact families to arrange these conference appointments. Teachers at Lago Vista Elementary School are available to conference with students and parents at other times, as well. If a parent desires a conference with a teacher, he/she should make arrangements for a specific conference date and time. Parents are expected to arrange conferences by appointment by calling or emailing the teacher. Since teachers are involved with instruction the majority of the day, phone calls and emails will be returned during the teacher's conference time, after school, or at their earliest convenience during the following work day.

## **Transportation Changes**

Parents are encouraged to plan a consistent way for students to be taken home after school. If, for some reason, there is a need to change a student's transportation, parents must notify the child's teacher by letter or email prior to their conference time and the front office through the school's dismissal management system. If there is an emergency, parents may contact the front office to report a change in transportation. After 2:00pm, the campus principal must approve all transportation change requests. Only emergency situations will be approved. Students will not be allowed to leave the building with someone who is not listed on their contact list without express permission from a parent or guardian. Due to space limitations on the buses, a student may not ride home with another student on the bus.

## **Valuables**

Students are responsible for all personal possessions. Personal belongings should never be left unattended and should be protected by proper identification. Items of value should be left at home. The school is not responsible for lost, damaged, or stolen items.

## **Visitors on Campus**

For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors must enter through the main entrance, report to the front office, have their driver license scanned through our Raptor system, and receive a visitor's badge with a photo ID printed on it. Badges will be collected upon exiting the building.

### ***Escorting Students to Class on the First Day***

Parents may escort their student(s) to the classroom the first day of school by following the required safety protocols. In order to escort their student(s) to the classroom on the first day, a parent/guardian must have their driver license scanned through our Raptor system and receive a pre-printed visitor's badge during designated opportunities ***prior to the first day of school***. Parents without a pre-printed badge will not be allowed to enter the building on the first day. Badges will not be printed on site on the first day of school.

After the first day of school, parents may not escort their students to the classroom.

### ***Parent Visits During Lunch***

Parents and other family members are welcome to eat with their students as space permits and in accordance with the procedures below ***after the first month of school***.

Parent visits during lunch are restricted to parents/step-parents/guardians and grandparents (accompanied by a parent or with written permission from a parent). Visits will be limited to the 30-minute lunch period. All lunch visitors must follow established check-in and check-out procedures through the front office. For safety reasons, parents should only eat with their own child in the designated lunch visitors section.

## **Volunteers**

Parent and community volunteers are a valuable resource for the elementary school. Volunteers support our curriculum by doing a variety of jobs for teachers and staff. There are many opportunities for volunteers – from tutoring a child to helping with school wide enrichment activities to preparing teacher materials at home. Lago Vista Elementary School reserves the right to accept or refuse volunteer services.

If you are interested in volunteering you may contact your child's teacher. Individuals who volunteer in our school must undergo a criminal background check.

# APPENDIX X: Intermediate Supplement

## **Attendance/Absences**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Official attendance is taken at 9:25am each day. Students who are not at school at this time will be marked absent for the day. Acceptable documentation must be provided to the campus within 3 days after the student returns to school. Failure to present acceptable documentation of an absence will result in the absence being counted as unexcused. Notes may be written or emailed to the school attendance clerk at [gmercado@lagovistaisd.net](mailto:gmercado@lagovistaisd.net).

Student attendance records are available in Ascender Parent Portal.

## ***Tardies and Early Sign Outs***

We ask parents to ensure that students are on time everyday, which means in a seat ready-to-learn at 7:40am, and that they remain at school through dismissal. Tardiness and early sign outs disrupt instruction and create a loss of instructional time for students. Excessive tardies and early sign-outs may be considered absences for compulsory attendance purposes and can be considered truancy in accordance with the standards set by state law.

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Students who witness an incident of bullying or feel they are victims of bullying action, should report the incident to a staff member, such as a teacher, principal, or counselor. Reports can be made directly to a staff member or via the confidential StayALERT system. To make a report through StayALERT, use one of the methods below:

**Website:** [www.stayalert.info](http://www.stayalert.info)  
**Call or Text:** (206) 406-6485  
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## **Classroom Interruptions**

Every effort will be made to preserve instructional time by minimizing classroom interruptions. Non-emergency messages will be delivered to the student at the end of the day. Deliveries of flowers, balloons, and gifts, etc. for students will not be accepted and will not be allowed to classrooms, not even for special occasions like holiday parties, birthdays, etc. Parents who wish to talk with a child's teacher must schedule an appointment with that teacher during non-instructional time.

## **Deliveries**

We understand that it is necessary for a parent to occasionally deliver a lunch, forgotten backpack, or other item to a child. All deliveries must be delivered to the front office after 7:40am and before 10:00am. Please be sure to have all items labeled with your student's first and last name, as well as the teacher's name.

Medicine to be administered in accordance with policy must be delivered directly to the school nurse.

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***Students may not have food delivered to school from commercial establishments.*** Parents may provide individual meals for their own child's consumption during designated meal times only. In the event that a parent delivers a meal for a student to the front office, it will be delivered to the student during his/her designated lunchtime.

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## **Early Checkout Procedures**

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Students will not be sent to the school office prior to being checked out. This helps ensure that students remain in class for instruction for as long as possible and avoids lost instruction time when a parent is running late.

As a reminder, students who leave early will not be eligible for recognition for perfect attendance, unless a doctor's note is provided excusing the early dismissal from school.

## **Honor Roll**

In grades 4 and 5, students who earn a 90% or higher in each course are placed on the "All A Honor Roll" at the end of the nine week reporting period. Students who earn 80% in two or fewer classes and 90% or higher in all other classes are placed on the "A/B Honor Roll". In order for a student to earn a Semester All-A or A/B Honor Roll Certificate, the student must have earned the same Honor Roll or higher for both nine weeks of the semester. In order for a student to earn an All-Year A or All-Year A/B Honor Roll certificate, the student must have earned the same Honor Roll distinction or higher for all four quarters of the school year.

## **Field Trips**

Permission must be given for a student to attend a field trip. In the event a parent does not want a student to attend a specific field trip, he/she should inform the school office so that other instructional arrangements may be made. Additionally, parents should ensure that emergency contact information is kept current in the event that parents need to be contacted. Students are expected to use the school's transportation to the field trip site, but may leave with a parent or guardian from the event if arrangements have been made with the child's teacher. Students may 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 permitted to attend.

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### **Student Birthdays**

Birthday treats provided to the student's class will be scheduled at teacher convenience with minimal classroom interruption. Parents who wish to send cupcakes, cookies, or a light snack for the class to share on a student's birthday should check with the classroom teacher prior to sending food items. Any additional protocols or procedures related to student allergy restrictions

will be communicated to the parent at that time. Such activities will be scheduled after the end of the last lunch period.

Family members are welcome to join their child for lunch, space permitting, after the first two weeks of school in accordance with the procedures found in the “Visitors During Lunch” section in this supplement. Parents/visitors may bring meals to their own child but may not provide food items to other children at the school under any circumstances.

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### **Food**

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- NOTE: Individual classrooms may have other protocols and procedures in place with regard to food in the classroom based on the individual needs of students. Any additional protocols or procedures will be communicated to parents as necessary.

### **Student Arrival**

The school opens at 7:15am for students. Do not drop off students prior to this time, as there will be no school personnel there to supervise them.

Students are to be dropped off ONLY at the entrance to Viking Hall from Bar-K Ranch Road. Lago Vista Intermediate School staff members are there to ensure safe exit from the cars. Students are NOT to be dropped off at the entrance from FM 1431. The buses drop students off in this location and traffic there poses a danger to Lago Vista Intermediate School students.

Drop off at Viking Hall will end at 7:40am each day. After that time, students are tardy and should be walked in by a parent through the front entrance and brought to the school office for a tardy slip.

Parents bringing a student who is tardy to school must park and escort the student in. DO NOT park in the circular drive in any paved area that is not a specified parking spot. The area in front of the campus is a designated fire lane. Please always walk your student into the building when

using the main entrance. This entrance is for parents who need to park and conduct business in the school, and for parents walking in students who are late.

## **Student Dismissal**

4th and 5th graders are picked up in the back of the school outside of Viking Hall from Bar-K Ranch Road. For safety reasons, parents are not allowed to get out of their vehicles to retrieve their students from the car rider line.

In the front of the school, the buses will be parked in the circular drive to load students. They will NOT move the buses if you are parked in this parking lot. Do NOT park here if you need to leave before the buses do. The buses are parked in the front parking lot each day beginning at 2:45pm.

Any car rider who has not been picked up by 3:30pm will be in the school office. Parents must come to the school office and sign the student out. Siblings may not stay and wait for a child attending after school activities.

Bus riders are picked up in the front of the school. Buses will be parked in the circular drive to load students. They will NOT move the buses if you are parked in this parking lot. Please do NOT park here if you need to leave before the buses do. The buses are parked in the front parking lot each day beginning at 2:45pm.

## **Teacher Conferences**

All parents/guardians are encouraged to attend a conference with teachers after the first nine weeks of school. Teachers will contact families to arrange these conference appointments. Teachers at Lago Vista Intermediate School are available to conference with students and parents at other times, as well. If a parent desires a conference with a teacher, he/she should make arrangements for a specific conference date and time. Parents are expected to arrange conferences by appointment by calling or emailing the teacher. Since teachers are involved with instruction the majority of the day, phone calls and emails will be returned during the teacher's conference time, after school, or at their earliest convenience during the following work day.

## **Transportation Changes**

Parents are encouraged to plan a consistent way for students to be taken home after school. If, for some reason, there is a need to change a student's transportation, parents must notify the front office through the school's dismissal management system. After 1:30pm, the campus principal must approve all transportation change requests. Only emergency situations will be approved. Students will not be allowed to leave the building with someone who is not listed on their contact list without express permission from a parent or guardian. Due to space limitations on the buses, a student may not ride home with another student on the bus.

## **Valuables**

Students are responsible for all personal possessions. Personal belongings should never be left unattended and should be protected by proper identification. Items of value should be left at home. The school is not responsible for lost, damaged, or stolen items.

## **Visitors on Campus**

For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors must enter through the main entrance, report to the front office, have their driver license scanned through our Raptor system, and receive a visitor's badge with a photo ID printed on it. Badges will be collected upon exiting the building.

### ***Parent Visits During Lunch***

Parents and other family members are welcome to eat with their students as space permits and in accordance with the procedures below ***after the first month of school.***

Parent visits during lunch are restricted to parents/step-parents/guardians and grandparents (accompanied by a parent or with written permission from a parent). Visits will be limited to the 30-minute lunch period. Parents must sign up in advance to eat lunch with a student. Each parent is limited to 3 lunch visits per semester. All lunch visitors must follow established check-in and check-out procedures through the front office.

## **Volunteers**

Parent and community volunteers are a valuable resource for the intermediate school. Volunteers support our curriculum by doing a variety of jobs for teachers and staff. There are many opportunities for volunteers – from tutoring a child to helping with school wide enrichment activities to preparing teacher materials at home. Lago Vista Intermediate School reserves the right to accept or refuse volunteer services.

If you are interested in volunteering you may contact your child's teacher at the campus principal. Individuals who volunteer in our school must undergo a criminal background check.

# APPENDIX XI: Middle School Supplement

## Lago Vista Middle School Mission Statement

Lago Vista Middle School will provide a positive and supportive environment, which builds self-confidence, develops responsibility, and assists each student in becoming a successful life-long learner.

## Arrival to School

Supervision is not provided for students who arrive at school before 8:10am or remain on campus after 4:15pm unless prior arrangements have been made with the principal/staff member.

## Bullying

Bullying can occur when a student directs written or verbal expressions or physical conduct against another student, the behavior brings harm or places a fear of harm in the student, and is so severe, persistent, or persuasive that it creates an intimidating, threatening, or abusive educational environment. Bullying is not tolerated.

Students who witness an incident of bullying or feel they are victims of bullying action, should report the incident to a staff member, such as a teacher, principal, or counselor. Reports can be made directly to a staff member or via the confidential StayALERT system. To make a report through StayALERT, use one of the methods below:

**Website:** [www.stayalert.info](http://www.stayalert.info)  
**Call or Text:** (206) 406-6485  
**Email:** [report@stayalert.info](mailto:report@stayalert.info)

## Car Riders

Student safety is our top priority and your observance of these procedures is greatly appreciated. To ensure student management and safety, students will not be released from school during the last fifteen minutes of the school day except in an emergency situation. For their safety and the safety of others, young children are asked to wait in cars with their parents.

**Drop-Off:** Student supervision is not provided for middle school students who arrive at school before 8:10am. **Car riders are dropped off directly in front of Viking Hall or the upper gym.** Parents must use the entrance on Bar-K and follow the loop around. This is to ensure that cars are not forced to line up on 1431. Please pull forward in the line (even if it is past the doors to Viking Hall) and make sure your students are ready to quickly exit your vehicle. This will help keep our drop-off line running efficiently.

**Pick-Up:** To ensure their safety, all students waiting for pickup must remain in the supervised pick-up line. The pick-up line for 6th graders is by the upper gym. The pick-up line for 7th and 8th grade is by Viking Hall.

- At 4:30pm, any student who is still waiting to be picked up will be escorted to the front office for pick-up. This is to ensure our students' safety and supervision while they are in our care.
- Students will not be able to be picked up from class after 3:45pm.

Parents who are parked for pick-up in the baseball field parking lots on Bar-K must be waiting for ***immediate*** pickup at dismissal. Students may not wait in the area by the crosswalk to be picked up.

- To ensure their safety, students must proceed directly to this area using the doors that exit to the faculty parking lot behind the gymnasium and may not walk through the car pickup lane.
- Students may cross at the crosswalk only when given clearance by the crossing guard.
- **Students may not wait in the area by the crosswalk to be picked up.** They will be escorted to the pickup line. At 4:30pm, any student who is still waiting to be picked up will be escorted to the front office for pick-up. This is to ensure our students' safety and supervision while they are in our care.

## **Classroom Interruptions**

Every effort will be made to preserve instructional time by minimizing classroom interruptions. Non-emergency messages will be delivered to the student at the end of the day. Deliveries of flowers, balloons, and gifts, etc. for students will not be accepted and will not be allowed to classrooms, not even for special occasions like holiday parties, birthdays, etc. Parents who wish to talk with a child's teacher must schedule an appointment with that teacher during non-instructional time.

## **Computer Resources**

Use of computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Violations of the user 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.



## Dances

School dances are held throughout the year and follow these guidelines:

- Students must be currently enrolled as a Lago Vista Middle School student.
- Parents must drop off and pick up students in front of Viking Hall.
- Students must be picked up promptly at the end of the dance.
- Standard dress code requirements and the District code of conduct are followed.

Students who are removed from the dance for violations of guidelines are not given a refund.

- Students who leave the dance are not allowed re-entry.
- Chaperones are arranged in advance of the dance.

## Deliveries

We understand that it is necessary for a parent to occasionally deliver a lunch, forgotten backpack, or other item to a child. Please be sure to have all items labeled with your student's first and last name. Items will be delivered in the way that least impacts instructions.

Medicine to be administered in accordance with policy must be delivered directly to the school nurse.

Parents may not make deliveries to classrooms, as this is disruptive to instruction. Deliveries of flowers, balloons, gifts, and other non-essential items not permitted.

***Students may not have food delivered to school from commercial establishments.*** Parents may provide individual meals for their own child's consumption during designated meal times only. In the event that a parent delivers a meal for a student to the front office, it will be delivered to the student during his/her designated lunchtime.

## Detention

Failure to comply with school rules and expectations may result in disciplinary consequences, such as after-school detention. Students assigned to after-school detention are required to make arrangements to be picked up on days detention is assigned. Failure to attend detention will result in additional detentions.

## Electronic Devices, Earbuds, Games and Other Technology Devices

Students **are not permitted** to use such items as earbuds, radios, CD players, MP3 players, tape recorders, camcorders, cameras, or other electronic devices or games at school, unless prior permission has been obtained. Without this permission, teachers will collect the item and turn it in to the principal's office. Any disciplinary action will be in accordance with the *Student Code of Conduct*. **Lago Vista Middle School will not assume responsibility for lost or stolen items brought to school.**

## **Fines and Financial Obligations**

Students who fail to clear obligations are subject to disciplinary action and/or loss of school privileges, such as attending dances and field trips, if they do not clear their names from the fine list.

## **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.

## **Honor Roll**

Lago Vista Middle School 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"s in all classes with no more than 2 "B"s.

## **Insurance**

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.

## **Lockers**

Lockers are not provided for students, unless requested. It is the student's responsibility to keep his/her locker secured, to maintain the confidentiality of his/her combination, and to store contents appropriately.

## **Parties**

School-sponsored parties must have prior approval from the sponsor/teacher and principal.

Special occasions for food in the classroom must comply with federal school lunch guidelines and show a relevant lesson objective. Parents may not bring food or drink to classrooms except when the food is being used in a specific curriculum-based lesson and has been pre-approved by the principal. Parents who wish to send cupcakes, cookies, or a light snack for the class to share on a student's birthday should check with the principal prior to sending food items. It is recommended that such activities be scheduled after the end of the last lunch period so that these celebrations will not replace a nutritious lunch. Parents may not distribute food to students other than their own children in the cafeteria.

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**Food**

No food or drinks may be brought into classrooms during school hours without prior approval from the principal.

In accordance with the District's Food Allergy Management Plan, the following general protocols must be followed for classrooms identified as having a student with a Severe Food Allergy:

- Food brought into the classroom must be store-bought. Other than fruits and vegetables, food must be delivered to the classroom in the original packaging, when possible. For bulk snack items, listed ingredients must be available to the classroom teacher or other staff for review.
- Teachers and/or staff assigned to the classroom will monitor the food brought in by students/parents for the identified allergen. Students/parents will not be allowed to bring in food with the identified allergen listed as an ingredient.
- NOTE: Individual classrooms may have other protocols and procedures in place with regard to food in the classroom based on the individual needs of students. Any additional protocols or procedures will be communicated to parents as necessary.

**Personal Items**

Students are asked to leave their personal items, such as toys, pillows, and blankets at home. Personal items may be taken up and kept in the school office for the remainder of the school year.

**College Readiness Classes**

Beginning in 6th grade, certain core subjects are offered as regular and College Readiness (CR) classes. CR classes at the middle school offer students the opportunity for a more rigorous and in-depth study of the Texas Essential Knowledge and Skills. CR 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. CR courses are designed to provide opportunities to develop concepts and skills in preparation for enrollment in the high school advanced academics program.

Students enrolled in CR classes should expect outside assignments and projects, which could require a significant amount of time and energy. Students considering placement in CR classes should consider the following expectations of skills the CR student:

- 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

*\* CR math classes are offered in sixth and seventh grades only. Students who meet the rigorous math standards in 7<sup>th</sup> grade CR Math may enroll in Algebra I as 8<sup>th</sup> graders.*

### **Requests for Assignments**

Parents may request assignments for students who will be absent three or more days. The office staff is unable to collect assignments for students who are absent less than three days. Parents are encouraged to call the school for assignments during extended absences. In the event that a student finds it necessary to be absent on the day of a final exam, he/she can complete the missed exam during the summer. A grade of "0" will be given and averaged into the final grade average until the exam has been completed. A request to complete an exam ahead of the final exam schedule must be submitted in writing to the principal. Requests to take early exams are generally not granted if the absence is due to a non-emergency, such as a vacation.

### **Schedule Changes**

Every effort is made to place students in requested courses, including desired electives. No schedule changes may be made after July 15<sup>th</sup> without the principal's approval. Changes in schedules will be made only in special circumstances. Any course changes must have parental approval.

### **Tardy Policy**

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 may 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 4:40pm, Monday through Friday.

### **Telephone**

School telephones are intended for school business. Students may not use the office telephone during classes; it is reserved for emergencies only. Telephone messages received from parents will be delivered to students; in cases of emergency, students will be contacted immediately. Students are prohibited from using personal cell phones, unless given permission in the front office only.

## **Textbooks**

Students are responsible for damage beyond normal wear as well as lost or stolen textbooks.

## **Tutorials**

## **Visitors on Campus**

For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors must enter through the main entrance, report to the front office, have their driver license scanned through our Raptor system, and receive a visitor's badge with a photo ID printed on it. Badges will be collected upon exiting the building.

***Visitors During Lunch.*** All lunch visitors must follow established check-in and check-out procedures. Lunch visitors are restricted to parents/step-parents/guardians, non-school-aged siblings and grandparents (accompanied by a parent or with written permission from a parent), and campus mentors. Visits will be limited to the 30-minute lunch period.

## **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. All withdrawals start in the principal's office. To receive a semester grade, students must have completed the sixth week of the last nine weeks of each semester.

## **Student Activities**

### **After School Activities**

Students are encouraged to participate in a variety of clubs or organizations. All organization activities are to be approved 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. UIL eligibility rules apply to students who participate in extracurricular activities. Students must be picked up promptly at the end of the activity and transportation arrangements must be made in advance. Failure to be picked up promptly may result in loss of privileges to attend future after-school events.

### **Athletic Teams**

Seventh and eighth graders are given the opportunity to participate in the following teams: cross-country, football, volleyball, basketball, golf, tennis, and track.

### **Band**

Instrumental music instruction leading to performance opportunities in band is offered. Students 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.

### **Cheerleaders**

Middle school cheerleading is open to all academically eligible 7<sup>th</sup> and 8<sup>th</sup> 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 prerequisite.

### **National Junior Honor Society**

The National Junior Honor Society promotes recognition for seventh and eighth grade students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, citizenship, and character. Membership in NJHS is a privilege and a commitment. For 7<sup>th</sup> and 8<sup>th</sup> graders, candidacy begins by meeting our scholarship criterion of 90.0 (cumulative GPA) at the end of the first semester. Each candidate will then submit a candidate information form to the Faculty Council for review and selection. Our Lago Vista Middle School Chapter Bylaws and calendar events are posted on the NJHS bulletin.

### **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. 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.

## **UIL Activities**

In order to remain eligible for UIL membership, our school must adhere to the UIL Constitution and Contest Rules. 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, nor 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 Physical Examination for 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 Educational Improvement Committee**

The Campus Educational Improvement Committee (CEIC) meets throughout the year to review the previous year's student performance and to develop recommendations for school improvement.

Membership on the Campus Educational Improvement Committee includes faculty, staff, parents, community, and business 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 Educational Improvement Committee

## **Newsletter**

To help students and parents be better informed on the events and activities at Lago Vista Middle School, a newsletter will be prepared weekly. This newsletter is emailed home each week.

## **Social Media**

Lago Vista Middle School maintains a campus Facebook page with posts containing current photographs taken at school events, as well as news items, including the newsletter, letters from the principal, and other school happenings.



# APPENDIX XII: High School Supplement

## **Lago Vista High School Mission Statement**

The mission of Lago Vista High School is to use the four years allotted to teach, motivate, and challenge each student to rise to the highest level of academic excellence possible in a premiere learning environment. All graduates will leave our school with the ability to live and work as compassionate citizens and mature, effective adults. We are committed to sending into the world individuals who use problem-solving skills to impact their community in a responsible manner.

## **Academic Removal from Advanced Academics Classes**

The following guidelines apply for exit from a high school advanced academics course:

1. It is expected that students seek assistance when needed to be successful in the course and remain in the course for at least one semester.
2. Students wishing to exit a course must petition the counselor in writing with a parent signature. The petition for exit may or may not be granted by the campus and will be determined during an exit conference. Granting the petition is based on input from the teacher, student performance in the course, availability of space in other courses, student attendance at recommended tutorials, the timing of the request, and any extenuating circumstances. Students experiencing success (able to maintain a C or better for the semester average) should remain in the course for the semester.
3. Students who earn an “F” at the end of a grading period may be removed from the class unless otherwise recommended by the teacher and administrator.
4. Students who earn a 75 or below for the semester may be removed from the class.

## **Admission and Transfers**

The parent/guardian of a student who wants to enroll in the District should contact the counselor at Lago Vista High School. Lago Vista ISD accepts out-of-district transfer students. Those interested in applying for an out-of-district transfer should contact the administration office for more information.

## **Alternative Means of Earning High School Credit**

Students must make a written request and receive **prior approval** from the principal and counselor before taking any course via any alternative means to obtain high school credit.

## **Arrival**

Students are permitted to enter the school building no earlier than 8:10am each day. All students should report to either the cafeteria or their coach, if they are in athletics.

## **Bell Schedule**

Lago Vista High School operates on an 8 period day. Please see the Lago Vista High School website for the bell schedule.

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## **Cheerleading**

Cheerleading applications are available and tryouts are open to all qualifying students enrolled by the first day of the second semester in Lago Vista ISD. Tryouts will be held each spring to select cheerleaders for the upcoming school year. Information packets that include the necessary information and permission slips will be available prior to cheerleader tryouts. The packet will have to be completed, signed and returned by the designated time or a student will not be allowed to try out. Throughout the tryout process, students will accumulate points based on specific criteria. Please refer to the cheerleading tryout packet for details.

## **Class Officers**

Students who are elected as class officers are expected to follow the roles and responsibilities set forth by their class sponsor. Class officers may be removed from their role if they do not consistently meet expectations. Please contact your child's sponsor for more information.

## **College Visits**

Juniors and seniors are allowed two college days per year. Students are required to provide a parent/guardian signature on a completed "College Day" permission form available in the office. Students will need to provide verification of the college visit to the attendance clerk upon returning to school.

## **College Courses/Alternative High School Courses**

Students must make a written request and receive **prior approval** from the counselor and principal before taking any course via any alternative means to obtain high school credit.

## **Course Information**

Students should expect an assigned elective to appear on a schedule when classes in a requested elective become overcrowded. Some students may be assigned to a learning lab. All students must take enough classes to total up to a minimum of 4 hours of instruction.

## **Dances/Prom**

Each qualifying LVHS student may purchase a ticket for themselves and one additional ticket for a guest. Students wishing to bring an outside guest to prom must complete and submit the proper paperwork to the junior class sponsor by the given due date. The following are the criteria for an outside guest:

- Only high school students/recent LVHS graduates (graduated within the last 2 years) may attend.
- Outside guests from another high school may not exceed 18 years of age.
- One guest per student and every guest must bring a photo ID.
- All guest information must be provided prior to the dance and be approved by the principal.

## Deliveries

We understand that it is necessary for a parent to occasionally deliver a lunch, forgotten backpack, or other item to a child. Please be sure to have all items labeled with your student's first and last name. All deliveries must be dropped off at the front office. Items will be delivered in the way that least impacts instruction.

Medicine to be administered in accordance with policy must be delivered directly to the school nurse.

Parents may not make deliveries to classrooms, as this is disruptive to instruction. Deliveries of flowers, balloons, gifts, and other non-essential items not permitted.

***Students may not have food delivered to school from commercial establishments.*** Parents may provide individual meals for their own child's consumption during designated meal times only. In the event that a parent delivers a meal for a student to the front office, it will be delivered to the student during his/her designated lunchtime.

## Designated Courses for No-Pass No-Play Exemption

|               |                          |                    |
|---------------|--------------------------|--------------------|
| AP Research   | English IV AP            | OnRamps Physics    |
| AP Seminar    | Environmental Science AP | OnRamps US History |
| Biology CR    | Geometry CR              | Spanish II CR      |
| Biology AP    | OnRamps Algebra II       | Spanish III CR     |
| Calculus AP   | OnRamps Computer Science | Spanish IV AP      |
| Chemistry AP  | OnRamps Chemistry        | Spanish V AP       |
| Economics AP  | OnRamps English III      | US Government AP   |
| English I CR  | OnRamps Precalculus      | World History CR   |
| English II CR | OnRamps Statistics       |                    |

## Enrollment

Students who did not enroll during pre-enrollment may enroll during the summer prior to the first day of school. Please call the front office to set an appointment with the counselor.

## Honor Roll

**All A Honor Roll** - Students must be taking at least four classes and have a weighted grade point average of 4.0 or above in all classes.

**A & B Honor Roll** - Students must have a weighted grade point average of 3.75 or above, and grades not lower than 3.0 in 2 classes and a 4.0 in all other classes.

***Note:*** *Pass/Fail and Dual Credit classes do not count toward Honor Roll.*

## **Incompletes**

A student who receives an incomplete for a nine weeks grade (last day of the nine weeks) or semester grade (last day of semester exams) must make up the incomplete work by the fifth school day of the new grading period no later than 3:40pm. If the student does not make up the incomplete, then the student will be ineligible for UIL and any and all other extracurricular activities. (Note: The student must meet all other UIL requirements to be eligible). All incomplete nine-week and semester grades will be converted to a 50% on the fifth school day at 4:00pm of the new grading period, or in case of the second semester the incomplete will be converted to a 50% five school days after the last day of the grading period. The only exception is if the absence practice (one school day for each absence) allows for additional days.

## **Local Scholarships**

Scholarship committees from various community organizations, local businesses and individuals annually offer a number of scholarships to Lago Vista students to help defray the expenses of college or professional training. Any senior who is interested in applying for one of these must complete the scholarship application that will be given out in February. Students applying for local scholarships must have been enrolled from the beginning of their senior year.

## **Progress Reports**

Lago Vista High School will post grades so parents have ready access to information about student performance. Students who have grade averages of less than 70 are considered failing. A teacher may send a written progress report or contact the parent at any time if the teacher deems it appropriate. A reminder message will be sent to all parents on the day progress reports are due reminding them to check their student's grades through the online Ascender Parent Portal. Teachers may enter their individual assignment grades into our Learning Management System, Canvas. Teachers will enter the student average into Ascender every progress report period. Parents are encouraged to set up a parent account on Canvas to access individual assignments, course information, and assignment grades for these courses.

## **Schedule Changes**

Every effort is made to place students in requested courses, including desired electives. No schedule changes may be made July 15<sup>th</sup> without the principal's approval. Changes in schedules will be made only in special circumstances. Any course changes must have parental approval.

Changes will be made only if: (1) the student is a senior and does not have a course required for graduation; (2) the student does not have the prerequisites for a course; (3) course credit was previously received; (4) a data entry error made by the school; (5) student has been dismissed from a program that requires approval for placement; or (6) any requests to change a schedule for reasons other than those listed will be considered only for a compelling educational circumstance.

## **School-Wide Procedures**

Lago Vista High School teachers, students, and staff representatives have collaborated to create a set of procedures for the common areas of the school. All students are expected to follow these school-wide procedures. A copy of this document is available in hard copy from the front office or

Lago Vista ISD Student Handbook, 2025-2026

can be sent electronically, at request.

## **Truancy**

Truancy is defined as being in an unauthorized location during the school day. Students will receive Saturday School or ISS for truancy infractions. **Truant students will be required to successfully complete all assignments missed during the truancy before being released from ISS.** The assignments missed during the truancy infraction will be evaluated at 80% of their original value if completed successfully on the first day after returning to school and 50% of their original value if completed successfully by the second school day after their return.

## **Tutorials**

Tutorials will be provided to meet the needs of the student population before and after school during posted teacher tutorial times.

## **Valedictorian and Salutatorian Ranking**

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking as determined by the District's class ranking procedure described in policy. In order to be awarded valedictorian and salutatorian honors, students must complete the Recommended Program or the Advanced/Distinguished Achievement Program.

To be eligible, a student must also have been continuously enrolled in the District high school for the three semesters immediately preceding graduation.

### ***Breaking a Tie***

In cases of a tie in weighted grade point averages (GPA) or weighted numerical grade averages, as appropriate to the student's graduating class, among the top two academically ranked students, the following methods shall be used to determine who shall be recognized as valedictorian:

1. The weighted GPA or weighted numerical grade average shall be computed to a sufficient number of decimal places until the tie is broken;
2. If a tie remains, the District shall compare the scores on college entrance examinations, provided the students have taken the same examinations;
3. If a tie remains, the District shall recognize the student who completed the most dual credit and Advanced Placement (AP) courses; and
4. If a tie remains, the student with the highest numerical grade average of all dual credit and AP courses taken shall be declared the valedictorian.

If a tie develops for salutatorian, all students who tie shall be recognized.

To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including but not limited to removal to DAEP, a three-day suspension, or expulsion during his or her last two semesters.

## **Withdrawals**

All withdrawals must start in the principal's office. When the student's iPad and all books have been checked in and obligations met, the withdrawal will be approved and earned credits transferred.



## Lago Vista Independent School District

*Excellence in ALL We Do!*

8039 Bar-K Ranch Road

P.O. Box 4929

Lago Vista, TX 78645

(512) 267-8300

[www.lagovistaisd.net](http://www.lagovistaisd.net)

*It is the policy of Lago Vista Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in any programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights, or grievance procedures, contact Darren Webb, Superintendent, 8039 Bar-K Ranch Road, Lago Vista, TX 78645, 512-267-8300.*

*Es norma de Lago Vista Distrito Escolar Independiente de no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Para información sobre sus derechos o procedimientos para quejas, comuníquese con Darren Webb, Superintendente, 8039 Bar-K Ranch Road, Lago Vista, TX 78645, 512-267-8300.*