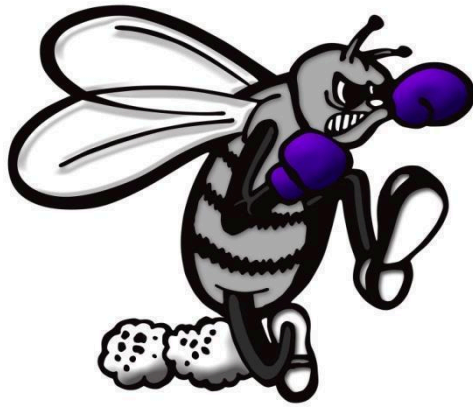


# LORENZO

## Independent School District



## 2023-2024

# Student Handbook

Reviewed by Lorenzo Board of Trustees  
July 17, 2023

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## PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Lorenzo ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about Admission, Attendance, and Conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with Lorenzo ISD a positive educational experience.

The Student Handbook has been developed by school district administrators with the assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

**The Student Handbook is not a contract between the school and parents or students.** It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.



## **REQUIRED LEGAL NOTICES**

**Nondiscrimination:** Lorenzo ISD does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex or gender (including pregnancy), race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973, as amended. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Superintendent, Mrs. Kayla Morrison, whose office is located at 1003 Polk, Lorenzo, TX 79343 and who can be reached by telephone by calling 806-634-5591.

The Section 504 Coordinator for the school district is Elementary Counselor, Lindsay Fink, and Secondary Counselor, Angela Moreno, also located at 1003 Polk, and who can be reached by telephone at 806-634-5591.

### **Homeless Liaison and Title I Participants**

Ms. Jessica Crabb is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact Ms. Crabb at 806-634-5591.

Mrs. Mandy Haire is our Parent Involvement Coordinator who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact Mrs. Haire at 806-634-5591.

### **Career and Technical Education Methods of Administration (MOA)**

Lorenzo ISD offers career and technical education programs in welding, business classes, culinary arts, and small engine repair.

It is the policy of Lorenzo ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational 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.

Lorenzo ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the Title IX Coordinator. The Title IX Coordinator for the school district is Superintendent, Mrs. Kayla Morrison, whose office is located at 1003 Polk, Lorenzo, TX 79343 and who can be reached by telephone by calling 806-634-5591 or contact the Section 504

Coordinator for the school district is the Elementary Principal, Mrs. Mandy Haire at 806-634-5591.

**Family Educational Rights and Privacy Act:** The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or other people who are acting on behalf of the school district. When we say “parents” have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person with whom the child resides and who is acting as a parent in the absence of the child’s parent or legal guardian.

Parents control the access to their children’s education records until the child becomes an adult at age 18. When the child reaches age 18, he or she controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and obtain a copy of their children’s education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to inspect and review his or her child’s education records, he or she should contact the principal of the child’s school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the Lorenzo Counselor for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 a.m. to 3:30 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from an administrator’s office. Copies will be provided to parents within a reasonable time after parents have made a written request for copies. Parents will be charged the district’s usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child’s records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student’s record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children’s education records, the district ordinarily will not permit access to or copies of education records without at least one parent’s written authorization to release the records. **However, under**

**some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the district, who is under the district's control related to the use of the records, and who has complied with district limitations on the re-disclosure of personally identifiable information from education records.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in this Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.
- The district will release educational records to "school officials," meaning any employees, trustees, or agents of the district, including persons employed in shared services arrangements or cooperatives of which the district is a member, school volunteers, parents or students serving on official committees, and the district's legal counsel, who have a "legitimate educational interest" in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the district, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating district programs.

If you want to review the school's entire policy regarding student records, please contact the school principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. You may also view or download the policy (coded FL (LEGAL) and (LOCAL)) from the District's online policy manual. If you believe the district is not following the law regarding

student records, you have the right to file a complaint with the United States Department of Education, Family Policy Compliance Office.

## **DIRECTORY INFORMATION**

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student.

*If you do not want Lorenzo ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing on page 2 of the Registration Form.*

Lorenzo ISD has designated the following information about your child as directory information: **FL (Local) says:** *The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.*

We have designated the following categories of information as pertinent to limited school-sponsored purposes. "School-sponsored purposes" means for publication in a student directory, a school yearbook, or official school publications including the school's website and programs for school-sponsored events.

Lorenzo ISD receives federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent. Please note that you may not selectively withhold this information from military recruiters but provide it to institutions of higher education.

**Protection of Pupil Rights Amendment:** We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow

you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or his or her parent;  
or
8. income, other than as required by law to determine program eligibility.

**Invasive Examinations or Screenings:** We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

**Teacher Qualifications:** You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

**Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services:** If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other 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.

At any time, a parent is entitled to request an evaluation for special education services. The district must respond within 15 school days by either (a) providing the parent an opportunity to give written consent to the evaluation or (b) providing the parent with notice of its refusal to conduct an evaluation. The district must complete the evaluation and the report within 45 school days of the date of the district receives the written consent, except that if a student has been absent from school during that period on three or more school days, that period must be extended by a number of school days equal to the number of school days during that period on which the student has been absent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. The District is required to give parents the *Notice of Procedural Safeguards—Rights of Parents or Students with Disabilities*. Additional information regarding the IDEA is available from the school district in a companion document *A Guide to the Admission, Review, and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families: **Texas Project First; The Legal Framework for the Child-Centered Special Education Process; Partners Resource Network; The Texas Special Education Information Center (SPEDTex)**

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

Contact Person: Mr. Kris Lamm, EPEC Special Education Director

OR: Angela Moreno, Lorenzo ISD School Counselor

Phone Number: 806-634-5591

## **Bacterial Meningitis Information: What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis: - *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness - *Neisseria meningitides*—Meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

### **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have: Severe headache; High temperature; Vomiting; Sensitivity to bright lights; Neck stiffness, joint pains; Drowsiness or confusion. *\*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

### **What is the risk of getting bacterial meningitis?**

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

### **How serious is bacterial meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

### **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live

naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

### **How can bacterial meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

*Seek prompt medical attention.*

### **How is bacterial meningitis diagnosed?**

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

### **For more information**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about the meningococcal vaccine.

Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

**Pest Control:** Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.



**Asbestos Management Plan:** The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in District facilities, is available in the Superintendent's office during regular business hours, 8 a.m. to 3 p.m., Monday through Friday. If you have any questions, please contact Superintendent, Kayla Morrison, or Maintenance Director, Omar Villegas, at 806-634-5591.

## **GENERAL INFORMATION**

**School Calendar:** A copy of the calendar can be found on the Lorenzo ISD website ([www.lorenzoisd.net](http://www.lorenzoisd.net)). We will be glad to provide you a copy upon request.

### **Student's Legal Name**

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

### **Admission, Release, Withdrawal**

These are the basic requirements for admission to district schools:

1. The student lives in the district with a parent or legal guardian or one of the student's parents lives in the district, even if the student does not live with that parent.
  - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
  - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and, subject to District policy at FD (LOCAL) and FDA (LOCAL), lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian or adult caregiver who has accepted responsibility for the child by an

Authorization Agreement in compliance with Texas Family Code § 34.002. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.

3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. “Substantial amount of after-school care” means the grandparent provides after-school care for the student at least four days each school week and a minimum of two hours a day. ***Per policy FD (Local), the Superintendent has final say on admission.***
4. The student resides with a parent or guardian who is an active member of the U.S. armed forces stationed in a military installation in or adjacent to the district’s attendance zone.
5. The student resides with a parent on a residential homestead that is located on a parcel of property with any part of the parcel being located in the school district.
6. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
7. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
8. No later than **30 days** after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

**We do not admit underage students to school.** Your child must be 4 years old on or before September 1 of the current school year to be admitted to pre-kindergarten. 5 year olds will not be admitted to Pre – K. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.

We do not ordinarily admit overage students to school. However, a student who is under 21 years of age on September 1 of the current school year may be admitted.

**The district shall not admit into its public schools any person age 21 or older unless otherwise required by law. (See Board Policy FD(Local))**

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

At the time of enrollment, we will request that you disclose whether your child has a food allergy or a severe food allergy (including the food to which the child is allergic and the nature of the allergic reaction) that, in your judgment, should be disclosed so that district officials may take necessary precautions regarding the child's safety. This information is confidential and will be disclosed only to those employees who need the information to appropriately care for your child.

**If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.**

### **Certain Transfers—Victims of Bullying and Sexual Assault or Students Who Have Engaged in Bullying**

If you believe that your child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at the same campus within the school district. If we verify that your child is the victim of bullying, the move will be made. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

If your child is determined to have engaged in bullying of any other student, he or she may be transferred to another classroom at the same campus. We will consult with you about the transfer before it is accomplished.

If another student in the district is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to a neighboring school district, and the request will be presented and processed. We will not provide transportation to the new district. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same classes. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

## **Release During the School Day**

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the campus office and sign the child out. The teacher will send the child to the appropriate office and she or he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the principal to schedule a conference about your situation.

## **Withdrawing from School**

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks and instructional technology issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

## **Attendance Requirements**

State compulsory attendance laws generally require all children between the ages of six and 19 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. ***Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.***

A student who voluntarily remains enrolled after the age of 19 is required to attend school. A student who is at least 19 years old and under the age of 21 will be required to attend school until the end of the school year.

If a 19-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment for the rest of the school year, but will not take such action on a day when the student is physically present at school. We will issue a warning notice to the student after the third unexcused absence that enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester.

If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a significant factor in the amount of state financial aid the district is entitled to receive. ***In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, all attendance policies will apply to virtual learning on remote platforms and all other forms of distance learning as they would during classroom instruction.***

School officials aggressively enforce the state compulsory attendance laws. If your child, age 12 or older, is absent three or more days or partial days during a four-week period, but has not had absences that would require a referral to truancy court, we will implement truancy prevention measures in hope of minimizing the need to refer your child to truancy court. If your child age 12 or older is absent from school on 10 or more days or partial days within a six-month period in the same school year, you will be referred for prosecution for contributing to truancy and your child will be referred to truancy court, unless the truancy is a result of your child's pregnancy, assignment to a state foster program, homelessness, or being the principal income earner for your family.

**You will be notified when your child has three (3) unexcused absences within a four-week period** or less to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

**If the child does not bring a signed note, the absence will be classified as unexcused. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused.**

Although students who are married are legally adults, this fact does not mean that they are not legally required to attend school until they are age 19. We will work aggressively with local authorities to make sure that all students who are within compulsory attendance requirements come to school.

**Doctor and Dental Appointments:** Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day. These excused absences include those for a student diagnosed with autism spectrum disorder to attend appointments with health care practitioners to receive a generally recognized service for persons with that diagnosis, such as applied behavioral analysis, speech therapy, and occupational therapy. This provision also applies to excuse the absences of students who are parents and are absent to take the student's child for a medical appointment.

**Serious or Life-Threatening Illness:** Absences resulting from a serious or life-threatening illness or related treatment causing a student's attendance infeasible shall be excused upon presentation of a written certification from a physician licensed to practice medicine in this state specifying the student's illness and the anticipated period of absence. Students who become truant as a result of a serious or life-threatening illness shall not be referred to truancy court but will instead be offered additional counseling.

**Religious Holidays:** Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

**Court Appearances:** Absences for required court appearances will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's appearance in court.

**Foster Care Activities:** Absences for court-required activities attendant to the student's being in foster care will be classified as excused absences upon presentation to the campus attendance official of a copy of the document

requiring the student's attendance at the activities, provided it is not practicable to schedule the activity outside of school hours. Absences are also excused if they are required under a foster care service plan.

**Sounding "Taps" at a Veteran's Funeral:** Absences by students in grades 6-12 for the purpose of sounding "Taps" at a veteran's funeral with military honors may be excused upon verification that the student provided the service noted.

**Citizenship/Naturalization Activities:** Absences for appearing at a government office to complete citizenship application paperwork and for taking part in a United States naturalization oath ceremony will be excused upon verification of the student's participation.

**Enlistment in Armed Services or National Guard:** No more than four absences in the period a student is enrolled in high school will be excused for a student who is 17 years of age or older in order for the student to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard. The absences need not be consecutive. The absence will be excused upon verification that the student did pursue such enlistment.

**Military Deployment:** No more than five absences in a school year for visiting with a student's parent, stepparent, or legal guardian who is on active duty and who is called to duty for, on leave from, or immediately returned from a continuous deployment of at least four months away from the person's regular residence will be excused. The absences must occur not earlier than 60 days before the date of deployment or 30 days after the date of return from deployment.

**Election Clerk Activities:** Students who are serving as election clerks or early voting clerks may receive a maximum of two excused absences in a school year for such activities.

**College/University Visits:** The District will permit junior and senior students a maximum of two days per year to visit a college or university when approved by the campus principal. Absences will be excused upon verifying the visit with the District and completing all make-up work in connection with their absence.

**Obtaining a Driver's License:** Students aged 15 and older may receive a maximum of one excused absence to visit a driver's license office to obtain a driver's license and up to one excused absence to obtain a learner license. Absences will be excused upon presenting verification of their visit to the

campus attendance official and the student will be expected to complete all make-up work in connection with their absence.

**Attendance and Credit** Separate and apart from the compulsory attendance requirements, students in all grade levels K-12 must attend school a certain amount of time in order to get credit or a final grade for a class. State law generally requires students to be “in attendance” for at least **90 percent** of the days or minutes a class is taught during a semester or year. All absences from class, excused or unexcused, are counted in determining whether a student has met attendance requirements for credit or a final grade.

Students who are in attendance in a class at least 75% of the days or minutes but less than 90% are eligible to receive credit or a final grade if they complete a plan approved by the principal providing for the student to meet the instructional requirements for the class. Students who are under the jurisdiction of a court in a criminal or juvenile justice proceeding must also obtain the court’s consent before credit may be granted.

In the 2022-23 school year, we require students to be in a class for 83 days in the Fall Semester and 72 days in the Spring Semester to meet the 90% attendance for credit requirements. Each campus has an *attendance committee* that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal’s plan for meeting instructional requirements, the committee can award credit or tell the student what additional work, additional time, or both time and work must be completed in order for the student to get credit for the grade level or course. We may offer a Saturday school program as one way students can make up time and ordinarily will charge a fee for participating in that program. If your child needs this program, the principal will provide complete information about the times and cost before your child is assigned. The fee cannot exceed \$50 and requires a parent signature on a statement of attendance for the assigned day.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child’s situation.

### **Tardies and Use of Hallways during Class Time**

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



Tardiness to class is not acceptable as students are expected to be in class on time according to the bell schedule. The first tardy will be a warning, 2nd tardy will result in morning or after school detention and parent contact, 3rd tardy will be a parent conference and possible ISS. Any subsequent tardies will be dealt with on a case by case basis.

**Any student tardy to FIRST PERIOD must check into the campus office and obtain a tardy slip - they will not be allowed into their first period class without a tardy slip.**

### **ZAP (Zeros Aren't Permitted)**

Teachers will turn a list into administration by 4:00pm every Tuesday with students that have a zero for any assignment in their class. Students that the teachers turn in will be REQUIRED to attend zero hour for that teacher as well as serve after school detention on Thursdays. After school detention will run from 3:45 to 5:00. Failure to attend zero hour or after school detention will result in automatic ISS.

## **Conduct and Discipline**

Along with this Student Handbook, your child has also received a copy of the Lorenzo ISD Student Code of Conduct. The Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

A student age 21 or older who has been admitted to District schools to complete the requirements for a high school diploma will not be placed in the District's DAEP or a JJAEP in which the District participates for violations of the Code of Conduct. Instead, the District will revoke the student's admission to the District.

### **Dress and Grooming Code**

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. We do not permit students to wear clothing/masks with pictures, emblems, or writing that is lewd,

offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal makes decisions about dress and grooming violations.

**In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, all dress and grooming policies will apply to virtual learning on remote platforms as they would during classroom instruction.**

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

The district's dress code promotes 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 following:

#### **The District prohibits the following:**

- Pictures, emblems or writings on clothing that are lewd, offensive, vulgar or obscene.
- Clothing that identifies a student with a gang.
- Clothing that advertises or depicts tobacco products, alcoholic beverages, drugs or any other substances prohibited under policy FNCF.
- Clothing or emblems referring to satanic, cult, or gang activities.
- Trench coats of any kind.
- No holes in jeans above the approved hemline. If jeans have holes above the approved hemline, the student must wear tights beneath the jeans. No skin may show at any time.
- Bicycle shorts or other types of clothing that are excessively tight.
- Half-shirts or shirts that expose the midriff.
- Muscle shirts or shirts that have sleeves cut out of them.
- Fishnet shirt.
- Underwear worn as an outer garment.
- Tank top type shirts, see through blouses or low-cut sundresses.
- House Shoes
- Pajama or flannel type lounge pants
- Chains of any kind.
- Bandanas of any kind, unless used as a face covering.
- Oversized Clothing
- Sagging

**Details:**

- Clothing will be designed, constructed, and worn in a manner that is not suggestive or indecent.
- Any attire worn on the lower body must at least fall within 6 inches from the top of the knee when bent and on a flat surface. The shorts must be hemmed. Shorts, split skirts, dresses, and walking shorts must all meet these criteria.
- The neck opening of any type shirt or blouse may not exceed the equivalent of the second button below the collar of a dress, shirt, or blouse. Sleeveless shirts for girls are permitted as long as the sleeve seam falls where the end of the shoulder and tip of the arm connect and the fabric covering the shoulder is at least three inches in width. Doubled tank tops may not be worn to meet the three-inch requirement. Strapless dresses are not to be worn during the day unless covered by a jacket.
- Shoes are required at all times.
- All types of headwear are prohibited in the building during regular school hours (hats, bandanas, athletic headbands etc.) unless the administration approves a special activity (hat day, cap day, etc).
- There will be NO SAGGING of pants, shorts, or skirts allowed for any reason. The dress code calls for this attire to be worn up to the waist. Oversized clothing that sags will be considered a violation of the dress code. Oversized shirts that hang below the tip of a student's fingers while standing will not be allowed.
- Leggings will be allowed for female students as long as the blouse or top completely covers the buttocks area and is the same length in the front as it is in the back.
- Hoodies are allowed to be worn as jackets but the hoods may not be worn over the head in the building.
- The hair shall be clean and well-groomed and not covering the eyes. Hair must be maintained so that it is off the face.

**The following extremes are prohibited.**

- Non-natural color variations in hair for girls and boys.
- Any hair extremity that is deemed questionable by the administration.
- Sideburns shall not be worn lower than the bottom of the ear lobe.
- Eyebrow, lip and tongue rings may not be worn by any student. Any other forms of body piercing must remain concealed under clothing.
- Any tattoo that is deemed lewd, offensive, vulgar, obscene, or inappropriate by administration must be covered while on school grounds.
- Facial hair is permitted. \*(Principals have discretion to decide what is well maintained and groomed).

**THE PRINCIPAL RESERVES THE RIGHT OF DISCRETION ON ANY AND ALL DRESS CODE ISSUES AND MAY TAKE ACTION.**

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

If the principal 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 may 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.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in In-School Suspension (ISS).

1st violation- Student will fix the violation.

2nd violation- Parental contact and student will fix the violation.

3rd violation- Starts the ISS process (1, 3, 5, 7, 10, DAEP)

**Harassment or Bullying of Students**

We prohibit students from sexually harassing other students and from sexually harassing employees; we also prohibit harassment based on anyone's race, color, religion, gender (including pregnancy), national origin, or disability. Likewise, we prohibit students from bullying each other. Engaging in harassment or in bullying, including cyberbullying, is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object. See the Student Code of Conduct for a complete description of the offense of "harassment" and possible disciplinary consequences.

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school employee or about any other kind of harassment or bullying, do not hesitate to contact the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or the superintendent regarding any other harassment or bullying. We will listen to your concern and conduct a prompt investigation, if warranted based on the allegations. You may report instances of bullying anonymously. We also will look into reports that other students have been making sexual or other harassing

comments or engaging in bullying or sexual or other inappropriate conduct. Harassment may ultimately be reported to law enforcement.

Although we will provide you a general report of the results of our investigation of harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act) protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the specific discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrongdoing on the employee's part.

#### FFH(Legal) Policy of Lorenzo ISD

**Note:** The following legal provisions address sexual harassment. For legal provisions addressing discrimination on the basis of disability, sex, and other protected characteristics, see FB.

A district may develop and implement a sexual harassment policy to be included in the district improvement plan. A district shall adopt and implement a dating violence policy to be included in the district improvement plan. *Education Code 37.083, .0831* [See BQ]

Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a district employee, violates a student's constitutional right to bodily integrity. Sexual abuse may include fondling, sexual assault, or sexual intercourse. *U.S. Const. Amend. 14; Doe v. Taylor Indep. Sch. Dist., 15 F.3d 443 (5th Cir. 1994)*

Sexual harassment of students may constitute discrimination on the basis of sex in violation of Title IX. *20 U.S.C. 1681; 34 C.F.R. 106.11; Franklin v. Gwinnett County Schools, 503 U.S. 60 (1992)* [See FB regarding Title IX]

#### **Definition of Sexual Harassment**

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender. *Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)*

#### **Employee - Student Sexual Harassment**

A district official who has authority to address alleged harassment by employees on the district's behalf shall take corrective measures to address the harassment or abuse. *Gebser v. Lago Vista Indep. Sch. Dist., 118 S.Ct. 1989 524 U.S. 274 (1998); Doe v. Taylor Indep. Sch. Dist., 15 F.3d 443 (5th Cir. 1994)*

#### **Student - Student Sexual Harassment**

A district must reasonably respond to known student-on-student harassment where the harasser is under the district's disciplinary authority. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999)

## FFH(Local) Lorenzo ISD Policy: STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARRASSMENT, AND RETALIATION

**Note:** This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

### **Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

### **Discrimination**

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

### **Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

### **Examples**

Examples of prohibited harassment may include offensive or derogatory language directed at another 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; display of 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:** By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

4. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
5. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

#### By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

6. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
7. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
8. Otherwise adversely affects the student's educational opportunities.

#### Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

#### **Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

9. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

10. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
11. Otherwise adversely affects the student's educational opportunities.

#### Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include 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.

#### **Dating Violence**

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. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

12. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
13. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
14. Otherwise adversely affects the student's educational opportunities.

#### Examples

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

#### **Retaliation**

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, 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 discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting Procedures****Student Report**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

**Employee Report**

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

*Definition of District Officials*

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

*Title IX Coordinator*

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the designated Title IX coordinator for students.

*ADA / Section 504 Coordinator*

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students.

*Superintendent*

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

**Alternative Reporting Procedures**

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### **Timely Reporting**

Reports of prohibited conduct 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.

### **Notice to Parents**

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

### **Investigation of the Report**

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

#### **Initial Assessment**

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

#### **Interim Action**

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

#### **District Investigation**

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

#### **Criminal Investigation**

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

### Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

### *Notification of Outcome*

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

### **District Action**

#### Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

#### *Corrective Action*

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if 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 prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

#### Bullying

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

#### Improper Conduct

### **Confidentiality**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

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 and comply with applicable law.

### **Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be

informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

### **Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

### **Access to Policy and Procedures**

Information regarding 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 readily available at each campus and the District's administrative offices.

## **Searches of Students, Lockers, and Vehicles on School Property**

**The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule.** The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school's control at all times. **Lockers can be searched at any time.** Students are responsible for any contraband that is found in their lockers and will be disciplined accordingly. Therefore, they should not give any other student the combination to their locker or otherwise let anyone else have access to their lockers.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

We periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have another reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to law enforcement. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle they drive to school.

SEE FNF (LOCAL): INTERROGATIONS AND SEARCHES IN LORENZO ISD POLICY ONLINE. If you have any questions, please contact the Superintendent.

## **Questioning Students at School**

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or employees, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (“CPS,” or also known as the Department of Family and Protective Services) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

## **Pledges, Minute of Silence, Prayer, and Meditation**

Each day teachers will lead students in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or at any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

# CURRICULUM AND PROGRAMS

## General Curriculum Information

Lorenzo ISD operates a Pre-K—12 program that meets all state curriculum requirements. Campuses are organized by grade level, with separate campuses for elementary (pre-K—grade 5) and secondary school (grades 6-12). The following are the administrators for Lorenzo ISD:

Superintendent - Mrs. Kayla Morrison; Secondary Principal/Federal & State Programs Director - Ms. Jessica Crabb; Elementary Principal/Director of Curriculum & Instruction - Mrs. Mandy Haire; Assistant Principal/Director of Operations: Mr. Tanner Bales

A free full-day pre-kindergarten program is available for children who are at least **four** years old on September 1 and who are **eligible** because:

1. they cannot speak or understand English;
2. they are homeless as defined by federal law;
3. they are educationally disadvantaged;
4. they are the child of an active duty member of the armed forces, including a National Guard member ordered to active duty;
5. they are the child of member of the armed forces, including a National Guard member, who was injured or killed while on active duty;
6. they are or ever have been in the conservatorship of the Department of Family and Protective Services, after an adversary proceeding;
7. is the child of a person eligible for the Star of Texas award (seriously injured in the line of duty) as:
  - a) a peace officer under Section 3106.002, Government Code;
  - b) a firefighter under Section 3106.003, Government Code; or
  - c) an emergency medical first responder under Section 3106.004, Government Code.

If you think your child or children are eligible, please contact the principal. This program is required by law if 15 or more eligible students are identified.

## Structured Physical Activity

In accordance with state law, we have the following policies in place to ensure that all students in elementary school and secondary school engage in the amount and level of physical activity required by the State Board of Education:

According to EHAB (Legal) policy for Lorenzo ISD: A district shall require students in kindergarten through grade 5 to participate in moderate or vigorous daily physical activity for at least 30 minutes throughout the school year, as part of the district's physical education program or through structured activity during a campus's daily recess. Also see: EHAA (Legal) in Lorenzo ISD Policy online. And according to EHAC (Legal), a district shall require students in grades 6-8 to participate in moderate or vigorous daily physical activity for at least 30 minutes for at least four semesters during those grade levels as part of the district's physical education curriculum. For grades 9-12, a student must participate in two of the following: Foundations of Personal Fitness, Adventure/Outdoor Education, Aerobic Activities or Team/Individual Sports.

If a district determines, for any particular grade level, that requiring moderate or vigorous daily physical activity is impractical due to scheduling concerns or other factors, the district may as an alternative require a student in that grade level to participate in moderate or vigorous physical activity for at least 135 minutes during each school week. Annually, the district will assess the physical fitness of student in grade 3 or higher using an assessment instrument adopted by the commissioner of education (TEA). The district shall provide the results of individual student performance on the physical fitness assessment to TEA in a confidential form.

**Parents may request their child's physical fitness assessment result at the end of the school year by a written request to the campus office.**

A district must provide an exemption for a student who is unable to participate in the required physical activity because of illness or disability. Education Code 28.002(l)

## **Special Programs**

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

### **Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services:**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools 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 and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) 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 if 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:** Lorenzo ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment.

*Please contact Mr. Kris Lamm, Special Education Director of East Plain Education Co-op (EPEC) at 806-634-5591, or your principal to receive full information about our special education programs.*

See also the required Notice at the beginning of this Handbook.

**Section 504:** Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your campus principal to receive full information about the school's Section 504 program.

**Bilingual Education/English as a Second Language:** English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your child for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

**Gifted and Talented Students:** Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We



provide a variety of programs, activities, and learning opportunities for these students.

**Accelerated or Intensive Instruction/Students At-Risk:** Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

We will not remove your child from a regularly scheduled class in order to provide remedial tutoring or test preparation if that removal would cause the student to miss the regularly scheduled class more than 10 percent of class time, unless you provide written consent for removal from the class for remedial tutoring or test preparation.

### **Counseling Programs and Services**

The district has a developmental counseling and guidance program. Our school has one or more school counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained school counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and school counselors can also refer students or parents to other sources of assistance.

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school counseling program. For full information, please contact your school principal or school counselor.

### **Testing and Assessment Programs**

The statewide assessment program continues to change, most recently to reduce the number of state assessments required of students. Students and parents will be informed of changes in the program affecting them as those changes are implemented. Secondary students in core curriculum courses will take and generally must pass five end-of-course examinations; students who are unsuccessful on no more than two of those assessments may graduate under a plan

established by an Individual Graduation Committee. Students in grades 3-8 will continue to be assessed using the State of Texas Assessment of Academic Readiness (“STAAR”), but the frequency of testing will be reduced somewhat.

Results of the state examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide and federal accountability systems. There is NO available option under Texas law for students to opt- Please make every effort to have your children at school on state test administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

High school students can get registration and test preparation materials for the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), and the American College Test (ACT) from the school counselor at the high school.

As required by state law, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your child in writing at the end of the school year.

### **Grading and Report Cards**

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teacher is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child’s performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

With the report of grades for the first grading period of the school year, we will inform you of the most recent performance rating of your child’s campus under the state’s Student Achievement Indicator System, along with a definition and explanation of each performance rating.

In the event of a temporary school closure due to a widespread illness or an epidemic, such as COVID-19, the Board of Trustees may amend policies for grading and report cards as necessary.

## **Promotion, Retention, Award of Credit**

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

If your child does not pass the STAAR or EOC examination after the first administration at a grade level, we will provide intensive instruction in your child's area(s) of academic weakness. Contact your principal for more information or see policy EIE (LOCAL).

For grades PK-3, parents may elect in writing for their student to repeat the grade the student was enrolled in during the previous year. If the District disagrees with the parent's election to retain their student in any grade or course, the District shall convene a retention committee meeting to discuss the election. Your student will not be retained if you do not attend the retention committee meeting.

In the event of a temporary school closure due to a widespread illness or an epidemic, such as COVID-19, the Board of Trustees may amend policies for grading and promotion, retention, and award of credit as necessary.

## **Library Facilities, Hours, and Access**

Our school has a library available for student research and study, with resources appropriate for the needs of the grades of all of our students. The library is supervised by a library aide. Students have access to the library during the school day and during posted hours before and after school.

If you have a concern about library materials available to your child, please contact the teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

## **Educational Technology and Acceptable Use**

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director. (See **EFE**)
2. Viewing, posting or distribution of messages that are obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, offensive to others, threatening to others, or illegal, because a significant part of the District's educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position, measure, or proposition. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
4. Viewing or participating in social network sites or chat rooms other than those sponsored and overseen by the District.
5. Tampering with anyone else's computer, files, or e-mail.
6. "Hacking," i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
7. Attempting to change, disable, or destroy District equipment, files, or data or any other user's data or files, including introducing computer viruses into the District's system by any means.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct.
12. Use related to commercial activities or for commercial gain.
13. Advertisement for purchase or sale of a product.

***Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.***

## OF SPECIAL INTEREST TO STUDENTS

### **Extracurricular Activities**

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. All of the academic, athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as well as, cheerleading. Although most extracurricular activities are designed for secondary students, those in grades 6 to 12, we encourage elementary age students to participate in UIL Academic activities and competitions.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced placement or international baccalaureate course or in an honors or dual credit course in English language arts, math, science, social studies, or a language other than English. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Also, per state law, any use of any school facility must be for Lorenzo ISD students only, otherwise, it is misappropriation of State funds. The Lorenzo ISD Ag Farm is available exclusively for Lorenzo ISD students' animals. A facility use form is required to be filled out by the student(s) needing to use this facility. The form is available in Central Office and must be returned for approval.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

### **Drug Testing Program:**

To ensure the health and safety of our student athletes and others who participate in extracurricular activities, we have implemented a random drug testing program. At the time your child expresses an interest in participation in an activity subject to the drug-testing program, you and your child will receive complete information about the program, which is a requirement for participation in affected activities.

Please contact the school principal if you would like more information about this program or see policy FNF (LOCAL).

### **MANDATORY DRUG TESTING PROGRAM**

The District requires drug testing of any student in grades 6-12 who chooses to participate in school-sponsored extracurricular activities. School-sponsored extracurricular activities for which testing is required include football, cross-country, basketball, track and field, golf, and cheerleading. A student participating in these activities will be tested for the presence of illegal drugs and alcohol at the beginning of each school year, and prior to joining an extracurricular program at any time during the school year. In addition, students will be randomly tested throughout the school year.

#### **PURPOSE/OBJECTIVES**

The purposes of the drug-testing program are:

1. To prevent illegal drug and alcohol abuse.
2. To educate students on the serious physical, mental, and emotional harm caused by illegal drug and alcohol abuse.
3. To alert students with possible substance abuse problems to the potential harms of illegal drug and alcohol abuse.
4. To strive for an environment within the district free of illegal drug and alcohol use and abuse.
5. To prevent injury, illness, and harm as a result of illegal drug or alcohol abuse.
6. To give students a valid reason to resist peer pressure to use illegal drugs or alcohol.

#### **DISTRIBUTION OF POLICY**

The District will provide each parent and student a copy of the drug-testing policy, procedures, and consent form prior to the student's participation in an affected activity.

#### **CONSENT**

Before a student is eligible to participate in extracurricular activities the student will be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student's parent or guardian will also sign a consent form. If appropriate consent is not given, the student will not be allowed to participate in extracurricular activities.

#### **USE OF RESULTS**

Drug-testing results will be used only to determine eligibility for participation in extracurricular activities. Positive drug test results will not be used to impose disciplinary sanctions or academic penalties. Nevertheless, nothing in this policy will limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense will be subject to consequences in accordance with the Student Code of Conduct.

#### **CONFIDENTIALITY**

Drug-testing results will be confidential and will be disclosed only to the student, the student's parents, and designated District officials who need the information to administer the drug-testing program. Drug-testing results will not be maintained with a student's academic record. Results will not be otherwise disclosed except as required by law. The Board will contract with a certified drug-testing laboratory to conduct testing of students' biological samples. Testing laboratories will not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

### **SUBSTANCES SUBJECT OF DRUG/ALCOHOL TESTING**

Lorenzo ISD shall not test for medical conditions under this policy. Drug testing may screen for any illegal drugs that the district, in its discretion, may choose, including, but not limited to, the following:

1. Marijuana, cocaine, narcotics, amphetamines, methamphetamines, barbiturates, LSD, PCP;
2. All illegal performance enhancing drugs (i.e. PED's, steroids); and
3. Alcohol

\* The term "illegal drug" means all drugs that an individual may not buy, use, sell, or distribute under Federal or Texas law including prescription drugs for which a student does not have a current prescription. Lorenzo ISD will determine which drugs it will screen for prior to identifying the students that are to be tested.

### **COLLECTION PROCEDURES**

Personnel from the drug-testing laboratory will collect urine, hair, or biological samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student will be escorted to the school's testing site by a District employee and will remain under employee supervision by an employee of the same sex until the student provides the required sample.

### **RANDOM TESTING**

Random tests will be conducted on as many as 6 dates throughout the school year.

No less than 25 percent and no more than 50 percent of the students participating in the program will be randomly selected for each random test date. The drug-testing laboratory will use a random selection method to identify students chosen for random testing. Students will not receive prior notice of the testing date or time.

### **REFUSAL TO TEST OR TAMPERING**

A student who refuses to be tested when selected or who is determined to have tampered with a sample will be deemed to have a positive test result and will be subject to the appropriate consequences depending on previous positive test results, if any. If a student is absent on the day of the random test, a sample will be collected on the next random testing date.

### **CONFIRMATION OF POSITIVE RESULTS**

An initial positive test will be deemed positive. The district will not send the sample for a second test.

The parent or guardian of the student may take the student ON THE SAME DAY of initial testing for a second test. The second test will not be paid for by the school district. The test results, if different from the initial test, must be presented to the Athletic Director or appropriate administrator for the continuation of the student evaluation. All information will be taken into consideration.

Upon receiving the results of a positive drug test, the District will schedule a meeting with the student, the student's parent if the student is under the age of 18, and the coach or sponsor of the extracurricular activity, as applicable, to review the test results and discuss consequences. The student or parent will have 3 school days following the meeting to provide a medical explanation for a positive result.

### **RETESTING**

If the student wishes to return to participation in extracurricular activities after any applicable consequences, the student must be retested at the end of the period of suspension and have a negative

test result. Following that, the student will be retested on the next 3 random test dates so long as the student wishes to participate in extracurricular activities.

### **DRUG ABUSE PREVENTION**

The District will notify the parent and student of drug and alcohol abuse prevention resources available in the area.

### **CONSEQUENCES**

Consequences of positive test results will be cumulative through the student's enrollment in middle school and will begin anew for high school.

### **FIRST OFFENSE**

Upon a first offense of receiving a confirmed positive drug test, a student will be suspended from any extracurricular activity for 30 school days following the date the student and parent are notified of the test results. During the period of suspension, the student may be permitted to participate in practices. **After the first time any participant tests positive, he/she will be removed from the random testing pool and will be tested on each subsequent drug testing for the remainder of the school year.**

### **SECOND OFFENSE**

Upon a second offense of receiving a confirmed positive drug test, a student will be suspended from any extracurricular activity for 60 school days following the date the student and parent are notified of the test results. During the period of suspension, the student **may not** be permitted to participate in practices. Students will be required to seek out a Drug and Alcohol Abuse Program and submit signed attendance forms to the administration for the duration of the program.

### **THIRD OFFENSE**

Upon a third offense of receiving a confirmed positive drug test, a student will be suspended from participation in any extracurricular activity indefinitely. Students will be required to continue Drug and Alcohol Abuse Program and attend with their parent or guardian and submit signed attendance forms to the administration for the duration of the program.

### **END OF SEMESTER SUSPENSIONS**

If a student's suspension from participation in extracurricular activities is not completed by the end of the semester, the student will complete the assigned period of suspension during the following semester or during the first semester of the following school year.

### **APPEALS**

A student or parent may appeal a decision made under this policy in accordance with FNG(LOCAL). The student will be ineligible for participation in extracurricular activities while the appeal is pending.

### **Limited Open Forum:**

Our secondary school has established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees **cannot** be sponsors of these



groups, and adults from outside the school system cannot direct, conduct, control, or regularly attend these meetings. SEE FNAB(Local)

### **Student Publications/Distribution of Materials**

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where nonschool publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute nonschool publications or materials in the classroom or hallways.

Before nonschool materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within two school days after the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students can appeal to the superintendent using the student complaint policy FNG (LOCAL).

### **Parking/Driving at School**

Students driving cars to school are subject to all state and local traffic laws and regulations while they are on school property and must practice courteous and safe driving habits around school - they must have a drivers license. The principal will establish student parking areas, and students **must** park only in those designated areas. Drivers will also be in the random drug testing pool and must drug test to get a parking sticker. All cars on campus must be registered and have a sticker on the windshield.

### **Graduation Plans:**

House Bill 5 in the 83rd Regular Session of the Legislature completely revamped high school graduation requirements and nomenclature. Please contact Lorenzo ISD counselor, Angela Moreno, at 806-634-5591, with any questions you may have on your student's graduation plan.

**Personal Graduation Plan:** If your child is in 6th, 7th or 8th grade and does not perform successfully on any state assessment or if we determine that your child is not likely to receive a high school diploma before the fifth school year following enrollment in the 9th grade, you will be asked to participate in developing a personal graduation plan for your child. That plan will identify your child's education goals and will take into consideration your educational expectations for

your child. Should a personal graduation plan be appropriate for your child, the school counselor and principal will contact you with more specific information.

Every student entering ninth grade or above shall, in consultation with a school counselor and the student's parent(s), develop, confirm, and sign a personal graduation plan indicating the student's choice of graduation plans and endorsements. Each plan shall identify a course of study that promotes college and workforce readiness and career placement and advancement. For more complete information, please contact the high school principal or school counselor.

### **Classification**

Grade level classifications for students in grades 10-12 shall be earned by course credits. All students entering high school for their first year will be classified as a freshman. High school credits earned prior to entering high school will count in students educational record.

Changes in grade level classification shall be made at the beginning of the fall semester, for students in grades 10 - 12. Students keep their classification for the entire year except those students who move to the senior level for graduation purposes.

<b>Classification</b>	<b>Credits</b>
Freshman	Less than 6
Sophomore	6 - 12
Junior	12.5 - 18.5
Senior	19 +

### **Graduation Honors/Class Ranking**

Class rankings are calculated for the first time at the end of the sophomore year. Final rank in class for the purpose of determining the highest ranking graduate, valedictorian, salutatorian, and honor graduates is calculated at the end of the fifth six-week grading period of the senior year. In order to receive this designation a student should have successfully completed the distinguished level of achievement under the Foundation High School Plan.

In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, the Board of Trustees and the Lorenzo ISD administration may amend policies for graduation honors and class ranking as necessary. Under state

law, students who are ranked in the top 10% of their graduating class are generally eligible for automatic admission to all Texas state colleges and universities, including The University of Texas system and the Texas A&M University system. For students eligible to enroll at the University of Texas at Austin during the summer or fall 2019 term, the University will automatically admit all eligible applicants who are within the top 6% of their high school graduating classes. The school counselor will provide more detailed information about this opportunity during a student's first year of high school, including information about eligibility for financial aid. Please contact the school counselor at any time for information.

Rank in class for purposes of determining which students are in the top 10% of their graduating class will be calculated at the end of the 11<sup>th</sup> grade, middle of the 12<sup>th</sup> grade, and at high school graduation. Students will use the latest ranking in relation to their college application deadlines. The number of students in the top 10% for automatic admission to a Texas college will not exceed the mathematical calculation of 10% of the number of students in the graduating class.

We use a weighted grade point system that is designed to recognize the relative difficulty and effort required for the course. The additional grade point/points on the grade are used solely for ranking purposes and will not be reflected in the grades recorded on your child's official transcript or Academic Achievement Record. Classes that are weighted at LISD are: Spanish III, Pre-Calculus and Dual Credit classes: Psychology/Sociology, English 1301/1302, Government/Economics, Instructional Math 1314/1316

**See EIC(Local) & (Legal) in Lorenzo ISD Policy Online for the Weighted Grade System.**

The valedictorian and salutatorian will be the highest and next highest ranking eligible student in the graduating class. Eligible students who complete all requirements in three years, rather than the usual four years, will be ranked for graduation honors with students who have completed requirements in four years. The highest ranking graduate, who will be eligible to receive a scholarship for exemption from the first year of tuition at a state college or university, will be the person who has the highest rank in class, regardless of eligibility for the honor of valedictorian under our policies.

Eligible students whose class ranking places them in the top ten percent of their graduating class will be recognized as Honor Graduates.

### **Graduation Exercises**

Graduation exercises are held at the end of the school year. With one legally required exception, only those students who have completed all state and local

requirements for receiving a diploma, including passing the requisite number of end-of-course examinations or fulfilling requirements established by an Individual Graduation Committee, are eligible to participate in graduation exercises. All students who have completed all graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises.

Official diplomas are not distributed at the graduation ceremony, but must be picked up from the high school administrative office during office hours following the graduation ceremony. In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, the Lorenzo ISD administration may amend procedures for graduation exercises as necessary.

State law requires that we permit a student with disabilities who has completed four years of high school but has not completed all requirements for graduation under the student's individualized program to participate in graduation exercises if he or she wishes. Such students may participate in only one graduation exercise during their high school career.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the rehearsal and ceremony will be removed from the ceremony. Students that have chosen remote virtual learning option during the school year will not be allowed to participate in graduation ceremonies.

Graduating students who are assigned to the district's Disciplinary Alternative Education Program through the end of school year and successfully complete their term of assignment in the DAEP without further disciplinary action may be allowed to take part in graduation ceremonies. That decision rests with the principal and cannot be appealed. See the Student Code of Conduct for additional information.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class and the administration.

### **FAFSA Prerequisite to Graduation**

Before a student can graduate from high school, he/she must complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA). A student will be exempted from this requirement if the student's parent or other person standing in parental relation submits a signed form indicating that the student is authorized to decline to complete and submit the financial aid application. A school counselor, in his/her own discretion, may exempt a student from this requirement. A student may also submit a signed form declining completion of the financial aid application if the student is 18 years of age or older

or the student's disabilities of minority have been removed for general purposes under Chapter 31 of the Texas Family Code. The district has made available to parents and students a standard form for declining completion of the financial aid application.

To confirm that your student has completed and submitted the required applications for FAFSA, your student must provide one of the following:

- Date included in the "FAFSA Process date" field in ApplyTexas Counselor Suite FAFSA data; or
- Notification from USDE that demonstrates a student has completed and submitted a FAFSA, such as an email confirmation of submission; or
- Alternate proof of FAFSA completion that may be provided by a student based on the local policy developed by a district or charter school. Some examples may include:
  - Screenshot of FAFSA submission acknowledgement page
  - Financial aid award letter from an Institution of Higher Learning
  - Other, as established by local policy

To confirm that your student has completed and submitted the required applications for TASFA, your student must provide one of the following:

- *Acknowledgement of receipt from an Institution of Higher Learning;*
- *Copy of signature page;*
- *Screenshot of TASFA submission acknowledgement page (from those institutions that offer an electronic form); or*
- *Other, as established by local policy*

## OF SPECIAL INTEREST TO PARENTS

### Parent Rights

**Academic Programs:** You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

**Teaching Materials:** You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are so expensive that we purchase classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

**Records and Other Information:** As we stated in the "Required Notices" section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on "Questioning Students at School," we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

**Video and Audio Recording:** We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses;
- a purpose related to a co-curricular or extracurricular activity;
- a purpose related to regular classroom instruction;
- video surveillance of special education settings in accordance with Texas Education Code section 29.022; or
- media coverage of the school.

**Psychological Examinations:** We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect. If the examination or test is part of the comprehensive assessment to see if your child needs special education or related services, before we obtain consent, on your request, we will provide you with information about the name and type of examination and how the

examination will be used to develop an appropriate individualized program for your child.

**Exemption from Instruction:** You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child's teacher. However, you are not entitled to remove your child from class or an activity to avoid taking a test, including a state assessment, or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs. Before providing instruction on human sexuality, the prevention of child abuse, family violence, dating violence, and sex trafficking, the District must first obtain written consent from the parent. The written consent for provision of these forms of instruction shall be sent to parents at least 14 days before instruction will begin.

**Campus Performance and Accountability:** We will keep you informed annually of your children's campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding public school choice and transportation at that time. You will receive information with your child's report card for the first reporting period of each year related to the campus performance rating under the state accountability system.

**Classroom Celebrations:** The principal has discretion over whether you or a grandparent may provide a food product of your choice to your child and his or her classmates on the occasion of the child's birthday or for any other school-designated function, such as class parties, bake sales, etc. Such foods **may not be consumed in the cafeteria when normal meals are being served due to possible conflicts with federal nutrition guidelines.** Please inquire before bringing items to the school or your child's class so that any issues with food allergies or disruption to classroom instruction can be addressed and every effort can be made to ensure a successful, positive experience.

**School Marshals:** You may request in writing to be informed in writing whether any school employee at your child's campus is currently also appointed as a school marshal; however, we will not disclose the identity of that person.

## Visiting School

You are welcome to visit your children's schools from time to time; however, you must comply with our policy requiring **all** visitors to go first to the campus office and sign in. We have this policy for the safety of your children and our staff.

Parents and any other person on campus without the principal's knowledge will be considered as trespassers and may be subject to arrest.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

In the event of a temporary school closure due to a widespread illness or epidemic, such as COVID-19, Lorenzo ISD may deliver instruction to its students virtually through a remote learning platform. If you wish to view or attend a virtual learning session, you must first obtain approval of such a request from the campus principal. The principal can limit or restrict the frequency and duration of virtual classroom visits to ensure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the campus office. Unless we have possession of a court document that limits a possessory conservator's (that is, the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

**EVERYONE THAT VISITS OUR SCHOOL MUST CHECK IN WITH THE ELEMENTARY OR SECONDARY CAMPUS' OFFICE UPON ARRIVAL - NO EXCEPTIONS.**

### **Complaint Process**

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.



In general, all parent complaints should be brought initially to the teacher involved or the campus principal within **15** business days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of problem, you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you must put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a written response within **ten** business days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the board of trustees to consider the matter at a future meeting. You must, however, follow our established policies and use our forms.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

### **Student Health Concerns**

We have adopted and enforce policies to ensure that our campuses comply with Texas Department of Agriculture guidelines for restricting student access to vending machines containing foods of minimal nutritional value. Generally, this means that soft drinks and other foods of minimal nutritional value will not be available to elementary students during the school day or to secondary students during any designated meal periods. Lorenzo ISD has NO vending machines on grounds.

As required by state law, we have and enforce prohibitions against student possession and use of tobacco, tobacco products, and e-cigarettes on campuses or at school-sponsored or –related activities. These prohibitions are addressed in the Student Code of Conduct and also in board policy and the employee handbook.

### **Physical and Mental Health Resources**

The district's board policies promoting student physical and mental health may be found online at [district's Policy Online URL]. Some of the relevant Board policies include:

- 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

Lorenzo ISD has a full-time school nurse and full-time school counselor. Parents and students who have physical or mental health concerns may contact the following: Cheryl Norton (School Nurse) and Angela Moreno (School Counselor) at 806-634-5591.

The Student Health Advisory Committee has been merged with the District Site-Based Decision Making Committee into ONE committee called: Superintendent's Advisory Council. This committee will address all health concerns that are required by law for the SHAC committee.

In collaboration with you and, if possible, your child's physician, we will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child's physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

Students with a diagnosed food allergy that places them at risk for anaphylaxis (sudden onset, whole body reaction to an allergen that can involve closing of airways, hives, swelling, irregular heartbeat, wheezing, and other symptoms) shall be cared for in accordance with District policy.

Students are permitted to possess and use over-the-counter sunscreen at school to avoid over-exposure to the sun and over-the-counter insect repellent to prevent mosquito bites, provided that the sunscreen or repellent is not being used for medical treatment of any injury or illness.

### **Lice policy and procedures**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time. Also, when children share things like brushes, combs, hats, scarves and headphones. If a student is found to have head lice and/or nits, a parent or legal guardian will be notified. The student will be dismissed from school to go home for proper treatment. Instructions for proper treatment will be offered to the parent or guardian. Any student with head lice and/or nits (eggs) should treat the hair with a medicated shampoo, closely following the instructions on the label. After shampooing, all lice and nits must be removed. The student will be expected to return to school within twenty-four (24) hours of dismissal. A parent/guardian must accompany the student to be approved for readmission to school. The school nurse will then re-examine the student and if all lice and nits have been removed, the student will be readmitted to school and may return to class. If the treatment is unsatisfactory and all lice and nits are not removed, the student will not be readmitted to school until proper treatment is received. Per law, notice will also be provided to parents of elementary school student in the affected classroom.

More information on head lice can be obtained from DHS website Managing Head Lice.

<http://www.dshs.state.tx.us/schoolhealth/lice.shtm>

### **Student Illness or Injury at School**

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have a school nurse available for our school and an area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you**

**understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. We are authorized to and **do** purchase accident insurance for students who participate in interscholastic athletic practice and competition.

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

### **Administering Medicine at School**

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, **we do not permit students to carry their own medications and self-administer.**

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and a written statement from child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the

prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

We keep commonly used over-the-counter treatments, such as antacids, aspirin, acetaminophen, ibuprofen, antibiotic ointments, and the like in the nurse's office. The Nurse or authorized personnel will administer these medications according to the labeled instructions only if you make a written request to the nurse, providing the same basic information as is required for administering prescription drugs.

If your child has unique medical conditions or any other condition that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

If your child has a food allergy or a severe food allergy that, in your judgment, would require immediate medical attention if the student were exposed to the allergen, we will ask you to disclose that information, including the food to which the child is allergic and the nature of the allergic reaction, at enrollment so that we may take necessary precautions for the child's safety. The information provided is confidential and will be disclosed only to those employees who need the information in order to appropriately care for your child.

### **Lost, Damaged, or Stolen Personal Items**

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

Each campus maintains a "Lost and Found" in the administrative offices; clothing and other items that are turned in as "lost" and not claimed by the end of the school year will be donated to a local charity.

### **Telephone Use/ Cell Phones**

**School telephones are for school business use. Students will be permitted to use school telephones for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction.**

**The Student Code of Conduct prohibits possessing a cellular phone or other electronic devices during the instructional day without**

permission. Any student caught with a phone in the classroom will have it confiscated and the parent will be contacted to come pick up the phone on Fridays between 3:30 - 4:00 in the campus offices.

Parents/Students will be required to pay a \$15 fine after any infraction.

Students will not be allowed to have cell phones with them on campus while at school. They need to be left at home or locked in their lockers and they may only use them to communicate with parents after school. No pictures, videos, or social media may be accessed while on campus. Exceptions will be given only if for health-related daily monitoring if prescribed by a doctor.

If students access phones at their lockers during the school day, they will receive disciplinary consequences and phones will be taken to the front office. Any and all cell phones which are seen or heard during the school day will be in violation of policy, taken up, and parents will be required to pick up the phones between 3:30-4:00 on Fridays only. Data watches are included in this policy.

### **Parent Organizations/Volunteer Opportunities**

At the secondary school, parents have formed booster clubs and organizations to support several types of student activities.

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

### **Transportation Program**

We provide transportation on school buses to and from school for those children who live **more than two** miles away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

## **Authorized Fees**

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- a fee to recover a confiscated cell phone - \$15.00
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials, supplies, or materials that must be returned to the district.
- fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- a fee for student identification cards.
- a fee for school-provided driver training courses.
- a fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
- where applicable, fees for a course taken through the Texas Virtual School Network (TXVSN).
- fees, not more than \$50, for attendance in a program offered outside of regular school hours that allows students who have excessive absences that would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the

fee will not create a financial hardship or discourage the student from attending the program.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

### **Food Service/Free and Reduced-Price Food Program**

We serve a variety of nutritious food for students and faculty members at a nominal cost. **We do not allow foods of minimal nutritional value, as defined by the Federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.**

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, e.g., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact the Director of Food Services at 806-634-5591 or contact your student's campus office.



## Lorenzo ISD: LEA Parent and Family Engagement Policy

### ESSA Section 1116

#### 2022-2023

1. Lorenzo ISD will reach out to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs consistent with the requirements of ESSA Section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. Section 1116 (a)(1)

- **Meet the Teacher**
- **Meet the Hornets**
- **Annual Title I, Part A meetings**
- **GOALS day meeting in October**
- **Spring Open House**
- **Christmas Program**
- **End of Year Awards**
- **Thanksgiving Luncheon**
- **ACE Monthly Family Nights**
- **Bookfair Family Night**

2. Lorenzo ISD receives Title I, Part A funds. Our goal is to plan and implement effective parent and family involvement activities to improve student academic achievement and school performance. Therefore, Lorenzo ISD will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. Section 1116 (a)(2)

- **The policy shall be incorporated into the local educational agency's plan developed under section 1112 (District Improvement Plan-DIP)**
- **The policy will establish the LEA's expectations and objectives for meaningful parent and family involvement.**

- **The Superintendent’s advisory council will meet regularly and will review the PFE policy, but also consider recommendations and make adjustments to continue to meet the needs of the families served by Lorenzo ISD**
- **The PFE will be shared in a variety of ways including but not limited to:**
  - **On the district website**
  - **On PowerPoint presentations on public display during family events**
  - **In the District Student Handbook**
  - **Upon request at any time**

Lorenzo ISD provides translation for all meetings and documentations as needed to support our students and families in Spanish.

All other languages are gladly translated upon request.

3. Lorenzo ISD will: involve parents and family members in jointly developing the local educational agency plan (DIP) under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d). Section 1116 (a)(2)(A)

- **Lorenzo ISD has developed the Superintendent’s advisory committee specifically to include stakeholders from all important aspects of the Lorenzo community to advise, review, and craft the guiding plans and documents necessary to supporting all students and families.**

4. Lorenzo ISD will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency, in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education. Section 1116 (a)(2)(B)

- **Lorenzo ISD proudly partners with CIS to involve families and local community members in activities that boost academic achievement and parental engagement. Examples include:**

- **Family Reading Night**
- **Family Math Night**

- **Family Movie Night**
- **Dinner and Craft Activities**
- **Summer meals with SPFB**
- **Science Spectrum**
- **Other Community and business partners include**
  - **People’s Bank**
  - **Lorenzo Public Library**
  - **Crosby County Extension Agency/4H**
  - **Lorenzo United Methodist Church**
  - **First Baptist Church**
  - **San Lorenzo Catholic Church**
  - **City of Lorenzo**

5. Lorenzo ISD will coordinate and integrate parent and family engagement strategies under Title I, Part A, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; Section 1116 (a)(2)(C) and Section 1116 (e)(4)

· **Lorenzo hosts a variety of events and activities designed specifically to welcome families into the school to enjoy observing and interacting with their children and the staff members who work with them.**

- **Meet the teacher night**
- **Meet the Hornets**
- **GOALS day conferences**
- **Scholastic Book Fair Family Night**
- **Thanksgiving Luncheon**

- **Christmas/Holiday Musical Program**
- **Christmas and Valentine Class Parties**
- **Trunk or Treat**
- **Egg Hunts**
- **Pep Rallies**
- **Graduation Parade**
- **Field Day**
- **Class field trips**
- **Academic and Athletic Award ceremonies**
- **3:00 Birthday celebrations during WIN time**

6. Lorenzo ISD will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying— Section 1116 (a)(2)(D)

- barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
- the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- strategies to support successful school and family interactions;

**At the end of school meeting of the Superintendent’s Advisory Committee meeting, members will review the evaluations and recommendations made for updates and adjustments to the PFE policy.**

7. Lorenzo ISD will use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies; and Section 1116 (a)(2)(E)

· **The Superintendent’s advisory committee will implement the recommended strategies, activities, and programs into subsequent PFE policy updates.**

8. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, Lorenzo ISD shall: Section 1116 (e)(i) Provide assistance to parents of children served by the local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of the parent and family engagement program, and how to monitor a child’s progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)

**Lorenzo ISD assists and supports parents in understanding the TEKS and various curriculum resources in an array of formal and informal settings including, but not limited to:**

- **Goals day meetings**
- **ARD/504 plan meetings**
- **Parent -Teacher Conferences**
- **Tutorial and small group interventions**

(ii) providing materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)

- **Parent/Teacher Conferences**
- **Family Reading Night**
- **Family Math Night**

(iii) educating teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; Section 1116 (e)(3)

· **Lorenzo ISD teachers participate in weekly PLC meetings to continually build capacity for instructional strategies and interventions that allow them to meet the**

**needs of students and communicate them to parents in a way that invites parents to assist their children in meeting their academic goals more fully.**

(iv) ensuring that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; Section 1116 (e)(5)

· **Lorenzo ISD provides translation for all meetings and documentations as needed to support our students and families in Spanish. All other languages will be translated upon request.**

## **Lorenzo ISD: Política de participación de padres y familias de Sección 1116 de la ESSA 2022-2023**

1. Lorenzo ISD se comunicará con todos los padres y miembros de la familia e implementará programas, actividades y procedimientos para la participación de los padres y miembros de la familia en programas consistentes con los requisitos de la Sección 1116 de ESSA. Dichos programas, actividades y procedimientos se planificarán e implementarán con consultas significativas con los padres de los niños participantes. Artículo 1116 (a)(1)

- **Conoce al Profesor**
- **Conoce a los Hornets**
- **Reunión anual del Título I, Parte A**
- **Reunión del día de goals en octubre**
- **Casa Abierta de Primavera**
- **Programa de Navidad**
- **Premios de fin de año**
- **Almuerzo de Acción de Gracias**
- **ACE Noches Familiares Mensuales**

- **Noche Familiar de la Feria del Libro**

2. Lorenzo ISD recibe fondos del Título I, Parte A. Nuestro objetivo es planificar e implementar actividades efectivas de participación de los padres y la familia para mejorar el rendimiento académico y el rendimiento escolar de los estudiantes. Por lo tanto, Lorenzo ISD desarrollará conjuntamente con, acordará y distribuirá a los padres y familiares de los niños participantes una política escrita de participación de los padres y la familia. Artículo 1116 (a)(2)

- **La política se incorporará al plan de la agencia educativa local desarrollado bajo la sección 1112 (Plan de Mejoramiento del Distrito-DIP)**

- **La política establecerá las expectativas y objetivos de la LEA para la participación significativa de los padres y la familia.**

- **El consejo asesor del Superintendente se reunirá regularmente y revisará la política de PFE, pero también considerará recomendaciones y hará ajustes para continuar satisfaciendo las necesidades de las familias atendidas por Lorenzo ISD.**

- **El PFE se compartirá de diversas maneras, que incluyen, entre otras:**

- **En el sitio web del distrito**
- **En presentaciones de PowerPoint durante eventos familiares**
- **En el Manual del Estudiante**
- **A petición en cualquier momento**

Lorenzo ISD proporciona traducción para todas las reuniones y documentación según sea necesario para apoyar a nuestros estudiantes y familias en español.

Todos los demás idiomas con gusto traduciremos a pedido.

3. Lorenzo ISD : involucrará a los padres y miembros de la familia en el desarrollo conjunto del plan de la agencia educativa local (DIP) bajo la sección 1112, y el desarrollo de planes de apoyo y mejora bajo los párrafos (1) y (2) de la sección 1111 (d). Artículo 1116 (a)(2)(A)

- **Lorenzo ISD ha desarrollado el comité asesor del Superintendente específicamente para incluir a las partes interesadas de todos los aspectos importantes de la comunidad de Lorenzo para asesorar, revisar y elaborar los planes de orientación y los documentos necesarios para apoyar a todos los estudiantes y familias.**

4. Lorenzo ISD proporcionará la coordinación, la asistencia técnica y otro tipo de apoyo necesario para ayudar y desarrollar la capacidad de todas las escuelas participantes dentro de la agencia educativa local, en la planificación e implementación de actividades efectivas de participación de padres y familias para mejorar el rendimiento académico y el rendimiento escolar de los estudiantes, que pueden incluir consultas significativas con empleadores, líderes empresariales y organizaciones filantrópicas, o personas con experiencia en involucrar efectivamente a los padres y miembros de la familia en la educación. Artículo 1116 (a)(2)(B)

· **Lorenzo ISD se enorgullece de asociarse con CIS para involucrar a las familias y los miembros de la comunidad local en actividades que impulsan el rendimiento académico y la participación de los padres. Algunos ejemplos son:**

- **Noche de lectura familiar**
- **Noche de Matemáticas en Familia**
- **Noche de cine familiar**
- **Cena y actividades artesanales**
- **Comidas de verano con SPFB**
- **Espectro científico**
- **Otros socios comunitarios y comerciales incluyen**
  - **Banco Popular**
  - **Biblioteca Pública Lorenzo**
  - **Agencia de Extensión del Condado de Crosby/4H**
  - **Iglesia Metodista Unida Lorenzo**
  - **Primera Iglesia Bautista**
  - **Iglesia Católica de San Lorenzo**
  - **Ciudad de Lorenzo**

5. Lorenzo ISD coordinará e integrará las estrategias de participación de los padres y la familia bajo el Título I, Parte A, en la medida en que sea factible y apropiado, con otras



leyes y programas federales, estatales y locales relevantes, incluidos los programas preescolares públicos, y llevará a cabo otras actividades, como centros de recursos para padres, que alienten y apoyen a los padres a participar más plenamente en la educación de sus hijos; Artículo 1116 (a)(2)(C) y Artículo 1116 (e)(4)

· **Lorenzo organiza una variedad de eventos y actividades diseñadas específicamente para dar la bienvenida a las familias a la escuela para disfrutar observando e interactuando con sus hijos y los miembros del personal que trabajan con ellos.**

- Conoce la noche del maestro
- Conoce a los Hornets
- Conferencias del día GOALS
- Noche Familiar de la Feria del Libro Escolar
- Almuerzo de Acción de Gracias
- Programa Musical de Navidad/Vacaciones
- Fiestas de Navidad y San Valentín
- Tronco o golosina
- Caza de huevos
- Pep Rallies
- Desfile de Graduación
- Día de campo
- Excursiones de clase
- Ceremonias de entrega de premios académicos y atléticos
- 3:00 Celebraciones de cumpleaños durante el tiempo WIN

6. Lorenzo ISD llevará a cabo, con la participación significativa de los padres y miembros de la familia, una evaluación anual del contenido y la efectividad de la política de participación de los padres y la familia para mejorar la calidad académica de todas las escuelas atendidas bajo esta parte, incluida la identificación de la Sección 1116 (a) (2) (D)

- barreras a una mayor participación de los padres en las actividades autorizadas por esta sección (con especial atención a los padres que están económicamente desfavorecidos, están discapacitados, tienen un dominio limitado del inglés, tienen una alfabetización limitada o son de cualquier origen racial o étnico minoritario);
- las necesidades de los padres y los miembros de la familia para ayudar con el aprendizaje de sus hijos, incluida la participación con el personal de la escuela y los maestros; y
- estrategias para apoyar el éxito de las interacciones escolares y familiares;

**En la reunión de mayo del Comité Asesor del Superintendente, los miembros revisarán las evaluaciones y recomendaciones hechas para actualizaciones y ajustes a la política de PFE.**

7. Lorenzo ISD utilizará los hallazgos de dicha evaluación para diseñar estrategias basadas en la evidencia para una participación más efectiva de los padres y revisar, si es necesario, las políticas de participación de los padres y la familia; y la Sección 1116 (a) (2) (E)

· **El comité asesor del Superintendente implementará las estrategias, actividades y programas recomendados en las actualizaciones posteriores de la política de PFE.**

8. Para garantizar la participación efectiva de los padres y apoyar una asociación entre la escuela involucrada, los padres y la comunidad para mejorar el rendimiento académico de los estudiantes, Lorenzo ISD deberá: Sección 1116 (e)

i) Prestar asistencia a los padres de los niños atendidos por el organismo educativo local, según proceda, para comprender temas tales como las normas académicas estatales desafiantes, las evaluaciones académicas estatales y locales, los requisitos del programa de participación de los padres y la familia, y la forma de supervisar el progreso de un niño y trabajar con los educadores para mejorar el rendimiento de sus hijos; Artículo 1116 (e)(1)

**Lorenzo ISD ayuda y apoya a los padres en la comprensión de los TEKS y varios recursos curriculares en una variedad de entornos formales e informales que incluyen, entre otros:**

- Reuniones del día de las metas
- Reuniones del plan ARD/504

- **Conferencias de Padres y Maestros**
- **Tutoría e intervenciones en grupos pequeños**

ii) proporcionar materiales y capacitación para ayudar a los padres a trabajar con sus hijos a fin de mejorar los logros de sus hijos, como la alfabetización y el uso de la tecnología (incluida la educación sobre los daños de la piratería del derecho de autor), según proceda, para fomentar la participación de los padres; Artículo 1116 (e)(2)

- **Conferencias de Padres/Maestros**
- **Noche de lectura familiar**
- **Noche de Matemáticas en Familia**

(iii) educar a los maestros, al personal de apoyo educativo especializado, a los directores y otros líderes escolares, y a otro personal, con la asistencia de los padres, en el valor y la utilidad de las contribuciones de los padres, y en cómo llegar, comunicarse y trabajar con los padres como socios iguales, implementar y coordinar programas para padres, y construir lazos entre los padres y la escuela; Artículo 1116 (e)(3)

- **Los maestros de Lorenzo ISD participan en reuniones semanales de PLC para desarrollar continuamente la capacidad de estrategias e intervenciones de instrucción que les permitan satisfacer las necesidades de los estudiantes y comunicarlas a los padres de una manera que invite a los padres a ayudar a sus hijos a alcanzar sus metas académicas de manera más completa.**

(iv) asegurar que la información relacionada con los programas escolares y de padres, reuniones y otras actividades se envíe a los padres de los niños participantes en un formato y, en la medida de lo posible, en un idioma que los padres puedan entender; Artículo 1116 (e)(5)

- Lorenzo ISD proporciona traducción para todas las reuniones y documentación según sea necesario para apoyar a nuestros estudiantes y familias en español. Todos los demás idiomas serán traducidos bajo petición.