

Dear Levelland Intermediate Parents:

I would like to welcome you and your child to Levelland Intermediate. Having the opportunity to work with such great teachers and staff as well as the best students in town is exciting! We have a great team in place to provide your child with the very best education possible. We want every student at L.I.S. to ***“Level Up!”***

It is very important to establish a solid academic foundation, instill high moral character, and assist in building the self-confidence every child needs for success. These are the necessary tools that we intend to provide every child that walks through our halls. ***Every student*** is important at Levelland Intermediate. We have the highest expectations for our students to become productive learners here at L.I.S. With school and community partnership, and most important of all, ***parental support***, we can assist your child in reaching his/her full potential.

Sincerely,

Terri White

Principal, Levelland Intermediate School

GENERAL SCHOOL RULES

LIS doors open at **7:00 a.m.** and all students are to report to the cafeteria upon arrival until 7:30 a.m. Students will be dismissed to the auditorium at 7:30 unless they are eating breakfast. Those students arriving at school after 7:30 a.m. will report to the auditorium. All students eating breakfast will go to the cafeteria. Breakfast will be served until 7:50 a.m. All students will be dismissed to class at 7:50 a.m.

1. Upon arriving on the school grounds, students are under the supervision of all teachers and school personnel; therefore, students may not leave the school without permission from the office.
2. Permission from the principal is required in order for a student to leave campus.
3. Students must bring a written statement signed by the parent to the office explaining the reason for leaving school and the time the student should be dismissed.
4. An absence will not be excused if a student leaves school without properly checking out.
5. Students must sign out in the office before leaving the building during school hours for any reason.
6. When a student boards a school bus or steps on campus, that student is considered in school and must check out through the attendance office even if the first period has not begun.
7. Students are not permitted out of class during class unless the student is with a teacher or has a hall pass.
8. Announcements begin at 7:55 a.m. and students must be in class by 7:55 a.m. Later arrivals are tardy. Excessive tardies are considered discipline situations and will be referred to the office.
9. Any discipline situation that makes it to the office will be delineated to the parent through the use of a discipline form. The discipline situation that is contained in the classroom may or may not be relayed to parents.

PERFECT ATTENDANCE

To be eligible for perfect attendance a student must be present in each class all day. Students placed in isolation for disciplinary reasons are ineligible for perfect attendance.

ATTENDANCE PROCEDURES

It is important to develop procedures for keeping up with student attendance as our district funding is tied to attendance. It is also important due to the compulsory attendance law that requires students to be in school 90% of the number of days in each semester. Students at Levelland Intermediate are evaluated each six weeks in regard to attendance. Students could be asked to attend Saturday School to make up the days that they miss due to excessive numbers of days missed. Saturday school is not a punishment. Attending Saturday School is an opportunity for students to make up missed days and maintain credit in passed courses. School credit may be denied if this standard is not met. Due to this important situation, the following procedures have been established for

Levelland Intermediate to aid in our attempt to process students as well as help insure that students are attending school appropriately.

1. Attendance is taken every class period throughout the day and reported daily at 10:00 a.m. to the state. If a student is not present during attendance time they will be counted absent for the classes missed. If a student misses, a written explanation for the absence is required within one week from the day of the absence.
2. If a student is to be absent, the student's parent/guardian should call the school the morning of the absence and inform the office of the absence and the reason for the absence. At that time the office will remind the caller that a note is needed upon return to aid in documenting the reason for the absence.
3. Students who call in on the day of the absence will not need an absence slip for class upon their return. They will need to turn in a note regarding their absence.
4. Students who do not call need to bring a note from parents/guardians upon return to school. These students will also be required to acquire an absence slip to take to class each period for teacher signatures.
5. **PLEASE NOTE:** students who return from an absence without a note will receive an **unexcused** absence until the office is notified from home regarding the absence. A note must be brought in order to change the absence to **excused**. Once the absence has been changed, another absence slip will be given in order to inform teachers of the change. It is easy to see that following the appropriate procedure takes much of the burden of being absent off of the student.

LEVELLAND ISD Student Dress Code

Introduction/Purpose:

This dress code is intended to: (1) teach students grooming and hygiene; (2) create and maintain a respectful and positive learning environment; (3) prevent the disruption, interference with, or detraction from the educational environment and school activities; and (4) minimize health and safety hazards.

Students and parents share responsibility for complying with the District's dress code and should be aware of dress code provisions.

Enforcement:

Teachers and administrators have the authority to enforce the dress code.

Note: This dress code provides guidance regarding common situations but cannot cover every style of dress and specific situations that may arise. The District reserves the right to prohibit any clothing or grooming style that the administration determines to be reasonably expected to pose a health or safety hazard or to cause substantial disruption of, distraction from, or interference with general school

operations. In addition, extracurricular programs may have additional requirements or guidelines for students participating in those programs.

Violations:

If a student fails to comply with the dress code, the campus administrator will request that the student make the appropriate corrections. This may include changing into clothing provided by the school.

If the student refuses to make the appropriate corrections, the student's parent/guardian will be contacted for assistance in making the necessary corrections. If both the student and parent/guardian refuse, the student will be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Repeated violations of the dress code will result in more serious disciplinary action. In all cases, appropriate disciplinary action will be administered in compliance with the Student Code of Conduct.

Dress and Grooming Guidelines:

I. General Guidelines

The following items are prohibited:

1. Articles of clothing with pictures, emblems, symbols, slogans, or writings that are lewd, offensive, vulgar, obscene, contain sexual innuendoes, or cause disruption to the educational process are prohibited (e.g., "I heart boobies").
2. Articles of clothing that advertise or depict tobacco products, alcoholic beverages, drugs, controlled substances, sexually oriented products, or other outlawed items are prohibited.
3. See-through attire is unacceptable unless an article of clothing is worn underneath the garment that complies with the dress code. At no time should undergarments be visible
4. Any clothing with holes or frays exposing skin above mid-thigh is prohibited.
5. Students may not wear boxers, pajamas, or other sleepwear as outerwear [except on campus approved days].
6. All articles of clothing must be worn as it is designed to be worn (i.e. not backwards or inside out) [except on campus approved days].

II. Shirts and Dress Tops

1. Shirts must be worn at all times while in the classroom, on school grounds, or at school-related or school-sponsored events.
2. Shirts and dress tops must have sleeves that extend to the shoulders of the student (No tank tops, muscle shirts, or cut-off sleeves).

3. Shirts and dress tops may not fall more than two inches below the collar bone unless another code-compliant top is worn underneath.
4. The back of shirts and dress tops will be no lower than the top of the armpits.
5. Armholes may not show undergarments.
6. Undergarments should not be visible.
7. Shirts with a uniform length will not have to be tucked into pants as long as the length of the shirt is not longer than the wrist area of the arm when the arm is down by the student's side. All shirts with non-uniform length or shirrtails must be tucked into pants.
8. Shirts must be long enough to cover the midriff, even when arms are raised over the student's head.
9. Leotards, and tube tops are prohibited.

III. Pants, Shorts, Capris, Skirts, Skorts, or Dresses

1. Shorts, skirts, skorts, or dresses must reach mid-thigh or longer. The same standard applies to slits or slashes in skirts or dresses.
2. All must fit over the hips at the waist.
3. Undergarments should not be visible.
4. Pants may not sag or bag at the waist.
5. No baggy or sagging oversized clothing is allowed.
6. Leggings will be allowed for 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.
7. Biker shorts are prohibited.

IV. Footwear

1. For reasons of health and safety, shoes must be worn at all times.
2. The following footwear is prohibited due to health or safety concerns:
 - a. House shoes.
 - b. Roller shoes.
 - c. Steel toe shoes.
3. Certain classes require students to wear certain types of footwear. For example, athletic shoes are required for physical education classes and closed toe shoes may be required for science/chemistry.

V. Hair and Head Wear

1. Hairstyles or designs that are disruptive or distracting to the school environment are prohibited (i.e. mohawks, rattails, dreadlocks, patterns or shavings in the hair, or spikes).

2. Hair must be of a natural hair color.
3. Notching of the eyebrows is prohibited.

Males:

- a. Hair will not fall below the top of the eyebrow. Hair length on the sides or back of the head will not be longer than the top of the shirt collar.
 - b. Sideburns may not exceed the bottom of the earlobe.
 - c. Males may not wear any length of ponytails or braids.
 - d. Afro hairstyles may not exceed more than three inches.
 - e. Full beards are prohibited. Mustaches and goatees must be neatly trimmed.
4. Hats, caps, sweatbands, scarves, bandanas, visors, or other head coverings are prohibited in the classroom or school building except on approved occasions.
 5. Hair curlers or hair rollers are prohibited.
 6. Students may not wear hair picks, combs, or brushes in their hair.

VI. Jewelry and Accessories

1. Earrings may not be worn by male students.
2. Earrings are permitted for females only. Earrings include clip earrings, pierced earrings or studs, or any item used as a post in a pierced ear.
3. Facial piercing of any kind is prohibited.
4. Tongue rings or studs are prohibited.
5. Studded and spiked jewelry (i.e. dog collars) is prohibited.
6. Jewelry that causes a distraction or that could be dangerous to the student or other individuals is prohibited (i.e. necklaces made out of safety pins and chain links).
7. Pocket or wallet chains are prohibited due to safety concerns.
8. Mouth grills or mouth pieces that are worn over a student's teeth that serve only a decorative purpose are prohibited.
9. Tattoos that are lewd, vulgar, or depict profanity or prohibited items (i.e. alcohol, drugs, or tobacco products) must be covered at all times while in the classroom, on school grounds, or at school activities or school sponsored events.
10. Contacts that are an unnatural eye color (i.e. purple), "Wild Eye" contacts, or contacts that alter the normal shape and look of the pupil are prohibited.
11. Sunglasses or other eyewear that is not for a medical reason is prohibited from being worn inside school buildings [except on campus approved days].

VII. Coats or Winter Weather Attire

1. All winter weather attire must comply with dress code provisions.

VIII. Exceptions to Dress Code:

1. Medical conditions may qualify for an exception from certain dress and grooming policies. However, any exceptions must receive prior approval by the campus administrator and be supported by documentation from a physician.
2. Certain recognized religious or spiritual beliefs may qualify for an exception from provisions of the dress code. However, any exceptions must receive prior approval by the campus administrator.
3. Certain extracurricular activities or events (i.e.: prom, banquets) may qualify students for an exception, when appropriate, from provisions of the dress code. However, any exceptions to the dress code must receive prior approval by the campus administrator.

Any questions about the dress code or whether or not specific items of clothing are permitted, should be addressed to the campus administrator or the Director of Administrative Services and Personnel at 894-9628.

TUTORIALS

Tutoring will be available for students. Each team establishes tutorials for their students as appropriate for each setting.

MAKE UP WORK

It is the responsibility of the student to make up any work missed due to absence or tardy. Each student will have the number of days that were absent plus one additional day to make up work. Arrangements should be made with teachers for make up work as soon as the student returns to school and preferably before the absence has taken place.

HOMEWORK POLICY

Home study is a part of each student's schoolwork. It is expected that students complete all homework that is assigned to the best of each student's ability. Each team will have policies to insure that homework is done and done in a quality manner.

BUS POLICY

Students that qualify are allowed to participate in the LISD busing program. This is a privilege and convenience for those students who qualify. Once the student is on the bus, the student is considered to be at school and is responsible for his/her behavior in line with school policies. The bus driver is in charge and students are to obey the LISD bus policies and regulations. Failure to follow such rules will result in loss of the privilege of riding the bus.

LIBRARY

Levelland Intermediate School Library contains a fine collection of books and other materials for students' use. Students are expected to use this important part of our school. Students are also expected to follow all rules of the library.

1. Library hours are from 8:00 a.m.-3:45 p.m. daily.
2. Students may check out no more than two books at a time.

PERSONAL BELONGINGS

Students are responsible for loss or damage to personal property that they bring to school. It is encouraged that students only bring items to school that are necessary for their class activities. In the event of lost items, students should inquire in the attendance office where a Lost and Found area is provided. Any item found should be turned in to the attendance office to help students retrieve these items. Items left in Lost and Found will be kept for six weeks and then discarded.

CHANGING SCHOOLS

In order to withdraw from school, it is required that a parent comes to school and request that a student be withdrawn. On the student's last full day, he/she should obtain a withdrawal form from the principal's office and have the form filled out by his/her teachers. All schoolbooks and school property should be returned along with all fines and charges being paid. At the end of the student's last day, he/she should return the form to the principal's office for final clearance.

LEVELLAND INTERMEDIATE STAFF

Each person at Levelland Intermediate is there to help students. If a student needs help to solve a problem or to just talk to someone, our Levelland Intermediate team is there to provide that help or just to listen. Each student is encouraged to seek that help as needed.

SCHOOL TIME

School begins at 8:00 a.m. and dismisses at 3:30 p.m. Only students under teacher supervision will be permitted in a classroom prior to 8:00 a.m. or after 3:30 p.m.

Students are not under teacher supervision after 3:45 p.m. It is encouraged that parents make arrangements to have their children off campus as soon as possible in the afternoon. This is important to insure both the security of this campus and the safety of students left unattended.

VISITORS

Visitors are always welcome at Levelland Intermediate, especially parents. For security reasons, we do ask that **all visitors report to the office** and let us help in attaining what you need. We ask that no visitor go to a classroom without permission from the office. Our teachers are instructed not to allow anyone who is not school personnel access to students without notification from the office. This is not a reflection on any parent or visitor; it is a necessary safety precaution we exercise for our students.

PARENT/TEACHER CONFERENCES

All parents are encouraged to meet with their children's teachers. Appointments for scheduled conferences with the Team teachers can be made by calling the school office.

SCHOOL HEALTH POLICY

If an illness or injury occurs while at school, the student is to report to a teacher immediately. Medication may be administered to a student at school or during school-sponsored events only under the following conditions:

1. A written request to administer the medication, signed by the parent or guardian, must be on file at the school.
2. All medication must be in its original container and properly labeled. Only prescription medication can be administered and in the manner by which the prescription calls for it to be administered. If the medication time frames allow, the medication should be given at home.

SIGNING OUT

To allow a student to be released from school during the school hours, **parents must come to the office to sign out their child**. This is a safety precaution that helps to insure that students are leaving with the appropriate people.

LEVELLAND INTERMEDIATE PHONE NUMBERS

PRINCIPAL'S OFFICE
FAX

894-3060
894-8957

