

Levelland High School



Student Handbook

2017-2018

Revised August 1, 2017

PREFACE

To Students and Parents:

Welcome to school year 2017-2018! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Levelland High School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term –the student’s parent is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Levelland Independent School District’s *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found at <http://www.levelland.isd.tenet.edu/docs/1-ParentStudentHandbook.pdf>

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the principal’s office.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review online at <http://www.tasb.org/policy/pol/private/110902/>

INFORMATION FOR STUDENTS AND PARENTS

The following topics contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school office at 894-8515.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed in the following:

Compulsory Attendance

State law requires that a student between the ages of six and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [Education Code 37.107] School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed -accelerated instruction by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See TEC 25.093 & Ch. 65 TFC]

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered regardless of whether the student's absences are excused or unexcused. [See FEA] *Atty. Gen. Op. JC-0398 (2001)* A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).] **If a student is absent during a school day for a doctor's appointment, but attends 1 or more periods of that day and has a doctor's note the student will be given a Medical absence.**

When an Absence is Necessary

1. When a student will be absent, the student's parent/guardian should call the attendance office at **894-8515 extension 4218** the morning of the absence and inform the office of the absence and the reason for the absence.
2. Students whose parents do not call in will receive an **unexcused** absence until a call from the parent/guardian is received or a note indicating the reason for the absence from the doctor or parent/guardian.
3. If a student is absent from school, and goes to work on the day of his/her absence, the absence will be counted as unexcused.

Unexcused Absence

A student who is absent from school for any reason that does not meet the appropriate contact/documentation requirements for an –excused absence will receive an –unexcused absence.

Sec. 25.095. Warning Notice.

- A. A school district shall notify a student’s parent in writing, if, in a four week period, the student has been absent without an excuse three or more times for any part of the day, but less than 10 or more days or parts of days in a six-month period (TEC 25.0915):
 1. the student’s parent is subject to prosecution under Section 25.093; and
 2. the student is subject to prosecution under TFC 65.003.
- B. Notice is not required under this section if the student is a party to a juvenile court proceeding for conduct described by Section 51.03(b)(2), Family Code.
- C. The fact that a parent did not receive a notice under this section does not create a defense to prosecution under Section 25.093 or 25.094.
- D. In this section, –parent includes a person standing in parental relation.

ACADEMIC DISHONESTY

If a student is caught cheating:

The student will receive a grade of zero with the additional consequence of disciplinary action as determined by campus administration.

ARRIVAL

Upon arrival at school (on school grounds), students are under the supervision of all teachers and school personnel; therefore, students may not leave the campus without permission from the school office.

AUTOMOBILES ON CAMPUS

All students who drive to school **must park in the designated high school student parking lot. All cars on campus must exhibit a Levelland High School parking sticker (for the current school year) placed precisely on the back upper driver’s side part of the window.** These parking stickers are **free to students that are licensed drivers.** Students will be allowed only one parking sticker per vehicle. **All cars are subject to search.** Vehicles will be checked for parking stickers on a regular basis. On the first violation a warning ticket will be issued. Multiple violations may lead to the vehicle being towed at the owner's expense. Cars must be parked and locked when brought on campus. **Students may not go to their car during class time without permission from the principal or assistant principal.** Cruising on campus is strictly prohibited.

BUS STUDENTS

Bus students are expected to conduct themselves in the same manner they would in a classroom. Students may lose the privilege of riding the bus for acts of misconduct on a bus or in a bus loading area.

CHECKING IN OR OUT OF SCHOOL DURING THE DAY

A student who is late to school or who must leave school must sign in or out in the office with acknowledgment by the attendance clerk or administrator. In order for the student to receive authorization to leave school, a parent/guardian must sign out their student in order for the student to leave campus. A student who leaves campus without the approval from the office will be considered **truant** from school and will receive an unexcused absence for each class missed. Discipline measures will also be administered (students who work or have an off period are exempt from the above procedure when they are assigned off-campus).

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

The District shall include in the calculation of class rank semester grades earned in all high school credit courses regardless of when the credit was earned, unless excluded below:

The calculation of class rank shall exclude grades earned in or by physical education; athletics; cheerleading; a local credit course; a course for which a pass/fail grade is assigned; credit by examination, with or without prior instruction; courses substituted for physical education; and summer school taken to regain credit. A SPC grade of over 100 on a dual credit class will only be calculated as a 100. Also Spring Semester dual credit course grades will not be calculated into a Senior student's final GPA.

The District shall categorize and weight courses as Advanced and Regular in accordance with provisions of this policy. Eligible Advanced Placement (AP), Pre-AP, and dual credit courses designated in the student handbook shall be categorized and weighted as Advanced courses. All other eligible courses shall be designated as Regular courses.

Eligible AP and dual credit courses designated in the student handbook shall be categorized and weighted as Advanced courses. Eligible Pre-AP courses designated in the student handbook shall be categorized and weighted as Pre-Advanced courses. All other eligible courses shall be designated as Regular courses. The District shall assign weights to passing semester grades and shall calculate a weighted numerical grade average in accordance with the following scale:

| Category | Weight |
|-----------------|---------------|
| Advanced | plus ten |
| Pre-Advanced | plus five |
| Regular | plus zero |

The District shall record unweighted numerical grades on student transcripts.

When a student transfers grades for properly documented courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District if the same courses are offered to the same class of students in the District.

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for this purpose.

For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. [See EIC(LEGAL)]

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively.

To be eligible for such recognition, a student must:

1. Have been continuously enrolled in the District high school for the four semesters immediately preceding graduation;
2. Have completed Foundation program with at least one endorsement for graduation; and
3. Be graduating after exactly eight semesters of enrollment in high school.

In case of a tie in weighted numerical grade averages after calculation to the sixth decimal place, the District shall recognize all students involved in the tie as sharing the honor and title.

Beginning with students who entered grade 9 in the 2014–2015 school year, the District shall recognize as a high honor graduate the top 20 students who have:

1. Completed the foundation program with an endorsement or the foundation program with the distinguished level of achievement for graduation;
2. Completed eight AP, pre-AP, or dual credit courses; and
3. Earned all course credit through standard course acquisition methods. *Revised June 14, 2014*



Levelland HS

2017-2018

Regular Bell Schedule

| | |
|-----|-------------|
| 1st | 8:00-8:50 |
| 2nd | 8:54-9:44 |
| 3rd | 9:48-10:43 |
| 4th | 10:47-11:37 |
| 5th | 11:41-1:17 |

| |
|----------------|
| <u>Lunches</u> |
|----------------|

| |
|---------------|
| A 11:37-12:23 |
|---------------|

| |
|--------------|
| B 12:31-1:17 |
|--------------|

| | |
|-----|-----------|
| 6th | 1:21-2:12 |
| 7th | 2:16-3:06 |
| 8th | 3:10-4:00 |



Levelland HS

2017-2018

Wednesday Bell Schedule

| | |
|-----------------|-------------|
| PLC/Remediation | 8:00-8:50 |
| 1st | 8:54-9:36 |
| 2nd | 9:40-10:22 |
| 3rd | 10:26-11:13 |
| 4th | 11:17-11:59 |
| 5th | 12:03-1:39 |

| | |
|----------------|-------------|
| <u>Lunches</u> | |
| A | 11:59-12:45 |
| B | 12:53-1:39 |

| | |
|-----|-----------|
| 6th | 1:43-2:26 |
| 7th | 2:30-3:13 |
| 8th | 3:17-4:00 |

Levelland High School

Pep Rally

Bell Schedule

| | |
|-----------|-------------|
| 1st | 8:00-8:45 |
| 2nd | 8:49-9:34 |
| 3rd | 9:38-10:23 |
| Pep Rally | 10:30-11:05 |
| 4th | 11:09-11:54 |
| 5th | 11:59-1:30 |

Lunches

| | |
|---|-------------|
| A | 11:54-12:39 |
| B | 12:45-1:30 |

| | |
|-----|-----------|
| 6th | 1:34-2:19 |
| 7th | 2:23-3:09 |
| 8th | 3:13-4:00 |

Levelland High

School

Early Out

Bell Schedule

| | |
|-----|-------------|
| 1st | 8:00-8:30 |
| 2nd | 8:34-9:04 |
| 3rd | 9:08-9:43 |
| 4th | 9:47-10:17 |
| 5th | 10:21-10:51 |
| 6th | 10:55-11:25 |
| 7th | 11:29-11:59 |
| 8th | 12:03-12:30 |

COLLEGE DAY

Students in the 11th and 12th grades will be allowed to visit a college, university, or equivalent provided prior arrangements are made with the Assistant Principal and Counselors. Young siblings that also attend High School and are accompanying the older student on the visit will also be excused with the Principal's approval. A brief letter from parents stating the purpose, date, and college or equivalent to be visited will be required. **Students will be limited to two excused college visit.**

CORRESPONDENCE COURSES

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation. These courses may be taken through Texas Tech University following counselor approval. Students may not earn more than two credits toward the required graduation requirements by taking correspondence and online courses.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 9 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should come by the counselors' office area.

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus office.

Revised August 1, 2014

CREDIT RECOVERY

Credit Recovery will be available for students that have failed a course(s) or have been denied credit because of attendance **Monday through Thursday from 4pm to 6pm and Saturday 8 am to 12 noon.** *Revised June 17, 2015*

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

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]. *Revised August 1, 2014*

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, racer back 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 must be long enough to cover the midriff, even when arms are raised over the student's head.
8. Spandex tops, 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. **Running shorts or Nike style shorts are prohibited.**
3. All pants, shorts, capris, skirts, skorts must fit over the hips at the waist.
4. Undergarments should not be visible.
5. Pants may not sag or bag at the waist.
6. **No baggy or sagging oversized clothing is allowed.**
7. Tight or form fitting stretch pants, or leggings may be worn under a skirt, dress, skort, or shirt/top that reaches mid-thigh or longer .
8. Spandex material and 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 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 3 inches
- e. **Full beards are prohibited. Mustaches/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.**
- 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.**
- Tongue rings or studs are prohibited.
- Studded and spiked jewelry (i.e. dog collars) is prohibited. Tapers are also prohibited.
- 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).
- Pocket or wallet chains are prohibited due to safety concerns.
- Mouth grills or mouth pieces that are worn over a student's teeth that serve only a decorative purpose are prohibited.
- 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.
- 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.
- 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

All winter weather attire must comply with dress code provisions.

VIII. Exceptions to Dress Code:

- 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.
- 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.
- Certain extracurricular activities or events 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.
- Sponsors and/or coaches of extracurricular activities may require more strenuous rules regarding hair and facial hair.

Steps will be taken to correct dress code violations. This could include students wearing school- issued clothing. Consequences will be assigned to students for repeat offenses.

The principal or assistant principal (campus administrator) will make the final decision as to the appropriateness of a student's attire and grooming. *Revised June 17, 2015*

ELECTRONIC DEVICES

Students **are not permitted** to use electronic devices while at school. A fee of \$ 15.00 will be required to collect each confiscated item.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior and dress—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. [For further information, see policies at FM and FO.]

HOMEBOUND INSTRUCTION

Students receiving Homebound Instruction will not be allowed to attend extracurricular activities. A request for homebound students to attend extracurricular activities must be presented to the campus administrator and approved by the administrator and the placement committee.

FIRE ALARM POLICY

Penal Code 42.06: Tampering with a fire alarm or false reporting of a fire in a public school states: a person commits an offense if he/she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he/she knows is false or baseless and that would ordinarily:

1. cause action by an official or volunteer agency organized to deal with emergencies;
2. place a person in fear of imminent serious bodily injury; or
3. prevent or interrupt the occupation of a building, room, place to which the public has access.

An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public primary or secondary school in which event the offense is a state jail felony.

Punishment: \$10,000.00 fine and 180 days to two (2) years in jail. If an emergency vehicle is responding to a false alarm and someone is injured or killed, the fine and jail term are doubled.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of years they have attended High School:

| Years Attended | Classification |
|----------------|----------------------|
| 2nd | Grade 10 (Sophomore) |
| 3rd | Grade 11 (Junior) |
| 4th | Grade 12 (Senior) |

Students returning after four years of High School will be referred as 5th year Seniors.

GRADING GUIDELINES

In grades 9–12, achievement is reported to parents in a numerical format where no grade below a 70 shall be considered passing. Students not maintaining a passing grade shall be required to attend academic tutorials. Progress reports will be sent home following the 3rd week of each six weeks and report cards will be sent home following the conclusion of each six weeks period.

According to District grading policy, teachers are required to assign a grade that reflects the student's relative mastery of an assignment; teachers are not required to assign a minimum grade for an assignment without regard to the student's quality of work; and may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. Parent/teacher conferences are encouraged.

SECONDARY GRADING PROCEDURES

For definition purposes, secondary schools shall consist of grades 6 through 8 at middle school and grades 9 through 12 at high school.

1. Since daily work and daily growth should be stressed, the daily grade of a student should represent at least 50 percent of the report card grade given at the end of the six week period. The remaining percent shall include a minimum of two major grades. No one grade, daily or major, may count more than 25 percent of the total grade.
2. In grades 6-12, the district shall report grades to parents as numerical grades for approved courses. The conversion table for grades is:

| | |
|-------------|--------------|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 69 or below | F or failing |

3. Each six weeks grading period, ten to fourteen grades (a minimum of two grades each week) on daily work shall be recorded in the gradebook for subjects taught daily.
4. In grades 6-12, the actual grade on the semester exam shall compromise ten percent of the semester grade. Each six week's grade shall be counted as thirty percent of the semester grade.

A yearly average in grades 6-8 is determined for courses by averaging first and second semester grades. Averages for coursework in grades 9-12 are computed as a semester average.

5. Courses Counting for Graduation Credit:

The District shall award credit for a full-session high school course on a term-by-term basis. In a full-session course, one credit shall be awarded at the end of the second semester of each school year, provided a student passes both semesters or attains a combined average of 70 or above for the two semester. If a student passes one semester but fails the other semester, credit shall be awarded for the semester passes. EI(Local)

FINAL EXAM EXEMPTION POLICY: Rules for Exemptions

1. 90 and 2 absences
2. 85 and 1 absence
3. There will be no early release; all students must stay in class the entire time.
4. All fines must be clear, (library, cafeteria, textbooks, etc.).
5. All students' work schedules will accommodate the LHS Exam Schedule. (No exams will be given early because of student's work schedule.)

The **ONLY** excused absences for final exam exemptions are board approved, EXA, and medical.

Revised August 1, 2014

GRADUATION PLAN

To graduate, a student must complete the courses required by the District in addition to those mandated by the state. Students enrolled in high school prior to the 2014–15 school year may graduate under state programs other than the foundation program, including the Minimum Program, the Recommended Program, and the Advanced/Distinguished Achievement Program. The courses required for each of these programs shall be listed in appropriate publications. The District credit requirements under these programs are listed below.

The District requires no additional credits for graduation under the Minimum Program beyond the number mandated by the state. The District requires no additional credits for graduation under the Recommended Program beyond the number mandated by the state. The District requires no additional credits for graduation under the Advanced/Distinguished Achievement Program beyond the number mandated by the state.

The District shall offer up to 3 credits of reading for state graduation credit. The Superintendent or designee shall be responsible for establishing procedures to assess individual student needs and evaluate student progress and shall monitor instructional activities to ensure that student needs are met. Students shall be identified as eligible to earn reading credit based on:

1. Recommendation by a teacher or counselor.
2. Scores on assessment instruments and/or achievement tests.

The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications. The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules. The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement. The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with the distinguished level of achievement.

To the extent permitted by state rules applicable to the student's graduation program, the District shall award state graduation credit in fine arts for participation in an approved community-based fine arts program. To the extent permitted by state rules applicable to the student's graduation program, the District shall award state graduation credit in physical education for participation in approved activities and elective courses. The District shall award state graduation credit for physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the Commissioner of Education. [See also EHAC] Revised June 2014

HAZING

Hazing of any student on or off school property is prohibited, whether conducted by school or non-school organizations. No initiations may be held outside of school organizations regular meetings. Any initiations, which involve the slightest element of physical danger or poor taste, are not permitted.

HEALTH-RELATED MATTERS

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. An offense under this section is punishable by a fine not to exceed \$250.

HOMEWORK/LATE ASSIGNMENTS

All work assigned by a teacher is due at the next class meeting unless the student is absent. The assignment will be considered LATE WORK and will be evaluated according to the LATE WORK POLICY (see below). A student will be dismissed from his/her obligation on any day that the work is completed and turned in to the teacher.

Teachers are reminded that the grade penalty does not apply to excused absences unless the student does not complete the work in the time agreed to by the teacher. At that time the work is considered LATE and the policy shall be applied. Points deducted for LATE WORK under this policy are as follows:

- 1 day late= minus 10 points and teacher has the option to assign tutorials.
- 2 days late= minus 20 points and teacher assigns mandatory tutorials.
- 3 days late= minus 30 points and teacher submits an **office referral** resulting in detention.

Revised August 1, 2014

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

Students absent from school will have the total number of days associated with the absence from school plus one day to turn in make-up work. Parents may call the attendance secretary to report an absence or to request make-up work.

IN-SCHOOL SUSPENSION (ISS)

Students assigned to In-School Suspension (ISS) will serve an extended day, 7:00 a.m. - 4:00 p.m. or 8:00 a.m. - 5:00 p.m. **Upon a student's 6th day in ISS their extended day is 7:00 a.m. - to 5:00 p.m. or 8:00 a.m. to 6:00 p.m.**

Revised August 1, 2017

DAEP or In-School Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL).] Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

LOCKERS

Lockers **will not** be issued to students

MESSAGES

In order to prevent classroom interruptions, only emergency messages (as determined by administration) will be delivered to students. Flowers, balloons, etc. **will not** be delivered to classrooms.

PARENT INVOLVEMENT POLICY

It is our belief at Levelland High School that parental involvement in the educational process is essential for student and campus success. A strong partnership and regular communication are needed between parents and staff. Progress reports, report cards, campus website information, and our parent club are all in place to improve communication. Our parent club is organized in a manner that promotes the academics of our school through recognition events, parent programs, and monthly meetings. Parent involvement takes on many varied and diverse forms, and we want to promote and encourage this valuable relationship to its fullest potential.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student **will not be released** from school at times other than at the end of the school day.

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. **LHS students may not sign out younger siblings or other students to leave the campus.**

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

SAFETY

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the ***Student Code of Conduct***, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child. Information about the insurance can be found on the LISD district website under the ***Information*** tab. Students taking shop classes are encouraged to purchase school insurance. **School insurance will cover only what the family policy does not cover.**

Drills: Fire, Tornado, and Other Emergencies:

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Evacuation Maps should be posted in a prominent place in every classroom.

Fire

A message over the PA will prompt you to evacuate the building and go to your assigned safe area outside the building. Return to class upon Administrators all clear announcement.

Tornado

A message over the PA will prompt you to quietly but quickly go to the designated safe location you have been assigned. Return to class when a message over the PA announces the all clear.

Lockdown

A message over the PA will announce "there is an intruder in the building." Lock your classroom door, and turn off the lights. Move students away from the door and remain silent until the all clear is announced.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

SCHEDULE CHANGES

Schedule changes after the first day of school will be made with administrative approval only, unless there is a need to balance classes or a student is scheduled in the wrong class. **There will be no schedule changes after the first seven days of each semester.** Revised June 17, 2015

SENIOR PROM

Students choosing to bring a date to Levelland High School's **Senior Prom** will need to adhere to the following:

- All dates must:
 - o Provide a prom ticket and a valid driver's license to gain entry into the event
 - o Have an age that does not exceed 19 years
 - o Meet the dress code specifications in the LHS Student Handbook

Students will not be allowed to bring the following:

- More than one guest
- Beverages (including water)
- Food

Parents must leave this event by 9:00 p.m.

STUDENT EXPECTATIONS

It is the expectation of Levelland High School that each student be responsible for his or her own actions. It is expected that each student give his or her best at achieving in all areas of our school. The expectation is that students behave in a manner that contributes to an environment of school achievement, quality, school spirit, and personal growth.

Misbehavior is a choice for students, not the expectation of high school staff. Misbehavior is handled as a violation of our high expectations, and can lead to both loss of privilege and disciplinary action. Please understand that a parent's permission for a student to violate school policy or his/her approval after a violation has been committed does not legalize the violation. Appropriate discipline will be applied in cases of rule/policy violations.

STUDENT RECORDS

A student's academic transcript will be furnished free of charge. Upon transferring to another high school, under graduate student records will be forwarded to educational institutions that request them and will not be given to the students. Please note that no telephone requests will be accepted for transcripts.

TARDIES

Punctuality to school and class are important to the student and the school. It is the student's responsibility to get to school and class on time. In order to maintain an orderly environment that is conducive to teaching and learning, the following policy, approved by LHS administration, it is important that we have everyone's help to make this work.

Students are required to report to class on time and they must be in the classroom by the time the tardy bell rings. Students who enter a class after the tardy bell must have a pass and they are marked tardy in the reporting system. A student who reports to class more than 15 minutes after the tardy bell will be considered absent and should be marked as such.

Tardies will be counted on a daily basis and not as a class period total. (If a student is tardy to 1st, 2nd, and 3rd periods that is 3 tardies.)

1st and 2nd Tardies

- Teacher marks student tardy.
- Teacher speaks with student and gives verbal reminder.

3rd Tardy

- Teacher marks student tardy.
- A campus administrator will submit an electronic referral meet with the student and consequences will be determined by that administrator according to the following:

- 3 Tardies - 1 day lunch detention
- 4 Tardies - 2 days lunch detention
- 5 Tardies - 3 days lunch detention
- 6 Tardies - 4 days lunch detention
- 7 Tardies - 5 days lunch detention
- 8 Tardies - 60 minutes After school detention
- 9 Tardies - 90 minutes After school detention
- 10 Tardies - 120 minutes After school detention
- 11 Tardies - 1 days of ISS per tardy over 10

Revised August 1, 2017

TELEPHONES

The office telephone is a business phone and should be used by students for emergencies only (with approval of staff).

TEXTBOOKS

A class set of textbooks will be issued to each classroom teacher. Parent(s) or guardian(s) may request to have a textbook (or set of textbooks) issued for use **at home**. Request forms will be available in the west wing Assistant Principal's office.

Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

TRANSFER

Any student that has withdrawn from Levelland High School will not be eligible to participate in the Levelland High School Graduation Ceremony and Levelland High School Prom/Casino Night.

TUTORIALS

Academic tutorials will be offered for students needing extra help in a class before or after school Monday through Thursday. Students that are behind in your class or failing your class should be assigned tutorials. Please give the students advanced notice in case arrangements for transportation has to be made. It is best to notify the parent/guardian about an assigned tutorial and keep the lines of communication open.

Morning tutorials will be from 7:15 a.m. to 8:00 a.m. in the Commons and afternoon tutorial will be 4:00 p.m. to 5:00 p.m. in the Library beginning on September 12th. If students from Spanish, Business or other electives are assigned tutorials a teacher from those content areas will be available to aid the students.

Students assigned to tutorials must attend.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the ***Student Code of Conduct***.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

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

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

WEAPONS

Weapons as defined by Penal Code Section 46.01, whether -real or -play-like, will be prohibited on school premises and at school related activities. A student who violates this policy will be disciplined to the fullest extent of the law