



Linda Tutt High School – Choice Program Student Handbook

**2013-2014
Sanger ISD**

STUDENT ELIGIBILITY

To be eligible for the Choice Program, students must be classified as, “at-risk,” according to Texas Education Agency (TEA) guidelines and be recommended by their home campus counselor and administrator.

Students who meet TEA’s “at-risk,” criterion and who wish to be enrolled in the Choice Program must enroll at their home campus High School, complete a Choice Program application, and submit it to their home campus Counselor. Choice Program application packets are available at all of the participating High Schools Counselors’ offices.

When the home campus Counselor receives the Choice Program applications, they staff it with a committee on their campus. This committee determines which students are appropriate applicants for the Choice Program and forwards these applications to the Choice Program Principal. The application is reviewed by Choice Program Staff. Home campus Counselors and the students’ parents/guardians are then contacted to let them know whether or not the student has been accepted into the Choice Program.

Students aged 17 years or older who have 12 or less HS credits are counseled to take their GED prior to attending the LTHS Choice Program. Once they obtain their GED, they are eligible to continue working towards their High School Diploma at the Choice Program.

The Choice Program serves students from Argyle, Aubrey, Krum, Pilot Point, Sanger and Valley View.

DRESS & GROOMING GUIDELINES

Choice Program students must wear a school issued shirt. All students receive one shirt when they pay their \$20 annual program enrollment fee. Additional shirts are available to purchase for \$10 each at the school. Students must wear plain blue jeans that fit at the waist (no holes, rips, or tears). Students may not wear house shoes.

Choice Program students are responsible to comply with the Sanger ISD Board approved grooming policy. Specifically male students must keep their hair and mustaches neatly groomed. Beards and goatees are not permitted. Hair shall not reach below the bottom of the collar, shall not be worn lower than the eyebrows, and shall not be longer than the ear lobes on the sides. Neither male nor female students may wear extreme hairstyles. Unnatural colored hair (for example, green, blue, purple, orange, cherry-red) is prohibited for both males and females.

Students may not wear any type of head covering in the building (i.e. caps, bandanas etc.)

Earrings may be worn only by females and only in the ears. Nose rings, facial jewelry, and tongue rings may not be worn. Spacers may not be worn in lieu of jewelry. All tattoos must be covered. **As in all disciplinary situations, the building Principal or his/her designee has the final word on what is acceptable or unacceptable.**

Purses and backpacks are not allowed at school. The staff of LTHS is not responsible for inappropriate items brought to school if confiscated.

Linda Tutt High School – Choice Program Student Handbook

PROGRAM FEES

All Choice Program students become Sanger ISD students. Therefore, no tuition fee is charged. Students pay \$20 at the beginning of each school year. This \$20 covers the cost of school supplies, and allows us to provide one shirt to each student. This \$20 fee must be paid by the first day of school.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

ATTENDANCE

In order to be successful it is critical that students attend school regularly. Students who have poor attendance rates will fall behind on their coursework.

Choice Program students attend school for four hours from 8:00 a.m. – 12:00 p.m. daily. If a student is not making adequate academic progress, he/she will need to stay later than 12:00 until progress is maintained. A meeting will be set up to determine how long that student would stay past 12:00.

Given that students are only required to attend school for four hours daily, we request that students and parents make all doctors' appointments etc., for times that the student is not in school.

Students who are absent must call the school office (940-458-5701) and explain the reason for their absence. The school office will call the parent/guardian of students who are absent each morning and afternoon. Students should also bring a written note documenting the reason for their absence and signed by their parent/guardian upon their return.

The only absences that are excused are those that the office receives a written official

excuse for (for example, doctor's note, dentist's note, counselor's note, court papers) and for observance of religious holy days.

Final decisions regarding attendance will be made by the LTHS Attendance Committee.

Students will not be allowed to leave campus for any reason without the written permission of their parent/guardian. A student who leaves without permission will be subject to disciplinary action as outlined in the Student Code of Conduct.

COMPULSORY ATTENDANCE

The state compulsory attendance law requires that:

“A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, 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 is then unauthorized and may be considered trespass.”

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission will be considered in violation of the law and subject to disciplinary action.

Nonattendance may also result in assessment of penalties by a court of law against both the student and parent(s). A

complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school 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.

TRUANCY GUIDELINES

Given that the Choice Program only requires students to attend for four hours daily, and that the program serves students who have been designated as, “at-risk,” the Choice Program’s strictly adheres to their truancy policy.

When a student has a third unexcused absence in a semester, their parent/guardian will be mailed a letter informing them of the absenteeism problem, and letting them know that the next unexcused absence will result in filing of truancy charges with the local court. If a fourth unexcused absence occurs, truancy charges will then be filed and the student will have to appear in truancy court with their parent/guardian.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students who change their home address or telephone number are required to report this information to the school secretary as soon as the change is known. Parents or guardians who change work numbers should report the new number in a timely manner. It is imperative that the school has accurate numbers in the event of an emergency.

COMPUTER RESOURCES

To prepare you for an increasingly technological society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher’s supervision and for approved purposes only.

Both student and parents will be asked to sign a user-agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Both students and parents should be aware that electronic communications (e-mail using District computers) are not private and may be monitored by District staff.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student of the student’s property, places the student in fear of physical harm or of damage to the student’s property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. The board has established policies and procedures to prohibit bullying and to respond to reports of bullying [See policy FFI (LOCAL)].

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be resolved in this manner, the district has adopted a standard complaint policy at FNG (LOCAL) in the district’s policy manual. A copy of this policy may be obtained in the principal’s or superintendent’s office or on the district’s website.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior – both on and off campus – and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Participate in each class.
- Meet District and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.
- A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at, before or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

Loitering on Linda Tutt High School campus is prohibited. Students should leave campus as soon as class is dismissed. Once students have left they are not permitted to return to campus to meet friends who are in later or earlier classes.

POSITIVE BEHAVIORAL SUPPORTS

LTHS also encourages positive behaviors through our ARISE incentive program. Students can earn rising star tickets for course completions, arriving on-time, following dress-code, and displaying positive behaviors at school. A “Rising Star” award and prize is given out each week to a student at LTHS for exemplary behavior.

CONFIDENTIALITY

Although the counselor and other staff are available to assist students with their various concerns and personal needs, there are some instances in which Texas law requires the reporting of information to agencies outside the school system. The limits of confidentiality include:

- If an individual suspects abuse (including sexual abuse), neglect, or

exploitation of a child, elderly person, or a disabled person, it must be reported to Child Protective Services. A child is defined as being anyone under the age of 18.

- If an individual discloses that he/she is at imminent risk of harming him/herself or others, the police must be notified. If a threat is made to harm someone else, that individual must be notified. The police may also have to be contacted.

CORRESPONDENCE COURSES

The District permits high school students to take correspondence courses for credit toward high school graduation.

A maximum of 2 credits may be earned through correspondence courses. [For further information, see policy EEJC.]

COUNSELING

Academic Counseling

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

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them.

The counselor will help each student develop a 4-year plan to outline courses required to complete a minimum program.

Students who wish to complete a recommended or distinguished achievement program are encouraged to remain on a regular high school campus unless they already have the necessary courses to allow them to complete that program.

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 information available about community resources to address these concerns. A student who wishes to meet with the counselor should notify his teacher and the counselor will contact them as soon as possible.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. [For more information, refer to policy FFE.]

CLASS RANKING

Due to the Choice Program being a Competency-based, self-paced, alternative, accelerated program, we do not have a system for class ranking. Grades earned while enrolled at LTHS are not included in a class ranking at the student's regular home campus. Choice students work towards and receive a minimum high school diploma. Students who were working towards a Recommended Diploma at their home campus prior to enrolling at LTHS may be able to continue on the Recommended Diploma track. Whether or not they can do this will depend on what credits they have earned, and what credits they still need to fulfill Recommended Diploma requirements. For example, the Recommended Diploma route requires students take two years of

foreign language study. LTHS does not offer foreign language courses. The Choice Program Counselor will meet with each student at intake and let them know whether or not it is possible for them to continue to work towards a Recommended Diploma.

CREDIT BY EXAM

LTHS will follow the guidelines outlined in Sanger High School's handbook should any student request the administration of a credit by examination test.

CERTIFICATES OF COURSEWORK COMPLETION INSTEAD OF DIPLOMA

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level TAKS or STAAR-EOC tests.

Choice students have the opportunity to take TAKS Exit-level test four times annually (October, February, April, & July).

Choice students who have earned all of their HS credits and who have failed TAKS Exit-level tests on 2 or more occasions are encouraged to take a GED test. Students can continue to work on passing their TAKS tests and earning their HS Diploma even after obtaining their GED.

CURRICULUM & GRADUATION REQUIREMENTS

Students at Linda Tutt High School are required to complete all State Graduation Requirements. To receive a high school diploma from the district, all students must complete 22 state credits and pass the State TAKS Exit-Level examinations in 4 areas – English/Language Arts, Math, Science, and Social Studies; students beginning high school in 2011 or later are required to take 5

Linda Tutt High School – Choice Program Student Handbook

state End of Course Exams (EOC) for certain core subjects instead of TAKS.

- ADULT HIGH SCHOOL students must meet the following criteria: If original graduation date would have been prior to 1985; Requirements are 18 credits to include 4 English, 2 math, 2 science, 2.5 social studies, .5 health, 1 physical education, and 6 electives.

After 1985 graduates must have 22 credits to include 4 English, 3 math, 3 science, 3.5 social studies, .5 economics, .5 health, 1 physical education, and 6.5 electives. In addition, from 1985 until 1990 the TEAMS test had to be passed. After 1990 until 2002 the TAAS must be passed.

- From 2003-2010, students must have 22 state credits to include 4 English, 3 math, 2 science, 3.5 social studies, .5 economics, .5 speech, 1 physical education, 1 fine arts and 6.5 electives and pass the 4 core TAKS exit-level exams which are administered 4 times a year. These tests cover English language arts, mathematics, science, and social studies. These tests are administered in October, February, April, and July. Therefore, students who do not pass the exit-level TAKS assessment have multiple opportunities to re-take the test. Additionally students at LTHS are eligible to take the Exit-Level TAKS tests as soon as they have earned 12 HS credits. This will continue until 2014.
- Students who began high school in 2011 or later also need to complete 22 state required credits, but must pass **End of Course (EOC)** exams

(instead of TAKS tests) for the following subjects: English 1, English 2, Algebra 1, Biology, and U.S. History.

DISRUPTIONS

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

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property.
- Interferes with the transportation of students in District vehicles.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.

DRIVER LICENSE ATTENDANCE VERIFICATION

To obtain a driver license, students between the ages of 16 and 18 must provide a form to the Texas Department of Public Safety

verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application.

Students who have had excessive absences will not be able to get this form until they meet the required attendance criterion.

This form can be obtained at the LTHS office.

SEARCHES BY TRAINED DOGS

The district uses specially trained dogs to alert school officials to the presence of prohibited items, illicit substances or alcohol as defined in FNCF (L). This program is implemented in response to drug and alcohol use problems in public schools nationwide, and to maintain a safe environment conducive to education.

These drug detection dogs visit all Sanger campuses including LTHS regularly. At any time, trained dogs may be used around lockers, hallways, and the area around vehicles parked on school property.

Searches of classrooms, common areas, or student belongings may also be conducted when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials. If illegal substances are found, disciplinary action as outlined in the Student Code of Conduct will be taken. Law Enforcement Authorities will also be notified.

Students are responsible for all items found in their vehicle that is parked on the school campus. “Not knowing the illegal item was in the vehicle,” being in a borrowed vehicle, or not owning the illegal item will not excuse the student from appropriate disciplinary action.

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 will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, 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 office to update any information.

EMERGENCY SCHOOL-CLOSING INFORMATION

LTHS follows the Sanger ISD School Year calendar. If Sanger ISD is closed, Choice Program students do not have school. School closings due to inclement weather or other emergency situation will be put on the Sanger ISD website:

(<http://sisd.sangerisd.net>) and announced on the following radio/television stations:

KDNT-1440am (radio)

WBAP-820am (radio)

KXAS-Channel 5 (television)

The announcement will be made on these stations by 6:30 am. If no announcement is made, it can be assumed school will not be closed.

Sanger ISD also uses the automated School Messenger System to provide students and their families with notification of unexpected emergency school closings and other events.

All LTHS students are required to follow the Sanger ISD school calendar. A copy of Sanger ISD’s school calendar is available at LTHS or at www.sangerisd.net.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Extracurricular activities are not offered at LTHS. Students who wish to participate in UIL or other extra-curricular school activities need to remain on their home campus. Students who enroll in LTHS will not be allowed to participate in these activities on their home campuses. LTHS will hold their own separate graduation exercises for students who complete the high school diploma program.

FUND-RAISING

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

Fund-raising by any organization is not permitted on school property without prior approval of the campus principal. [For further information, see policies FJ and GE.]

GANGS AND OTHER PROHIBITED ORGANIZATIONS

Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

GED TESTING

Periodically Choice Program students express interest in obtaining a GED instead of a High School Diploma. The primary objective of the Choice Program is to provide support for at-risk students to earn their High School Diploma. However, there may be extenuating circumstances where a GED is a more appropriate route for a student to take.

The decision as to whether or not a student will be permitted to study for and take the GED test is one that is made collaboratively by the student, their parents, and Choice program staff.

If a student asks to be considered for a GED, a committee from LTHS will decide if the student is an appropriate candidate for GED testing. The Choice Program Counselor and/or Principal will call and discuss this option with the student's parent/guardian.

The GED test is administered at the UNT Testing Center in Denton and at NCTC in Gainesville. Students must have a valid state issued ID and an original birth certificate or social security card before they can take the GED exam. Student and/or parent are responsible for signing up and paying for the exam.

Students who are taking the GED will be withdrawn from LTHS the Monday before the Wednesday that the test is being given. Students must then take the withdrawal form to Judge Bateman's court office and the court clerk will issue the student a court order allowing him/her to take the GED test.

Students have to register for the test on the Tuesday after they withdraw and take the test on the Wednesday. Students will have their test scores mailed to them approximately three weeks after testing.

When students receive their test scores, they must bring them to Judge Bateman's court office. If the student has passed all sections of the GED test, the court order requiring them to participate in GED preparation classes will be dropped. If the student does not pass the test, the court may require him/her to retake the test.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation. Students will be reclassified as soon as the appropriate number of credits is earned on the Linda Tutt High School campus.

Credits Earned	Classification
6	10 th (Soph.)
12	11th (Junior)
17	12th (Senior)

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. For two-semester (1 credit) courses, students will receive 1 credit if the average of both semesters is 70 or higher. If the combined average is below 70, then the student will need to retake the semester that was failed.

PROGRESS MONITORING

Each student shall attend a monthly progress meeting with the Choice Program Counselor and Principal. At these meetings the student’s academic progress is reviewed. Attendance, punctuality, and behavior are also discussed. The Counselor and Principal discuss any problems the student may be encountering. These discussions will be communicated to parents as needed.

Choice Program students are expected to earn a minimum of one credit per month. Intervention plans are developed for students who are not meeting this one credit per month criterion. Interventions can include students spending more time at school than their four hours allocated daily schedule, setting up a parent conference and/or students being placed on a daily tracking sheet to monitor their daily work completion rates.

PROGRESS REPORTING

Progress reports will be provided at parent written request documenting students’ academic progress, punctuality, and attendance if necessary. If there are behavioral concerns, these will also be noted in the progress report.

Teachers follow grading guidelines approved by SISD Board of Trustees that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District’s grading policy. The Board’s decision is not subject to appeal. [See policies EIA]

GRADUATION ACTIVITIES

Linda Tutt High School’s Choice program holds commencement exercises at the Sanger High School auditorium in May. This is the only graduation ceremony that Choice Program students are eligible to participate in. Choice Program students are not eligible to participate in graduation exercises at their home campuses.

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation.

HOMEWORK

LTHS students are not required to do homework. All work must be completed on campus.

LATE ARRIVAL TO SCHOOL

Choice Program students are expected to be in class by 8:00 a.m. daily. Students who arrive late in the morning are required to stay late that same day and make up the time owed. For example, a student arriving at 8:20AM is required to stay until 12:20PM instead of leaving at Noon. Continued excessive instances of tardiness will result in more severe disciplinary action.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.

- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will notify the Superintendent if needed and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising students who have been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

Linda Tutt High School – Choice Program Student Handbook

- All instructional and support personnel who have regular contact with students who have been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

LEAVING CAMPUS DURING SCHOOL HOURS

LTHS is a closed campus. We do not permit students to leave for lunch. Students who have extenuating circumstances that require them to attend past 12:00 p.m., rather than just four hours, must bring a packed lunch or buy the school lunch.

LIBRARY

Linda Tutt High School students can use the local Sanger Community Library. A valid library card is required for students to check out books. We also have a school library on campus for students to use.

PRAYER

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

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 will not be released from school at times other than their scheduled dismissal time except with permission from the principal or designee and according to the campus sign-out procedures.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The only reasons that students will be sent home sick are if they have a temperature over 99 degrees, or if the student vomits. The Office staff will notify the student's parent/guardian if a student is sent home sick.

STUDENTS WITH DISABILITIES

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individual education plan (IEP).

SCHOOL FACILITIES

Student Use Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The campus is open to students before school beginning at 7:35 a.m.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

When students are dismissed, they must leave campus immediately unless they are involved in an activity under the supervision of a staff member.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such

searches are conducted without a warrant and as permitted by law.

Students' Desks

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks.

Searches may be conducted at any time there is reasonable cause to believe that there may be articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Students enrolled in the Choice Program will be allowed to drive a vehicle to school under the following guidelines:

- All vehicles driven to school by students must be registered by driver's license in the office.
- Driving a vehicle to school is a privilege and not a right. This means students are expected to drive safely, park properly, and vacate their vehicles upon arrival.
- Any violation may mean the loss of the privilege of bringing a car to school or towing of the car from the parking lot.

- Students are not to sit in the vehicles after arrival at school or during the school day.
- Students are not to go to the parking lot during the school day without permission.
- Students will be accompanied to their car if they are given permission to go to their car during the day. Permission must be obtained from the principal.
- School zone speed limit is 20 mph; parking lot speed limit is 10 mph.

TRANSPORTATION

Students attending Linda Tutt High School are responsible to find their own way to school. Sanger ISD does not provide transportation to LTHS.

SUMMER SCHOOL

At this time, Linda Tutt High School does not offer summer school classes.

STANDARDIZED TESTING: COLLEGE REQUIREMENTS

Prior to enrollment in a Texas public college or university, most students must take the THEA test. Please see the counselor for more information.

TELECOMMUNICATION DEVICES, INCLUDING MOBILE TELEPHONES

LTHS permits Choice students to possess telecommunication devices including cell phones. However, these devices must be checked in during all testing. Students may use their phones during scheduled breaks. The use of mobile telephones in restroom areas at any time while at school is strictly prohibited.

A student who uses a telecommunications device during unauthorized times will have the device confiscated. The student or parent may pick up the confiscated

telecommunications device from the principal's office for a fee of \$15. Confiscated devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE].

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunication devices.

OTHER ELECTRONIC DEVICES RADIOS, CD PLAYERS, AND GAMES

Students are not permitted to use such personal items as radios, CD players, camcorders, DVD players, video or audio recorders, laptop computers, notebook computers, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The device shall be returned to the student or the student's parent at the end of the school day after payment of \$15 per offense. Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunication devices.

Choice Program students are permitted to use personal music devices (e.g. IPODs; MP3s) during independent work time in their classrooms. Students must use headphones or earbuds when using their device. Guidelines and expectations for being able to use these devices are set up by classroom teachers and will be taught to students at the beginning of the school year. Violation of the rules may result in the device being confiscated and a fine of \$15 may be incurred prior to returning the device to the student.

INAPPROPRIATE USE OF TECHNOLOGY

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Students will be provided textbooks for use at school during the school day.

VIDEOTAPING OF STUDENTS

For safety purposes, LTHS uses video surveillance equipment in their hallways, parking lots, and classrooms. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

VISITORS TO THE SCHOOL

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 front office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and 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.

WITHDRAWAL FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the LTHS office

upon speaking with the Principal or assistant principal.

A parent wishing to withdraw a student from school must present a signed form to the principal.

All fees and books must be cleared before withdrawal is complete. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Acknowledgment of Electronic Distribution of Student Handbook and Student Code of Conduct for 2013-2014

My child and I have been offered the option to receive a paper copy of or to electronically access the Linda Tutt High School Student Handbook and Sanger ISD Student Code of Conduct for 2013–2014 at www.sangerisd.net.

I have chosen to:

- Receive a paper copy of the Student Handbook and Student Code of Conduct.
- Accept responsibility for accessing the Student Handbook and Student Code of Conduct by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook I should direct those questions to the principal at 940-458-5701.

Printed name of student: _____

Signature of Student

Date

Signature of Parent

Date

**Notice Regarding Directory Information and
Parent’s Response Regarding Release of Student Information**

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Sanger ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by Monday, September 3, 2013 or within ten school days of your child’s first day of instruction for this school year.

This means that the district must give certain personal information (called “directory information”) about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. For all other purposes, Sanger ISD has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

Parent- Please circle one of the choices below:

I, parent of _____ (student’s name), **(do give)** **(do not give)** the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature _____ Date _____

Linda Tutt High School

Media Form

At different times throughout the year, photos/video may be taken for special events and programs. This information may be sent to the local newspaper to recognize these accomplishments. Such accomplishment may include but are not limited to participation in perfect attendance achievement, as well as who participates in special projects, District Web Site/Publications and other activities.

Please answer the questions below:

Do you allow your student's name and/or image to be published in the local media?

_____ YES _____ NO

Do you allow your student's artwork, photo, or project(s) to be displayed or published on the district's website and in district publications?

_____ YES _____ NO

Parent Signature

Date