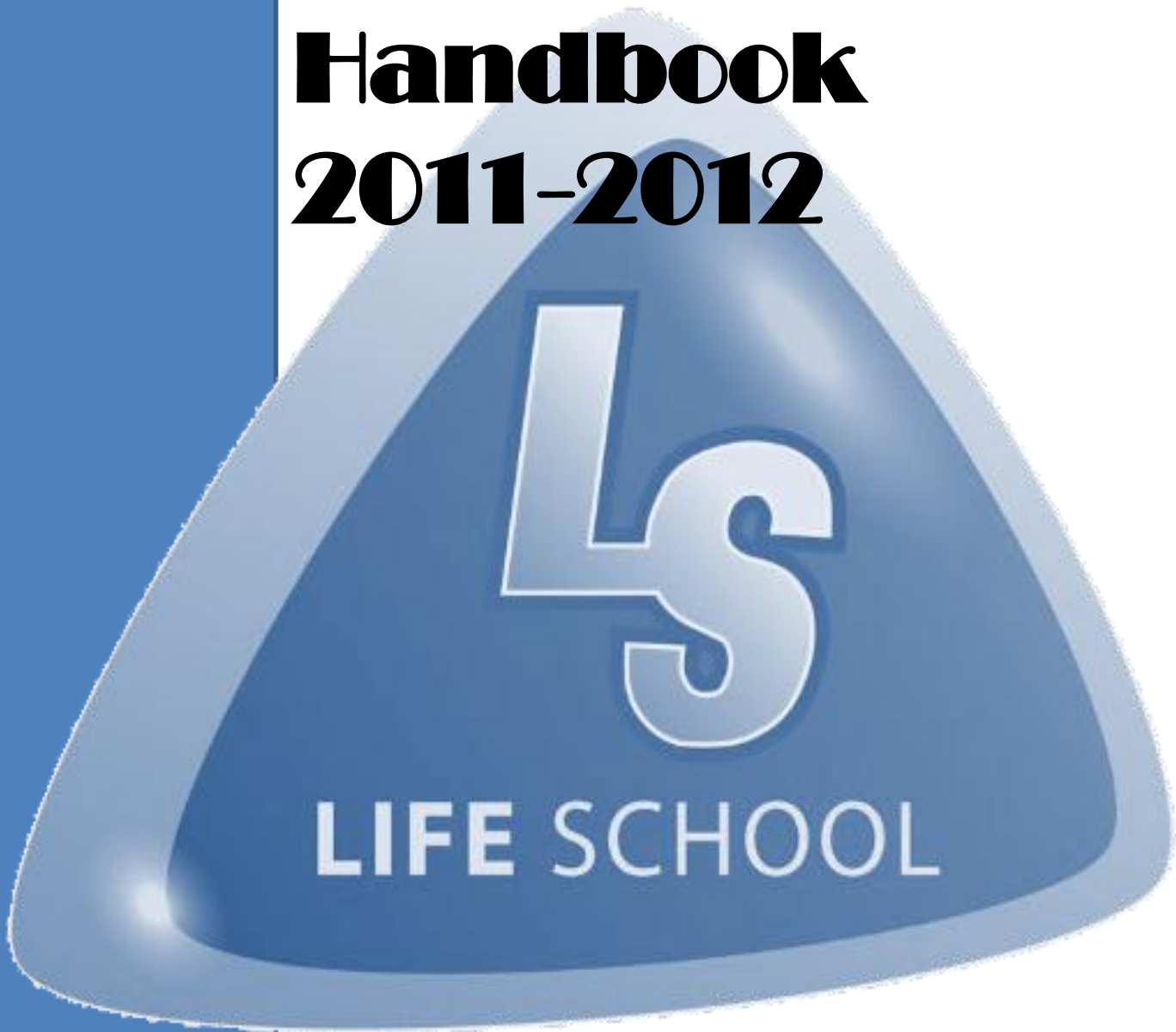




Life School Parent/Student Handbook 2011-2012



**LEADERSHIP
CHARACTER
SCHOLARSHIP**



PREFACE

Dear Parents:

The administration, faculty, and staff of Life School District desire that you understand clearly the philosophy, general guidelines, and curriculum offerings for a positive learning experience during your student's school years. The Student/Parent Handbook will assist you in planning and partnering with the school in a joint effort to meet your student's individual needs. The handbook is organized alphabetically by topic.

It is imperative that the students and parents become familiar with the Life School uniform requirements, discipline system and campus operating guidelines.

Please be aware this handbook is updated annually, even though policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect the student/parent handbook provisions will be made available to students and parents through newsletters sent home in the student's Thursday Exchange folder or other communications.

SCHOOL SONG

We are children of destiny
Purpose and pride
Knowing who we are
With our eyes on the prize

Determined to succeed
And be the best that we can be
We'll let nothing stand in our way

Here at Life School
A school with a dream
A school with a hope and a future

Here at Life School
My dreams can become reality
Because of the strength inside of me
Because of my strength, I will achieve.

Music and lyrics by Joy Hill



Chartered Schools

In February of 1996, the Texas Legislature authorized the creation of state chartered schools. These schools are independent public schools and are required to meet state accreditation requirements. Charter schools are designed and managed by concerned teachers, administrators, parents, and community members. After the charter is created, it is submitted to the State Board of Education for approval, and is thereby granted status as a 501(c) (3) non-profit organization. The non-profit organization governing our school is Life School of Dallas. A Board of Directors has been established to create and implement the policies and procedures of the charter school. Charter schools are accountable to the State Board of Education and are monitored by the Texas Education Agency to ensure that they meet both state and federal guidelines. Many rules and regulations that apply to public schools have been removed from charter schools; yet with this freedom come fiscal and student academic accountability.

Mission Statement

The mission of Life School is to train leaders with life skills for the twenty-first century by establishing strong academics, character training, and a parenting program.

TABLE OF CONTENTS

Central Office Administration	6
2011-2012 District Calendar and Campus Locations	7

ACADEMICS

Activities Eligibility (No Pass – No Play).....	8
Computer and Internet Acceptable Use Policy	8
Electronic Media: Terms and Conditions.....	9
Copyright Compliance	9
Complaints Regarding Copyright Compliance	9
General Network and Electronic Media Regulations and Guidelines.....	9
Network/Internet and Electronic Media Use: Terms and Agreement.....	10
Grades.....	12
Grades/Report Cards	12
Promotion/Retention	12
Graduation Guidelines.....	13
Graduation Student Dress Code	13
Graduation Code of Conduct.....	14
Additional Points to Keep in Mind.....	14

ATTENDANCE

Absences.....	14
Campus Hours of Operation.....	16
Dismissal	16
Leaving Campus.....	17
Tardy Policy	17
Withdrawal Process.....	18

CODE OF CONDUCT FOR STUDENTS.....

The Five School Rules Constitute	19
Consequences for Excessive Discipline	19
Detention	19
Detention Schedule.....	19
Discipline Committee.....	19
Prohibited Behaviors	20
Public Order and Decency.....	21
Criminal Mischief.....	21
Disorderly Conduct	21
Standards for Student Conduct.....	21
Cafeteria	21
Classroom.....	21
Physical Education, Playground, Etc	21
Restrooms.....	22
School Building.....	22
Suspension.....	22
Tally System.....	22

GENERAL INFORMATION

Backpacks.....	23
Cafeteria Services.....	23
Care of School Property	24
Cars/Vehicles.....	24
Use and Parking Regulations	24
Classroom Parties	25
Dress Code	25
Uniform Requirements	25
Uniform Infractions	26
Free Dress Day Guidelines.....	27
Jean Day	27
Jewelry.....	27
Distribution of Non-School Materials.....	27
Drills: Disaster and Fire	28
Drug-Free Campus	28
Emergency Medical Treatment	28
Emergency School Closing	28
Enrollment Process.....	28
Faculty Credentials.....	32
Fees.....	32
Field Trips	32
Games.....	32
Grievance Procedures.....	33
Homework - Makeup Work - Incomplete Grades.....	33
Identification Cards	33
Learning Support Services	34
Special Education Services	34
Option and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education.....	34
Lockers	35
Non-Discrimination Policy.....	35
Parenting Information.....	36
Parent Participation Requirements and Points	36
Procedures for Parents in the Classroom.....	37
Parent Self-Serve System	38
Parent/Teacher Conferences.....	38
Parent/Teacher Organization.....	39
Personal Possessions	39
Pets	39
Pre - A.P., A.P. and Dual Credit Courses.....	40
Searches.....	40
Sexual Harassment	40
Student Records and Directory Information	40
Telephone Use.....	42
Textbooks	42
Thursday Exchange Folder and Friday Newsletter	42

HEALTH SERVICES

Bacterial Meningitis43
Communicable Diseases44
Head Lice44
Illness at School.....44
Immunization.....45
Medication Administration at School.....45
Student Injury45

TRANSPORTATION

Bus/Van Rules46

DISTRICT FORMS

Change of Address and Phone Number47
Family Education Rights and Privacy Act48
 Use of Student Photos and Directory Information Opt Out Form49
Computer and Internet Acceptable Use Agreement.....50
Student and Parent Handbook Acknowledgment.....51



**Life School
Central Office Administration
950 South I-35E
Lancaster, TX 75146
972 274 7900**

Dr. Tom Wilson, Chancellor

Executive Superintendent
Brent Wilson

Assistant Superintendent/CAO
Joseph Mena

Chief Financial Officer
Scott Fuller

Chief Operating Officer
Barry West

Director of Academics
Andrew Barbee

Director of Operations
Bryon Ding

Director of Finance
Cindy Iverson

Director of Athletics
Andy Chester

Director of Facilities
Shawn Thomas

Special Programs Coordinator
Susan Boggs

Special Education Coordinator
Kim Abraham

Federal Programs Coordinator
Kay Bateman

Human Resources Coordinator
Tracy Rennie

PEIMS Coordinator
Rogenea White



2011-2012 DISTRICT CALENDAR

JULY 2011							AUGUST 2011							SEPTEMBER 2011							OCTOBER 2011						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					H	2	1	2	N	S	W	6					1	E	3							1	
3	H	5	6	7	H	9	7	S	S	S	S	S	13	4	H	6	7	8	9	10	2	3	4	5	6	H	8
10	11	12	13	14	H	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	H	23	21	22	23	24	25	26	27	18	19	20	21	22	S	24	16	17	18	19	20	21	22
24	25	26	27	28	H	30	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	S	29				
31																				30	31						

NOVEMBER 2011							DECEMBER 2011							JANUARY 2012							FEBRUARY 2012							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	5					1	2	3	1	S	3	4	5	6	7				1	2	S	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	E	14	5	6	7	8	9	10	11	
13	14	15	16	17	E	19	11	12	13	14	15	E	17	15	H	17	18	19	20	21	12	13	14	15	16	E	18	
20	H	H	H	H	H	26	18	H	H	H	H	H	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30				25	H	H	H	H	H	31	29	30	31	26	27	28	29								

MARCH 2012							APRIL 2012							MAY 2012							JUNE 2012											
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa					
					1	2	3	1	2	3	4	5	B	7						1	2	3	4	5							1	2
4	5	6	7	8	9	10	8	B	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9					
11	H	H	H	H	H	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16					
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	E	W	26	17	18	19	20	21	22	23					
25	26	27	28	29	30	31	29	30	27	H	29	30	31	24	25	26	H	H	H	30												

B - Bad Weather/Make-Up Days
□ - Beginning-Ending Six Weeks
E - Early Release
H - Holidays and Other Non-School
N - New Teacher Orientation
S - Staff Development
W - Teacher Work Days

Staff Development
 August 4-12
 September 23
 October 28
 January 2
 February 3

Holidays and Other Non-School Days

September 5..... Labor Day
 October 7..... Fair Day
 November 21-25..... Thanksgiving
 Dec 19-Jan 1..... Christmas
 January 16..... MLK Day
 March 12-16..... Spring Break
 May 28..... Memorial Day

Semester/Six Weeks

Aug 15 - Sep 22.....28
 Sep 26 - Nov 4.....28
 Nov 7 - Jan 13.....33
 First Semester89

Jan 17 - Feb 24.....28
 Feb 27 - Apr 13.....28
 Apr 16 - May 2530
 Second Semester86

Students..... 175 Days
 Teachers..... 187 Days

Central Office 950 South I-35E Lancaster, TX 75146 972 274 7900	Cedar Hill 129 W. Wintergreen Cedar Hill, TX 75104 972 293 2825	Lancaster 950 South I-35E Lancaster, TX 75146 972 274 7950	Oak Cliff 4400 S. R.L. Thornton Freeway Dallas, TX 75224 214 376 8200	Red Oak 777 South I-35E Red Oak, TX 75154 469 552 9200	Red Oak Secondary 3295 North US Highway 77 Waxahachie, TX 75165 972 937 0715
---	---	--	---	--	--

Life School Board of Directors Approved: 07/13/11 - Visit our website at www.lifeschools.net for up-to-date Life School news and information.

ACADEMICS

ACTIVITIES ELIGIBILITY (No Pass - No Play)

A student must pass every subject (a grade of 70 or above) each six weeks in order to be eligible to participate in extracurricular activities. At the beginning of the school year, a student will be ineligible for the first six weeks if they have not attained the proper credits according to the following schedule:

- Beginning of 9th grade year: Have been promoted from the 8th grade to the 9th grade.
- Beginning of 10th grade year: Five (5) credits towards state graduation requirements.
- Beginning of 11th grade year: Ten (10) credits towards state graduation requirements.
- Beginning of 12th grade year: Fifteen (15) credits towards state graduation requirements.

Please see the Life School Course Guide for exceptions.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Life School's Telecomputing Network provides network and Internet access to students, administrators, faculty, and staff. Life School believes the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Life School attempts to block all adult only, alcohol, chat, drug, gambling, hate, discrimination, hacking, illegal, lingerie, murder, nudity, personals, pornography, sex, and tobacco related web sites. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

The District firmly believes the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network and its resources. If a Life School user violates any of these provisions, his or her account may be terminated and future access could possibly be denied in addition to other possible disciplinary measures as outlined in the *Student Code of Conduct*.

The following policy for acceptable use of technology infrastructure, including the District's wide area network (WAN), local area network (LAN), E-mail system, Internet, hardware/software, shall apply to all Life School students. All technology equipment is the property of Life School and shall be used under the supervision of authorized District personnel.

Electronic Media: Terms and Conditions

- A. Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret.
- Forgery, or attempted forgery, of electronic mail messages is prohibited.
 - Messages including forwarding messages relating to or in support of illegal activities are prohibited.
 - Attempts to read, delete, copy, forward or modify the electronic mail of other users are prohibited.
- B. While electronic mail offers tremendous opportunities of educational value, it also provides opportunities for unethical and inappropriate use of the system. The use of electronic mail is a privilege, not a right, and unethical or inappropriate use will result in a cancellation of those privileges. By accepting an account, the user agrees to **refrain** from unethical and inappropriate use of electronic mail. These include (but are not limited to) the following:
- Sending or forwarding messages to everyone in the district or everyone on a campus without permission from your campus principal or authorized personnel.
 - Sending or forwarding unsolicited junk mail, chain letters, jokes, or advertisement.
 - Sending or forwarding messages relating to political lobbying.
 - Sending or forwarding messages that contain racist, sexist or inflammatory comments.
 - Sending or forwarding messages that may be considered as cyber bashing, bullying, or defaming.
 - Sending or forwarding messages that contain obscenities or abusive language.
 - Sending or forwarding messages that use someone else's name on it.
 - Sending or forwarding messages that are inconsistent with the school's code of conduct.
 - Requesting information other than its intended use.

Copyright Compliance

The use of District technology in violation of any law, including copyright law, is prohibited. Copyrighted or licensed software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright or license. Only the copyright or owner, or an individual the owner specifically authorizes, may upload copyrighted or licensed material to the system. No person will be allowed to use the District's technology to post, publicize, or duplicate information in violation of the copyright law. The District will use all reasonable measures to prevent the use of District technology in violation of the law.

Complaints Regarding Copyright Compliance

If copyright or license owner reasonably believes that the District's technology has been used to infringe upon a copyright or license, the owner is encouraged to notify the District.

General Network and Electronic Media Regulations and Guidelines

- A. Users shall not erase, rename, or make unusable anyone else's computer files, programs or other forms of electronic media.
- B. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized District personnel).

- C. Users shall not use or try to discover another user's password.
- D. Users shall not use Life School computers or networks or electronic media for any non-instructional or non-administrative purpose (e.g. games or activities for personal profit) during active hours of employment.
- E. Users shall not use a computer for unlawful purposes such as, but not limited to, the illegal copying or installation of software.
- F. Users shall not copy, change or transfer any software or documentation provided by Life School without permission from authorized District personnel.
- G. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- H. Users shall not deliberately use the computer or access the Life School network, to annoy or harass others with language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- I. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- J. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher, campus administrator, or authorized District personnel.
- K. Users shall not take home technology equipment (hardware or software) unless they have written permission from authorized District personnel.
- L. Students who access the Life School system from personal computers are subject to these procedures. This includes the Internet and E-mail.
- M. Students may not use their own personal computers on the school's network.
- N. Unless otherwise allowed by Life school, the Life School name and logos may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including but not limited to photocopying, facsimile transmission, scanning, or other methods not yet invented, or by using any information storage and retrieval system, EXCEPT WITH THE PRIOR WRITTEN PERMISSION OF LIFE SCHOOL. Any such usage may subject the student to disciplinary actions. All Life School logos may be the intellectual property of Life School and may be protected by applicable laws, including Copyright and Trademark laws.

Network/Internet and Electronic Media Use: Terms and Conditions

- A. Acceptable Use: The purpose of using the Network/Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the District. Transmission or downloading of any material in violation of school regulations or any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- B. Privileges: The use of the Network/Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Authorized District personnel will deem what is inappropriate use and their decision is final. Also, authorized District personnel may close an account at any time as required. The administration, faculty, and staff of Life School may request that specific user accounts be denied, revoked, or suspended.

- C. Privacy: Please be aware that all E-mail, files, and other information saved or transmitted on District equipment are not private or confidential. All information is subject to the provisions of the Texas Public Information Act. Authorized District personnel have the authority to view, monitor, erase, etc. any E-mail, file or other information saved or transmitted on District equipment. This authority is primarily used to monitor for unauthorized or inappropriate use. The District may also monitor all internet activity, including but not limited to web pages, search queries, blocked content, images, videos, etc.
- D. Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. Network etiquette is expected to be followed in all forms of electronic media on and off of the school network. This communication applies whether done during schools hours or non-school hours; whether done with school equipment or non-school equipment. These include (but are not limited to) the following:
- Electronic Media can be defined as:
 - Text messaging
 - Instant messaging
 - Electronic mail (E-mail)
 - Web logs (blogs)
 - Electronic forums or discussion boards
 - Synchronous and asynchronous chat rooms
 - Video-sharing applications and web sites (e.g. YouTube)
 - Editorial comments posted on the Internet
 - Social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn)
 - All forms of telecommunications such as landlines, cell phone and web-based applications.
 - Any equipment used in the electronic communication process such as television, radio, telephone, fax machine, printer, scanner, copier, desktop or laptop computer, game console and handheld device.
 - As part of Life School's character development we expect students to exemplify good network etiquette as defined both in or outside of our network. Hence, we expect our students to abide by the following that include (but are not limited to):
 - Be polite. Do not get abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
 - Do not reveal the personal home address or phone numbers of students or colleagues.
 - **Note that electronic mail (E-mail) or other electronic communication of any kind is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.**
 - **Do not use the network in such a way that you would disrupt the use of the network by other users.**
 - **All communications and information accessible via the network should not be assumed to be private property.**
 - **No communication through electronic media should be sent if it contains immoral activity, harassment or bullying, behavior not**

becoming of a Life School student, sexual content or anything deemed inappropriate by the Life School administration.

- E. Warranties: Life School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Life School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Life School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- F. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network or Internet, you must notify a system administrator or authorized District personnel. Do not demonstrate the problem to other users. Attempts to logon to the Network as anyone but yourself may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- G. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy Life School equipment, materials, networks, or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

GRADES

Grades/Report Cards

Report cards will be sent home on Friday following the last day of the six week period.

Students receive report cards in grades 1-12 with the numerical grading system in all subjects. Any grade below 70 is failing. Report cards must be signed by the parent(s)/guardian(s) and returned to the school. Students receive report cards every six weeks. Progress reports are sent on regular three week intervals.

PROMOTION/RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. It is vital to a student's long term academic success to have a strong foundation in reading. A student's reading level will be an important factor in the decision to promote a K-2nd grade student to the next grade level. Teachers will update parents on their child's reading progress every six weeks. Physical, emotional, and maturational factors will be considered in addition to academic achievement in making decisions regarding the most appropriate instructional placement of each student.

Final decisions of promotion, placement, or retention shall be the responsibility of the child's teacher, principal, and or the Grade Placement Committee.

Students in Kindergarten may be promoted/retained using skills assessment, teacher observation, and teacher recommendations.

Students in grades 1-8 may be promoted from one grade level to the next by obtaining for the school year an overall average of 70 or above. The overall average shall be derived by

averaging the final numerical grade for reading (language arts in grades 6-8); mathematics, social studies, and science. In addition, the student shall attain an average of 70 or above in reading (language arts in grades 6-8) and mathematics. Students must repeat the grade if they fail reading (language arts in grades 6-8) or mathematics unless they pass a summer school course and provide a record from the summer school district. **Fifth and eighth grade students must pass the State Assessment and meet the requirements in order to be promoted.** Students in fifth and eighth grades are given three opportunities to pass the TAKS test according to the state testing schedule.

Ninth – twelfth grade students who fail a course for the year will not receive credit for that course. Students may make-up lost credits by enrolling in summer school courses provided by their local school districts and must pass summer school to make up lost course credits. To be a sophomore, a student must have at least six credits toward graduation, juniors must have at least twelve credits, and seniors must have at least eighteen credits. There are no mid-year reclassifications with the exception of fourth year students who have at least twenty-one credits and who are eligible to complete the remaining graduation credits during the regular school day. For UIL eligibility criteria, please refer to the “Activities Eligibility (No Pass - No Play)” section on page 8.

GRADUATION GUIDELINES

SENIORS WHO DO NOT PASS ALL SECTIONS OF EXIT LEVEL END OF COURSE AS DEFINED BY THE STATE AFTER THE THIRD ADMINISTRATION IN THE SPRING WILL NOT PARTICIPATE IN GRADUATION EXERCISES AND ACTIVITIES. STUDENTS WILL NOT BE ISSUED A HIGH SCHOOL DIPLOMA UNTIL THEY HAVE MET ALL GRADUATION REQUIREMENTS SPECIFIED BY THE STATE OF TEXAS, WHICH INCLUDES THE REQUIREMENT OF PASSING ALL SECTIONS OF EXIT LEVEL TAKS.

Transfer students to Life School must have completed at least four semesters at the high school campus in order to be considered for valedictorian and salutatorian status in their class.

According to SB673, students receiving special education services will receive a certificate of attendance and participate in commencement ceremonies if he or she has completed four years of high school, but has not completed requirements of the IEP related to graduation.

Graduation Student Dress Code

Males will wear a dress shirt with dark-colored slacks. Black sneakers or black or brown loafer-style shoes must be worn.

- Girls will wear either dark slacks with a blouse and dark dress shoes or a dark skirt or dress with dress shoes. No bright, neon colors for shoes or clothing.
- No flip-flops will be allowed.
- Girls’ jewelry should be conservative, not flashy – one earring per ear, no large earrings, multiple bracelets, or bulky jewelry.
- Boys will NOT be allowed to wear earrings.
- No visible tattoos will be allowed.
- Hair should be a natural hair color, well-groomed, and with no distracting hairstyles or designs shaved into hair.

Graduation Code of Conduct

- Students are expected to follow all directions given during graduation rehearsal regarding seating, crossing the stage, etc. No student should be dancing, waving to the audience, or making any sort of gesture during any part of the graduation ceremony.
- Audience members will be expected to celebrate their graduate(s) in the appropriate manner. Air horns, bells, or other noisemakers should not be used. All audience members want to be able to hear their senior's name called and be able to watch him/her walk across the stage. Keeping this in mind and acting accordingly throughout the ceremony will give this event the reverence deserved.
- There will be a videographer recording the graduation ceremony and a professional photographer will take pictures. These will be available for purchase and may be ordered before or after the ceremony. Also, there will be opportunities for picture-taking after the ceremony in the auditorium. Therefore, parents will not be allowed into the aisles during the ceremony to take pictures of students on stage.

Additional Points to Keep in Mind

- In order to participate in the commencement ceremony, a student must complete all graduation requirements. This includes earning all required credits AND successfully completing all sections of the TAKS test. Any student not doing so will not be allowed to walk with the class during graduation.
- Students' diplomas will not be included in the diploma covers handed to them on stage. Behavior of students and parents will be monitored during the ceremony. Poor behavior by a student or his/her audience may result in a delay in receiving the actual diploma certificate.

ATTENDANCE

ABSENCES

Regular daily attendance is essential for a student to receive the greatest benefit from instruction. In support of this critical need, Texas Education Code Subchapter C, Section 25.092 states that a student must be in attendance **at least 90% of the instructional days of the school year to receive credit**. Since the instructional year has 176 days, 90% attendance equals 158 days; a student must attend for at least 158 days to receive credit. Placement of students who accrue more than 18 absences in a school year will be determined by the Grade Placement Committee.

- **This includes all excused and unexcused absences.**

Ninth through twelfth grade students who accrue more than 9 absences **per semester** may be subject to loss of class credit. *May be subject to attending credit recovery.

- **This includes all excused and unexcused absences.**

Notification will be sent by mail when a student exceeds five or more absences during a semester. High school students who do not comply with the 90% attendance rule may be denied approval of a Driver's License/VOE Form. Accrual of excessive absences is subject to review and possible referral for truancy.

When a student's absence for personal illness exceeds three consecutive days, the student shall present a statement from a physician or health clinic which verifies the illness or other condition requiring the student's extended absence from school. If the student has a questionable pattern of absences, the administration may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Students are considered absent after 10:30 a.m.

Students in grades 7-12 must be present in a class at least 30 minutes to be counted present. Seventh through twelfth grade attendance is taken each class period.

When a student is absent, the school must have a note from the parent(s)/guardian(s) concerning the student's absence(s). It must include the following:

- Student's name:
- Grade:
- Day(s) missed:
- Teacher name (for elementary students):
- Reason:
- Parent's signature:
- Parent's home and work phone numbers:

If you, the parent, call and notify the school that the student is absent, a note must also be provided to the school office on the day the student returns. The school keeps a file of all notes received for audit purposes. The state has provided a list of excused and unexcused reasons that determines designation of excused or unexcused absences.

Credit Recovery for High School

Credit recovery for high school students will be offered twice per year. High school students who do not comply with the 90% attendance rule may be subject to attendance recovery.

State Excused Absences: Defined by 19 TAC §129.21 and TEC, §25.087. They are recorded on the student report card and in state reporting as an excused absence. These absences include:

- Religious holidays - must notify the principal's secretary in advance (Students will receive attendance credit for the day)
- Court ordered/legally related absence - accompanied by legal documentation
- Doctor's appointments - must have doctor's note
- Junior or Senior missing school to visit an institution of higher education
- Other state excused reasons found in 19 TAC §129.21 and TEC, §25.087

Local Excused Reasons: These absences may be excused with approval of campus administration. While these absences are recorded on the student report card and in state reporting as an unexcused absence, they benefit the student by allowing them to earn a maximum grade of 100% on missed assignments. These absences include:

- Prolonged Illness - after 3 consecutive days missed, the school **must** have a doctor's note
- Death in the family – obituary or funeral program must be submitted
- Family emergency - subject to administrative approval

Students who have a doctor's appointment, are present at any point during the day, and provide a doctor's note upon return to school will be counted present for the school's official daily attendance. Parent notes will only be locally excused. The student will have 1 day per excused absence to make-up work missed during the absence.

In the event of an unclear excuse or unusual circumstance, the principal or designee will make the final determination. Accrual of excessive absences is subject to review and possible referral for truancy.

*Students must have a note from parent/guardian for student drivers to be allowed to leave campus on their own.

Unexcused Reasons:

- Unexcused absences may include vacations scheduled during school days, baby-sitting, oversleeping, missing the bus, car trouble, etc.
- If an absence is unexcused, the student must still do the work which he/she missed, although points will be deducted. Work must be turned in within 24 hours after returning to school. A maximum grade of 80 will be given for work completed following an unexcused absence.
- **A suspension is an unexcused absence.**

Truancy will result in a grade of zero for all work missed. The school reserves the right to contact a truant officer when a child is not in attendance, and the parent fails to notify the school. Truant officers can assess fines to parents based on the number of days absent.

CAMPUS HOURS OF OPERATION

Campus Office Hours: 8:00 a.m. - 4:00 p.m.

Elementary Campus: 8:15 a.m. - 3:15 p.m.

Secondary Campus: 8:00 a.m. - 3:45 p.m.

DISMISSAL

Students are expected to be picked up promptly at dismissal time.

At dismissal time, please observe designated procedures for pick-up. Students must be picked up by an adult only, and they **MUST** have a vehicle hangtag or picture identification.

- Elementary students must be picked up by 3:45 p.m.
- Secondary students must be picked up by 4:15 p.m.

Students who are not picked up by these time periods will be charged a \$10.00 late fee due at the time of pick-up. **Life School is not liable for the well-being of students after designated school hours.**

If you do not have your hangtag, front office personnel will verify driver's license with the vehicle registration form to ensure that the person has been given permission to pick-up the student. Please be sure that all people designated to pick-up your child are on the vehicle registration form; otherwise, the student will not be released to them. **Parent/guardian must submit written notification to the campus administration and proper identification if they require designation of other pickup arrangements.**

- Vehicles should not be unattended in student pickup areas.
- Park only in designated spaces.
- Never block others so that they cannot exit the parking lots.

LEAVING CAMPUS

Upon arrival on school grounds, students may not leave campus at any time or for any reason without checking out in the office. A student requesting to leave school during the day must bring a note from his/her parents and be checked out by his/her parent or guardian in the school office. Every parent(s)/guardian(s) must show picture identification or vehicle hangtag to school personnel when signing out their child for any reason. The school nurse may also determine if a student should be sent home due to illness and will notify the student's parent or guardian. (Please see the Tardy Policy)

To minimize interruptions in the classrooms, students will be called to the office by the office staff. It is important that each student have closure to the school day, so please do not ask to check out your student after 2:45 p.m. We can only be accountable for preparing children if we have them for a full day, every day. If you must pick-up your child early for an appointment, you will need to come to the office and sign out your child. To minimize loss of instructional time, we will not send for your child until you arrive at school. **When scheduling appointments, please schedule them after designated school hours, on weekends, or during school breaks.** If an appointment has been scheduled during school hours, please have a copy of the doctor's note for our office records or send with your student the next day. Please send a positive message to your child about the importance of being in school every day.

TARDY POLICY

Each child's most important teacher is the parent. Our goal is to meet the educational, as well as the social and emotional needs of each student. It is our honor to join you and the school community in providing the best education possible. Being in school and being at school on time is critical. Students who are late not only miss out on important instructional time, but they also interrupt the flow of instruction in the classroom.

Tardy procedures are as follows for Kindergarten - 6th Grades:

Elementary students are allowed to enter the building at 7:45 a.m. and must be in the building with their class in their designated area by 8:15 a.m.

1. A letter will be sent from the registrar's office to the parents/guardians after the first 3 tardies/early pick-ups. This letter will notify the parents of the dates their child was tardy and/or picked up early. It will also state that 3 tardies will be counted as one absence and your child is no longer eligible to receive a perfect attendance award.
2. A letter from the principal will be sent to the parents/guardians after the fifth tardy/early pick-up with an explanation of the law stating attendance requirements for the state of Texas.
3. If the student accumulates 8 tardies/early pick-ups, an appointment will be set up to meet with an Assistant Principal.
4. Accumulation of 10 tardies/early pick-ups may result in referral of the student to a truant officer and court proceedings may follow.

Tardy procedures are as follows for 7th - 12th Grades:

Secondary students are allowed to enter the building at 7:30 a.m. and must be in the building with their class in their designated area by 8:00 a.m.

All tardies to any class are unexcused unless the student is detained by a teacher, in which case an excused pass issued by an administrator should be presented to the teacher by the student upon arrival. The specific tardy policy is as follows:

1. At Life School a student is tardy if they are not in their seat or desk, ready to go to work; at the time the tardy bell rings. If a student misses more than 20 minutes of a class, he/she will be counted absent from that class.
2. Excessive tardies are subject to consequences at local campus discretion.
3. Accrual for tardies is by semester.

WITHDRAWAL PROCESS

Parents must come to registrar's office to sign withdrawal paperwork at least three days in advance whenever a child will be moving out of the area or changing to another school. Parents are required to follow administrative procedures for official withdrawal and must indicate on the withdrawal form the name of the district and campus or private school where their child will attend. A student who is withdrawing from school must turn in all books. Students must pay for lost or damaged books.

All records must be clear with the school at the time of withdrawal.

It is the parent's responsibility to check with the school regarding their student's lunch balance at the time of withdrawal. Any unclaimed funds 30 days after last day of the student's enrollment will not be refunded.

For High School and Credits – See Course Guide

CODE OF CONDUCT FOR STUDENTS

Discipline offenses can be incurred through tardiness, dress code infractions, tallies, absence from required tutoring, or referrals. The main purpose for a school is the education of its students. For learning to take place, an orderly climate must exist. Effective discipline is an essential ingredient in such a climate. Discipline is the responsibility of teachers, parents, and students.

Please familiarize yourself with the Student Code of Conduct. Items in the Student Code of Conduct are subject to change as needed. **UNRULY STUDENTS WILL NOT BE ALLOWED TO DISTURB THE EDUCATIONAL PROCESS FOR THE MANY OTHERS IN OUR STUDENT POPULATION.** In addition, Life School has a zero tolerance policy with respect to drugs, alcohol, tobacco and firearms.

Good discipline means that the classroom is relatively free from confusion, disorder, and anti-social behavior. It means that each child and the group as a whole operate freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop self-discipline.

THE FIVE SCHOOL RULES CONSTITUTE:

1. Instant obedience
2. Respect for others
3. Respect property
4. Diligence to duty
5. LLP (Listening and Learning Position)

CONSEQUENCES FOR EXCESSIVE DISCIPLINE:

(THREE TALLIES IN ONE WEEK AND/OR DISCIPLINE REFERRAL)

- 1 offense = detention
 - 2 offenses = detention and teacher conference/phone call
 - 3 offenses = detention and administrative conference
 - 4 offenses = detention and administrative conference
 - 5 offenses = 1- 3 day suspension *
 - 6 offenses = 1- 3 day suspension *
 - 7 offenses = principal may recommend expulsion or transfer of enrollment*
- *Parent conference with administrator is required.

DETENTION

Detentions are served for 30 minutes for grades K- 6 and 1 hour for grades 7th – 12th at the end of the school day. Three tallies accumulated in one week will result in a detention. Students will be assigned detention the day after the third tally or discipline referral is received. After the detention, a parent must pick-up the child from the detention classroom.

If a student misses the assigned detention, two detentions will be assigned. If the detention is missed a second time, the student will be suspended.

DETENTION SCHEDULE

For more specific information on detention schedules, please refer to the campus school office.

DISCIPLINE COMMITTEE

Any student who has withdrawn due to discipline from Life School and reapplies for admission must meet the following guidelines:

1. Student may not reapply for 18 months from the last date of attendance.
2. Student must provide at least three references, telephone numbers and letters of recommendation from school attended during removal from Life School. One reference must be from an administrator, one from a teacher, and one from a counselor.
3. Student's grades and conduct must exhibit a reformed attitude.
4. Student and parent must petition committee in writing, to request to be reenrolled at Life School.

After request has been submitted to the discipline committee, a date may be set for the student to appear before the committee. The committee will then make a ruling and notify the student and the parent of the decision. The family will meet with administration.

PROHIBITED BEHAVIORS

The following prohibited behaviors may result in automatic referrals. Consequences will be given after an administrative conference.

1. Electronic devices, such as gaming devices, iPods, MP3 Players, CD players, CD's or portable DVD players, laser pens, laser guns, toy guns, or toy knives (device will be confiscated and must be picked up by parent only from the office; a tally will be issued and possible fine upon subsequent offenses)
2. Lying (consequences may include detention or suspension)
3. Cheating – a grade of zero may be given for class work in question (consequences may include detention or suspension)
4. Defiant, disrespectful behavior towards the teacher (consequences may include detention or suspension)
5. PDA (Public Display of Affection) (consequences may include detention or suspension)
6. Disruptive behavior (consequences may include detention or suspension)
7. Skipping class or not being in non-designated area (consequences may include detention or suspension)
8. Matches/lighters (1 day suspension)
9. Stealing (up to 2 days suspension)
10. Forgery (up to 2 days suspension)
11. Gambling (up to 2 days suspension)
12. Profanity, profane gestures, racial insults, or inappropriate language or gestures - toward another student (1 day suspension), toward on adult (2 days suspension)
13. Leaving school without permission (consequence determined by administration and may include expulsion)
14. Any periodical or other outside material deemed inappropriate by administration is subject to confiscation and will not be allowed at school (1 day suspension)
15. Physical aggression - hitting, biting, kicking, pushing, spitting, shoving, pinching, etc. (Up to 2 days suspension)
16. Committing extortion, coercion, or blackmail (3 days suspension; consequences may include expulsion)
17. Harassment/threats/bullying (3 days suspension; consequences may include expulsion)
18. Fighting (3 days suspension for all parties involved)
19. Tobacco in any form (3 days suspension; consequences may include expulsion)
20. Possession of contraband, including but not limited to tobacco (3 days suspension)
21. Vandalism (suspension; parents pay damages to school; consequences may include expulsion)
22. Sexual contact, indecent exposure or sexual harassment (consequences given after an administrative conference and thorough investigation; consequences may include expulsion)
23. Pornography (suspension; subject to expulsion)
24. Creation of any device at school or possession of such a device which could be used as a weapon (subject to expulsion and criminal prosecution)
25. False accusations against staff (subject to expulsion and criminal prosecution)
26. Explosives or firearms (subject to expulsion and criminal prosecution)
27. Committing arson (subject to expulsion and criminal prosecution)
28. Alcohol, illegal drugs, nonprescription drugs, or any other substance deemed unsafe by administration (subject to expulsion and criminal prosecution)
29. Sale of contraband (subject to expulsion and criminal prosecution)
30. Assault of student or staff (subject to expulsion and criminal prosecution)

Administrative review will be the final decision on all of the above items.

PUBLIC ORDER AND DECENCY

Criminal Mischief

- A. A person commits an offense if, without the effective consent of the owner:
 - 1. A person intentionally or knowingly damages or destroys the tangible property of the owner;
 - 2. A person intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person; or
 - 3. A person intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner.

- B. An offense under this section is a Class C misdemeanor. Any Class C misdemeanor could result in issuance of a citation and a fine up to \$500.

Disorderly Conduct

- A. A person commits an offense if they intentionally or knowingly:
 - 1. Uses abusive, indecent, profane, or vulgar language in a public place, and the language by its very utterance tends to incite an immediate breach of the peace
 - 2. Fights with another in a public place
 - 3. Spitting or indecent exposure

- B. An offense under this section is a Class C misdemeanor.

STANDARDS FOR STUDENT CONDUCT

Cafeteria

- 1. Talk in a low voice
- 2. Use proper table manners
- 3. Do not throw food or other objects
- 4. Keep your area and cafeteria clean
- 5. Dispose of trash properly
- 6. Remain in cafeteria until dismissed

Expectations for appropriate student conduct in the lunchroom will be upheld.

Classroom

- 1. Follow directions
- 2. Follow classroom management plan
- 3. Participate in classroom discussions and activities
- 4. Do not disrupt learning
- 5. Attend school regularly
- 6. Be at school on time
- 7. Respect the rights and properties of others
- 8. Show respect for all school personnel

Physical Education, Playground, Etc. (Follow campus playground/P.E. safety rules)

- 1. Do not throw dangerous or unauthorized objects
- 2. Use equipment properly
- 3. Do not stand on swings, slides, monkey bars, or other equipment
- 4. Do not sit on top of monkey bars
- 5. Have one person in a swing at a time

Restrooms

1. Use restroom for intended purposes
2. Flush urinals and toilets
3. Unnecessary objects must not be taken into restrooms (pencils, pens, sharp objects, etc.)
4. Standing or swinging on restroom fixtures is not allowed
5. Writing on walls is not allowed
6. Dispose of trash in trash cans

School Building

1. Walk, do not run
2. Fighting, cursing, and/or disruptive behavior are unacceptable.
3. Keep noise to a minimum
4. Take care of all school property
5. Littering is forbidden
6. Gum is not allowed at school

SUSPENSION

Suspensions are considered unexcused absences. Therefore, students will receive a maximum grade of 80 on all make up work. The student will have one make-up day for each day of suspension in order to complete missed assignments.

- **If a student receives 2 or more suspensions in a semester, the principal may recommend expulsion or transfer of enrollment.**

TALLY SYSTEM

When a student breaks a classroom rule, he/she is issued a warning slip called a “tally.” Each time a student receives a tally, he/she must secure a parent signature on that tally slip. A student who receives three tallies or a referral in one week must serve a detention.

Tallies are given to students for misbehavior, for failure to observe school rules, and for irresponsible conduct. The purpose of this discipline is to retrain, instruct, and correct. The goal of the tally system is to encourage students to live peacefully within the framework of normal school rules. If the system is working properly, students are able to correct misbehavior at the earliest possible time in order to avoid more serious consequences.

Since behavioral standards for Life School students are clearly stated, the accumulation of detentions may be viewed as a sign that the student is “unwilling” to conform to those standards. The school discipline policy is designed to promote accountability, responsibility, and respect for authority on behalf of the student.

We discipline students because we love them. Each time a student receives a detention, he/she must secure a parent’s signature on that detention slip before it can be served. Failure to report to the assigned detention or reporting without a parent’s signature will result in the reassignment of the original detention and the assignment of an additional detention. We hope that this process will increase the awareness in all homes regarding frequency and cause for the detention(s).

GENERAL INFORMATION

BACKPACKS

Only clear or full mesh backpacks/bags allowed in buildings.

CAFETERIA SERVICES

Students will have a designated lunch period and will be expected to bring their lunch or purchase one. Lunches from home should include a drink and appropriate plastic ware, if needed.

The school provides hot lunches to Kindergarten through 12th grade students through a food service provider.

It is the parents' responsibility to make certain lunch reservation forms are completed and returned to the teacher each week.

A lunch count is taken and money collected on the Wednesday prior to the week lunches will be served. **Example: Payment received on Wednesday, September 7th, is for hot lunches during the week of September 12th-16th.**

**OUR HOT LUNCH PROGRAM WILL NOT BEGIN UNTIL
TUESDAY, SEPTEMBER 6th.**

OUR FIRST COUNT WILL BE TAKEN ON WEDNESDAY, AUGUST 31ST.

Meal prices will be: \$3.20 for lunch and \$1.65 for breakfast, unless the student qualifies for free or reduced price meals. Meal prices are subject to change. The following is a breakdown of the procedure.

TUESDAY: The school will send home a lunch form every Tuesday with every student. Fill out those forms for each of your student(s).

WEDNESDAY: Return forms to student's elementary/homeroom teacher with payment.

All students must turn in a form, including those who qualify for free and reduced lunches. Every student will need to turn in this form to their homeroom teacher EACH WEEK in order to be included in the lunch count.

On the form the parent must write the amount of money sent and the name of the student with which it was sent. The school needs this information to make sure every student's account is credited properly. Since the school sends a count to the food service provider every Wednesday for the following week, all forms **must** be returned to Life School no later than Wednesday.

If a student has not ordered lunch for a given day and has not brought a lunch to school on that day, parents will be called to determine whether or not they would like to bring a meal. If they would like for us to serve the student an alternative meal that is kept on hand, that meal will be charged to the student's account. Life School orders lunches through a vended meal company which requires that hot meals are ordered a week in advance; therefore, the

hot meals are reserved for the students who ordered a meal in the timeline stated above. However, the alternative meals are kept on hand for students who have forgotten a lunch.

A student will be allowed to charge one meal in the event that parents forget to send in lunch money; however, this will need to be paid prior to the school allowing a second charge.

If a student has a positive lunch balance at the end of the school year, the parent must submit a written request to the campus secretary for the balance no later than June 15th. Any unclaimed lunch balances after June 15th will not be refunded and all accounts will be cleared.

CARE OF SCHOOL PROPERTY

Students will be held responsible for the care of school property. Remuneration will be expected for any damage caused by student negligence, misuse, or vandalism.

CARS/VEHICLES

Use and Parking Regulations

Students should park their cars immediately upon arrival at school and not use/enter them until the time of departure from campus at the close of the school day. Students are not to sit in parked cars on the campus at any time, including between passing periods and at lunch. Students who enter their vehicles or go to the student parking lot during this time will be assigned a detention for the 1st offense and suspension of the permit for the 2nd offense.

Student parking privileges are restricted to the following regulations:

- Students may park only in areas designated by campus administration.
- Students who park in faculty parking areas or other “No Parking” areas will be subject to disciplinary action.
- Vehicles parked in faculty parking areas or otherwise improperly parked are subject to being towed at the owner’s expense.
- All student cars must be registered in the high school office.
- All student cars will be required to display a parking hangtag, acquired from the high school office for \$10.00. Any student whose car does not display such a hangtag will be subject to disciplinary action, and the vehicle will be towed at the owner’s expense.
- Students who lose their permit/hangtag will have to pay \$5.00 for a replacement.
- Students must obey all traffic regulations. Rules are to be observed at all times while the vehicle is on school property.
- School administrators may search vehicles. **Anything found in a vehicle driven to school by a student is considered to be in the possession of a student.**

Life School is a closed campus. Students are not allowed to leave campus prior to the completion of all assigned classes. Students who are assigned an **EARLY RELEASE** will be allowed to leave campus, by permit, prior to the end of the day. Students who leave without parental permission and/or signing out in the appropriate attendance office will be subject to disciplinary action. **Students are not authorized to drive on campus until a *Student Driver Information Form* is completed and returned to the high school office.**

A copy of the student's driver's license and insurance card must also be on file in the office. These forms are available in the high school office.

Students not adhering to the above regulations will be assigned detention for the 1st offense and suspension of the permit for the 2nd offense.

Extreme violations may result in suspension of parking privileges at Life School.

CLASSROOM PARTIES

Class party plans are under the control of the school and must be approved by the principal. The three days selected for class parties are Christmas, Valentine's Day and the end of school year. Parents are notified by the teacher or room parents of these events. Birthday Fridays are celebrated once per month at the elementary campuses. Parents should not send flowers, balloons, or gifts to school. Invitations to private parties are not to be distributed at school.

DRESS CODE

1. A parent may be required to bring a change of clothing for any child wearing an item of clothing that the principal finds to be inappropriate or that interferes with the learning environment.
2. No hats, caps, shower caps, headbands, sweatbands, etc. shall be worn inside the school building. Girls only may wear headbands that coordinate with Life School uniform.
3. Pants must be worn in a proper manner on the waist.
4. Shirts must remain tucked in at all times.
5. Bandanas are not allowed on school property at any time. No clothing shall be worn tied around the body.
6. Tattoos and gang symbols are not allowed.
7. Nonconforming hairstyles or inappropriate dress of any kind will not be allowed at school. Hair length should be no longer than at the collar, no lower than the bottom of the ear lobe and may not cover any part of the face for boys. Boys are not permitted to wear ponytails. No excessive colors or styles for boys or girls.
8. Facial hair must be neat and groomed for boys. Side burns must be kept neatly trimmed as to not form a beard.
9. No inappropriate dress should be worn at any time. Only school uniforms and uniform jackets are allowed on campus.
10. Excessive dress code violations will be treated as defiant and disrespectful behavior and may result in a disciplinary referral.

Administrative review will be the final decision on all of the above items.

Uniform Requirements

Life School is a school of choice that requires students to wear uniforms. Student uniforms make a statement that students belong to a unique school environment with a strong commitment to educational excellence. The uniqueness of the student does not rest in the apparel they wear, but in the inner qualities and gifts of the student. If you are unable to provide the required uniform(s) for your student, you may contact campus administration for possible assistance.

In order to minimize loss and simplify identification, all clothing must be labeled.

Uniform Infractions

Uniform infractions will be handled by campus administration.

**LIFE SCHOOL
2011-2012 UNIFORM REQUIREMENTS
Kindergarten through 12th Grades**

<p>Absolute Uniform 1126 S. Cedar Ridge Suite 102 Duncanville, Texas 75137 972 572 9191 You may shop online at: www.absoluteuniform.com</p>	<p>Parker Uniforms 413 Casa Linda Plaza Dallas, Texas 75218 214 324 2483 You may shop online at: www.parkersu.com Life School code is DA052522</p>	<p>Charter School Uniforms, a division of Parker School Uniforms 711 West Wheatland Ave. Duncanville, Texas 75116 972 296 2657 You may shop online at: www.charteruniforms.com</p>
---	---	--

ITEMS WITH AN * MUST BE PURCHASED FROM ONE OF THE TWO COMPANIES LISTED ABOVE.

Shirts

- *Grades K-12 - White oxford shirt (button-down collar)
- *Grades K-6 - Red or navy polo shirt, (long or short sleeved)
- *Grades 7-12 - Hunter green or navy polo shirt, (long or short sleeved)

Sweaters/Sweatshirts/Jackets

- *Grades K-12 - Navy cardigan, “V” neck sweater or sweatshirt (uniform shirts must be worn underneath)
- ***Only school uniform jackets are allowed on campus at all times.**

ALL SHIRTS, SWEATERS, SWEATSHIRTS AND JACKETS MUST HAVE THE LIFE SCHOOL CREST.

Pants/Shorts

- *Grades K-6 - Navy pants or walking shorts (no more than 2 inches above the knee)
- *Grades 7-12 - Khaki pants or walking shorts (no more than 2 inches above the knee)

Skirts/Jumpers/Modesty Skirts

- *Grades K-3 - Plaid jumper (no skirts)
 - *Grades K-3 - Navy modesty skirts
 - *Grades 4-6 - Plaid or navy modesty skirt
 - *Grades 7-12 - Khaki skirt
- Girls should wear navy modesty shorts under jumpers and skirts*

ALL PANTS/SHORTS MUST BE WORN AT THE NATURAL WAIST.

Accessories (Grades K-12)

- White or navy socks or tights.
- Undershirts must be white and the same sleeve length and body length as the shirt it is worn under.
- Hair accessories must be uniform colors.

Belts (Grades K-12)

Black, brown, navy blue, or khaki belt with small standard belt buckle. Belts and pants must be worn at the natural waist.

Belts are required for 5th-12th grades only.

Shoes (Grades K-12)

Matching solid black or solid white shoes, with non-marking soles (can be athletic, loafer style, or dress shoes). The following examples are unacceptable: sandals, boots, flip-flops, wheeled shoes, light up shoes, open-toed shoes, or shoes with more than 1" heels. Shoes must have both closed toe and closed heels. Shoe strings must be the same color as the shoes.

Optional Friday Uniform (Grades K-12)

*Life School t-shirts and sweatshirts may be worn with uniform pants, shorts or skirts.

Life School sponsored t-shirts, senior shirts, and sweatshirts may be worn at the discretion of administration.

Free Dress Day Guidelines

- Pants must be worn at the natural waist
- Shorts must be the same length as uniform shorts
- Clothing must not be worn too tightly
- No midriffs or short skirts
- No shirts with inappropriate logos or words
- No tank tops or spaghetti straps
- No flip-flop sandals
- No puffy jackets/vest
- Rules from handbook regarding jewelry apply

Jean Day

Students should wear only blue denim jeans, shorts or skirts. There should not be any printed logos or emblems on jeans. Shorts and skirts must be the same length as uniform. Torn jeans or jeans with holes are not acceptable.

Jewelry

- Girls may wear 1 earring per ear
- Earrings should be stud-style only
- Hoop or dangling earrings are not allowed
- Boys are not permitted to wear earrings
- Piercings anywhere else on the body except girls' ears are not allowed
- Necklaces and bracelets must be thin and conservative and must coordinate with the uniform
- Flashy, large jewelry will not be permitted
- Multiple necklaces or bracelets will not be allowed

DISTRIBUTION OF NON-SCHOOL MATERIALS

Vendors or parents are prohibited from soliciting funds or merchandise or taking orders on campus without prior approval of the principal. Written handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or

distributed on campus by a student or non-student without the approval of the principal. Posting signs on school property is prohibited.

DRILLS: DISASTER AND FIRE

An alarm will sound for fire/disaster drills. All classrooms will have fire drill evacuation procedures specific to their locations in the building.

In a disaster drill, students will be directed by teachers to walk calmly to predetermined safe locations. Once in place, students are to assume the protective position by kneeling with heads down and arms over their heads.

Students whose behavior is a hindrance to the safe evacuation of the building or who cause a false alarm will be subject to discipline action by administration.

DRUG-FREE CAMPUS

Life School supports a zero tolerance drug policy. Life School faculty and staff strongly support an anti-drug message and welcome parent and community support to promote this message.

EMERGENCY MEDICAL TREATMENT

Each year, parents are required to complete an emergency care form that includes a place for parental consent to school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

EMERGENCY SCHOOL CLOSING

Information about emergency school closings due to inclement weather and other situations may be broadcast on the following television and radio stations: WFAA-Channel 8, NBC-Channel 5, CBS-Channel 11/UPN Channel 21, FOX-Channel 4, WBAP-820 AM, KLTY-94.9 FM, KBEC 1390 AM, or KRLD-1080 AM. The closing **must** say “Life School”, not a surrounding school district.

Emergency school closings due to inclement weather and/or other situations will also be posted on Life School’s website at www.lifeschools.net and a message will be on the school recording.

ENROLLMENT PROCESS

The enrollment policy for Life School includes all children who are within the geographic area described in the Life School charter contract. No student will be discriminated against on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law. Each applicant will be required to submit an application to Life School no later than the deadline established by Life School. Admissions will be determined on a first-come, first-served basis. However, if more applications are received than spaces available, the available spaces will be filled by lottery. Life School reserves the right to deny admission to a student with a previous expulsion or other serious documented behavioral incidents under Texas

Education Code chapter 37, subchapter A, such as a felony, probation, parole, or time spent in an alternative education facility such as a Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP).

The board may make reasonable inquiries as permitted by law to verify a person's eligibility for admission. The board may require evidence that a person is eligible to attend the public schools. The board shall establish minimum proof of residency acceptable to the school.

Verification of residency and current immunization records are required for all students enrolling. Every student enrolling for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of State Health Services, no later than thirty (30) days after enrolling. Students who submit an affidavit from a physician stating immunizations should not be administered for medical reasons, and students who submit an affidavit signed by the student's parent or guardian declining immunizations for reasons of conscience, will be exempted from this requirement. The parent or guardian must furnish records which verify the identity of the student.

Admission/Open Registration

The Charter Holder Board of Directors or designee sets the campus date(s) for Open Registration. Open registration applications are accepted March 4th through March 31st according to the following procedures:

1. Initially, the campus will re-enroll current students, siblings of current students on the waiting list, and intercampus transfers.
2. The campus then determines open positions by first placing current students, siblings of current students who have priority, and intercampus transfers into appropriate spots for the next school year.
3. Once steps 1 and 2 have been accomplished, the campus will notify the Life School administration.
4. Open Registration will be conducted for three (3) weeks.
5. If at the close of Open Registration, the number of applicants is not greater than the number of available positions, applicants will be registered. Registration thereafter shall remain open and ongoing and students shall be placed in available spots for each class having openings.
6. If at the close of Open Registration, the number of applicants exceeds available positions, a lottery (described below) will be conducted for the campus.

Lottery

Life School utilizes a lottery system for the selection of students for enrollment. A lottery will be called for by the Life School Board of Directors and conducted by campus administration for each class for which there are more eligible applicants than available spaces for that class at the conclusion of the Open Registration period. Any lottery will be conducted according to the following procedures:

1. The names and grade levels of all applicants completing the Life School Initial Application will be written on individual slips of paper and placed in a container. (Students returning and siblings of those students having priority are exempt.)
2. The campus principal or designee will draw the slips from the container. As each name is drawn, the name will be placed on a list until all available spaces are filled. Thereafter, additional student names will be drawn and placed onto a waiting list based on the order of their draw for each class.
3. Parents of each applicant will be notified of their position on the list and/or waiting list within forty-eight (48) business hours of the drawing. Once contacted, parents of

students selected for an available position will have 48 hours to notify the campus principal or designee in writing of the acceptance of the available position. Failure to notify the campus will be considered a declination of the offer of admission. A voluntary or involuntary declination is an irrevocable decision and the position will be immediately offered to students on the waiting list in the order they appear.

4. Once the lottery has placed all eligible applicants in order on the list or waiting list, and all available spaces have been filled, all subsequent applicants will be placed on the waiting list on a first-come, first-served basis.

Students qualifying for admission to Life School may be asked to provide information necessary to prepare Life School to best serve that student and its student population in general. Once the admission period has passed and it is determined that no lottery is required for the grade or campus of the admitted student, these students qualifying for enrollment will be so notified. However, in the event a lottery is required involving an admitted student, and once the lottery winners have been determined, admitted students qualifying for enrollment will be so notified.

The State of Texas requires that children be five years old on or before September 1 to enter Kindergarten. (**Texas Education Code 25.001**). To attend first grade at any public school in Texas, a child must be six years old on or before September 1, or have been previously enrolled in the first grade of a public school in another state, or completed public school Kindergarten in another state (**Texas Education Code 42.003(c)**). **Parents must provide the school with accurate, updated information regarding names of parent(s)/guardian(s) address, telephone number, emergency contacts, and a doctor's telephone number.**

If any of this information changes during the school year, please notify the school office immediately.

Life School Intercampus Transfer Procedures

Life School does not allow campus-to-campus transfers during the school year. Each student accepted by a Life School campus must remain at the accepting campus for the applicable academic year. Life School's intercampus transfer procedures apply only when a student's parents/guardians wish to enroll their child/children at a different Life School campus during the following academic year. Life School will only accept intercampus transfer requests three times a year during designated weeks in April, May and July. Registrars will meet following the close of designated weeks in April, May and July to fill all available spots with intercampus transfer requests at that time. If the student is transferred, he or she will complete the year at the original campus and then transfer to the new campus in August. Additionally, siblings may transfer provided that there are spots available at the elementary or secondary campus. For budget planning purposes, Life School puts a cap on the amount of students that can transfer from a campus. This cap does not apply to Life School Lancaster 6th grade students that are transferring to a secondary campus.

Life School Lancaster Intercampus Transfer Procedures for 6th Grade Students

A lottery will be held during the Spring semester to determine the placement of Life School Lancaster's sixth grade students. Students may attend either the Life School Oak Cliff or Life School Red Oak Secondary campuses. Both campuses are "Recognized" campuses by the Texas Education Agency. After the lottery has been held and placement at a campus has

been designated, there are still opportunities for transferring if a Life School Lancaster student is not placed at his or her desired campus.

If a spot at the student's desired campus becomes available before the first intercampus transfer period in April, the student may still be able to move to the desired campus.

- If there are **fewer** transfer requests than available openings for a specific campus, all Life School Lancaster students requesting transfers during the April intercampus transfer period **will** be transferred to their campus of choice for the next academic year.
- If there are **more** transfer requests than available openings for a specific campus, a lottery will be held from those Life School Lancaster students requesting transfers in April to determine who will receive the available slot.

If a spot at the student's desired campus becomes available **AFTER** the intercampus transfer period in April, Life School will hold a second intercampus transfer period in May.

- If there are **fewer** transfer requests than available openings for a specific campus, all Life School Lancaster students requesting transfers during the May intercampus transfer period **will** be transferred to their campus of choice for the next academic year.
- If there are **more** transfer requests than available openings for a specific campus, a lottery will be held from those Life School Lancaster students requesting transfers in May to determine who will receive the available slot.

If a spot at the student's desired campus becomes available **AFTER** the intercampus transfer period in May, Life School will hold a third intercampus transfer period in June.

- If there are **fewer** transfer requests than available openings for a specific campus, all Life School Lancaster students requesting transfers during the June intercampus transfer period **will** be transferred to their campus of choice.
- If there are **more** transfer requests than available openings for a specific campus, a lottery will be held from those Life School Lancaster students requesting transfers in June to determine who will receive the available slot.

If a spot at the student's desired campus becomes available **AFTER** the intercampus transfer period in June, Life School will hold a fourth intercampus transfer period in July.

- If there are **fewer** transfer requests than available openings for a specific campus, all Life School Lancaster students requesting transfers during the July intercampus transfer period **will** be transferred to their campus of choice.
- If there are **more** transfer requests than available openings for a specific campus, a lottery will be held from those Life School Lancaster students requesting transfers in July to determine who will receive the available slot.

If a spot at the student's desired campus becomes available **AFTER** the intercampus transfer period in July, Life School will hold a fifth intercampus transfer period in August. This will be held one week before the start of the new school year.

- If there are **fewer** transfer requests than available openings for a specific campus, all Life School Lancaster students requesting transfers during the August intercampus transfer period **will** be transferred to their campus of choice.
- If there are **more** transfer requests than available openings for a specific campus, a lottery will be held from those Life School Lancaster students requesting transfers in August to determine who will receive the available slot.

The August intercampus transfer period is the **last** opportunity for Life School Lancaster students to transfer. Please note that siblings (elementary or secondary) of a Life School Lancaster student may transfer to the same Life School campus so long as there are spots available at the desired elementary or secondary campus. Life School wishes to keep families together as much as possible and desires to meet the needs of each student and parent.

FACULTY CREDENTIALS

Teacher credentials fit the following guidelines:

- College degree or professional experience appropriate to position
- Highly qualified status under No Child Left Behind appropriate to teaching assignment, as applicable
- Professional certification preferred
- Credentials of individual teachers will be provided upon request.

FEES

Life School reserves the right to charge student fees for seat sacks, planners, and/or field trips. A detailed listing of fees will be provided upon request. These fees are non-refundable and must be paid before enrollment is complete. Athletic fees are also non-refundable.

There will be a returned check fee per individual returned check for insufficient funds. Any person writing checks that are returned for insufficient funds may not be allowed to write a check to Life School and must make future payments to the school in the form of cash or money order.

FIELD TRIPS

All field trips taken by classes are approved on the basis of their contribution to the educational program of the school. A signed parental permission form is required before the student is allowed to make the trip with the class. Teachers will notify parents prior to all field trips. Parents must pay their own admission fee if attending a field trip as a chaperone. Parents must provide their own transportation. No siblings are allowed on class field trips. All students must ride on transportation provided by school or with their parent/guardian.

Any person that attends as a volunteer must have a criminal background check prior to the field trip.

Note: All field trip fees paid are non-refundable.

GAMES

No one under 7th grade is allowed to attend athletic practices or games without direct parent(s)/guardian(s) supervision. All school Code of Conduct standards apply at games, whether home or away. At away games, students should model exemplary behavior as representatives of our school. No student may leave the gym or stadium during the activity. Students who leave the gym or stadium must leave the campus.

GRIEVANCE PROCEDURES

The following information is intended to provide parents and students an opportunity to resolve questions or problems that may arise. A student and/or parent should first discuss a problem with the appropriate teacher during a scheduled conference. No teacher should be confronted inside or outside the classroom. If the teacher's decision is not satisfactory, the complainant may request a conference with the assistant principal. If the assistant principal's decision is not satisfactory, the complainant may request a conference with the principal. If the principal's decision is not satisfactory, the complainant may request a conference with the central office. All conferences should be within 10 calendar days of the event or problem in question. Meetings with administrators and/or teachers must always be made by appointment.

Complaints about instructional materials, loss of credit on the basis of attendance, or expulsion must be referred to the principal. A student and/or parent with a complaint regarding possible discrimination on the basis of race, gender, ethnic origin, or disability, or a sexual harassment complaint should contact the principal. No parent should correct or discipline another student.

HOMEWORK - MAKEUP WORK - INCOMPLETE GRADES

It is expected that unless otherwise indicated, the student will do his/her own work on all homework and projects. Work turned in that is not the student's own work (and not in the student's handwriting) will be subject to deducted points and a possible grade of a zero.

Homework will be accepted without a penalty if it is turned in at any time on the day it is due. Homework will be accepted the day after it is due, but a grade penalty of ten percent will be assigned. Homework submitted later than the first day after the due date may not be accepted.

If an absence is unexcused, the student must still do the work which he/she missed, although points will be deducted. Work must be turned in within 24 hours after returning to school. A maximum grade of 80 will be given for work completed following an unexcused absence.

In some cases, students who have missed assignments and/or concepts in a class may be given an incomplete grade. All work pertaining to an "I" should be completed and turned in by the beginning of the third week following the grading period assigned. Otherwise, the "I" will default to the student's actual numeric average with zeros for missing assignments. Questions concerning an "I" should be directed to the teacher.

IDENTIFICATION CARDS

The Life School Student ID card is the property of Life School and should be carried at all times on campus or while attending school functions to show to any school official upon request. A replacement fee will be charged for lost, stolen, or destroyed cards. A new badge will not be issued until the fee is paid. Once a new badge has been printed, this fee is non-refundable. The student ID card will be used for verification of current enrollment at Life School and will be used for a variety of activities. The student ID card must be surrendered upon termination of enrollment at the school.

LEARNING SUPPORT SERVICES

Special Education Services

Special Education provides for the special needs of students who may require individualized instruction. Life School incorporates special needs students into a mainstream environment that encourages inclusion. Teachers or parents may refer students for appraisal. If a student meets the criteria, the Admissions, Review, and Dismissal (ARD) committee comprised of staff, parents, and teachers will determine an appropriate individual educational plan for the student.

Options and Requirements

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

LOCKERS

Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Students have full responsibility for the security of lockers and will make certain that they are locked, and that the combination is not given to others. Searches of lockers may be conducted at any time without notice and without student consent when there is reasonable suspicion to do so, whether or not students are present.

Each student in grades 7-12 may be assigned a locker. **Anything in a student's locker is considered to be in his/her possession.** Damage to lockers by students may result in fines and/or discipline consequences.

Life School is not responsible for lost or stolen items.

NON-DISCRIMINATION POLICY

Life School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities of the school. Admission will not be based on gender, national origin, ethnicity, religion, disability, academic, artistic or athletic ability, or the district the child would otherwise attend.

The Title IX coordinator for Life School is:

Andy Chester
Director of Athletics
950 S. I-35E
Lancaster, TX 75146
Phone: (972) 274-7900
Email: andy.chester@lifeschools.net

The Section 504 coordinator for Life School is:

Susan Boggs
District Special Programs Coordinator
950 S. I-35E
Lancaster, TX 75146
Phone: (972) 274-7900
Email: susan.boggs@lifeschools.net

The Title II coordinator for Life School is:

Kimberly Abraham
District Special Education Coordinator
950 S. I-35E
Lancaster, TX 75146
Phone: (972) 274-7900
Email: kimberly.abraham@lifeschools.net

PARENTING INFORMATION

Parent Participation Requirements and Points

Parent involvement is an essential part of the student's education at Life School. A point system has been established whereby a parent may fulfill his/her parenting requirement. **A total of twenty points per school year (10 per semester) for each family must be accumulated three weeks prior to the last day of school.**

Required Points (8 Points):

The following points can only be earned by observation and Parenting meetings; **they may not be earned by volunteer time.**

Observation—1 hour of Classroom Observation (1/2 hour per semester).
4 points each 1/2 hour.

Monthly Parenting Meetings and Parent Updates - 4 points per semester to be earned. You may count these points per family.

Example: Attendance at one meeting counts for each of your students. Each Parenting Meeting is worth 3 points, and each Parent Update is worth 1 point.

Parenting Point System:

Fall Semester consists of the following:

- Classroom observation and or parent /teacher conference for ½ hour 4 points
- Attendance at one parenting seminar 3 points

- Parent Update 1 point
- Other activities (such as lunchroom volunteer, assist with a class party, etc.) 2 points

Spring Semester consists of the following:

- Classroom observation and or parent/teacher conference for ½ hour 4 points
- Attendance at one parenting seminar 3 points
- Parent Update 1 point
- Other activities (such as lunchroom volunteer, assist with a class party, etc.) 2 points

Eating lunch with your child will not count towards parenting points.

For specific information regarding the parenting program and parenting points contact the campus office.

Procedures for Parents in the Classroom

Observations should be limited to parents or legal guardians to earn parenting points.

Observing one’s child in a classroom setting can provide the parent with helpful insight into the child’s ‘world.’ Observation in the classroom begins 3 weeks after school has begun and must be completed 3 weeks before school is over. Each parent is required to observe in his/her child’s classroom for one-half hour per semester (Fall and Spring) to fulfill the mandatory parenting requirement. Parent observation begins September 7th and ends May 6th.

Guidelines for classroom observation include the following:

1. Please sign in at the front desk, providing the time and date for your observation in the classroom. Pick-up observation guidelines. Then you may proceed to your student’s classroom. Parents may visit classrooms at any time except testing times.
2. A maximum of two parents are allowed in the classroom at a time.
3. Only parents or guardians are allowed in the classroom.
4. There should not be any conversation with other observers or with the students.
5. Please take a seat in the back of the room.
6. Please do not sit next to your child’s desk.
7. If you wish to discuss your child’s progress, please refrain from conversing with the teacher until after school or by appointment. *It is very important that the teacher’s undivided attention be on the students.*
8. **It is strongly recommended that the parents call in advance on the morning of their observation to ensure that a substitute is not in the classroom.**

Things to Look For During Classroom Observation:

1. How does your child respond to the teacher?
2. What is your child’s response to other children in the classroom? (At times, try to observe when children are free to interact with students.)
3. Does your child prefer group activities or time alone?
4. Do you see areas of weakness in your child’s academics?
5. Do you see certain areas of your child’s life which need development of character qualities? (Please realize that your child will not react in exactly the same way as when you are not in the classroom.)
6. Is your child attentive?
7. Does your child ask questions when he/she does not understand?
8. Does your child seem sleepy, tired, or fidgety?

9. Does your child seem prepared for the day's work?
10. Is your child easily distracted?

The object of this list is not to cause you undue alarm. You may, however, find areas where you may help your child after observing.

1. My child needs more rest.
2. My child needs more drill in math.
3. My child needs to be more organized.
4. My child needs to be more attentive.
5. My child needs to build more relationships with peers.
6. My child needs to learn to ask questions when he/she doesn't understand.
7. My child needs to have a better concept of time segments.
8. My child needs to have more practice in sports activities.
9. My child is doing great!

If, after observing, you have questions concerning any area of the classroom, please feel free to contact your child's teacher.

PARENT SELF-SERVE SYSTEM

The *Life School Parent Self-Serve System* will allow parents to track their child's attendance, grades and other student information using a web browser. This system provides another way in which our faculty and staff are partnering with our students to improve the overall educational experience for our students and our parents. Parents/guardians may register by visiting the Life School website at www.lifeschools.net and by clicking on the Parent Self-Serve button.

PARENT/TEACHER CONFERENCES

Parents are encouraged to confer with the child's teacher to discuss progress. Parents may schedule appointments through the office with individual teachers. The teacher may also wish to contact the parent to confer about the child's progress. **These conferences are not to be scheduled during afternoon pickup, during parent observation, morning drop-off, or during or after Parent Update.** They should be scheduled during the teacher's conference period.

In addition to parent/teacher conferences, parents can learn more about the school and its programs through regularly scheduled Parent Updates.

If parents have any concerns about their child's performance in the classroom, they must contact the child's teacher first. After a parent/teacher conference, the parent may request a conference with the associate principal by scheduling an appointment with the school's secretary. All administrative conferences must be scheduled and must include the parent(s)/guardian(s).

To preserve confidentiality of student records and information, other family members and friends should not participate in parent conferences with teachers and/or administrators.

PARENT/TEACHER ORGANIZATION

Parent involvement is encouraged. Our Parent Teacher Organization (P.T.O.) will promote better relationships between home and school. Notices will be sent with students prior to meetings. Meetings will be scheduled before Parent Updates on Parenting Nights no more than twice a semester. Board members' terms of service will be from August to May.

PERSONAL POSSESSIONS

Please label all of your child's belongings. Many items are lost each year, and labels help us return them to the owners. Although the school has a lost-and-found area, items are discarded after an appropriate time for students to claim them.

Toys, trading cards, video games, MP3 Players, iPods, CD players, or other electronic devices or inappropriate materials are not allowed and cannot be brought to school.

For safety purposes, the District permits students to possess cellular phones. However, paging devices, beepers, cellular telephones, and other legally defined communications devices shall not be used during the instructional day. These devices must be kept in the student's locker or concealed in the student's backpack, purse, or pocket in a deactivated mode during the instructional day. The devices must also be kept out of view at all times.

If a cell phone is heard, or if a student uses or displays a cell phone during the school day, the phone, including the SIM card, will be confiscated and held for five (5) school days and a \$15 storage fee may be assessed before the student can regain possession of the phone. If a telecommunications device is not retrieved, the District shall dispose of the device after providing notice required by law. Having a cell phone during Texas Student Assessment Program testing is considered a testing irregularity and could be considered an attempt to cheat. Appropriate discipline consequences will be applied. Any student who brings a cell phone or electronic device into the testing environment will be subject to the following:

- If the test session has **not** started, the student will be required to check in the cell phone or electronic media device to the test administrator. The cell phone or electronic media device will be turned off, logged in, secured and returned at the end of the day.
- If the test session is in progress, the students test may be invalidated, even if the student's test document has already been submitted to the test administrator.
- If the test session is in progress, further disciplinary actions may occur.

Cell phones may be carried at extracurricular events after the school day. Any item that is in violation of the Student/Parent Handbook or deemed inappropriate by administration that is taken up from a student can be picked up by the parent. The school is not responsible for items taken up from students, or for any lost or stolen items.

PETS

For health and safety reasons, students may not bring animals to school.

PRE - A.P., A.P. AND DUAL CREDIT COURSES

Please see the Life School Course Guide for more information about the Life School Pre-A.P., A.P. and dual credit program.

SEARCHES

School officials have the right to search a student's clothing, personal property, locker, and/or vehicle if there is reasonable suspicion to believe that such a search will uncover articles or materials prohibited by the Student Code of Conduct. The school reserves the right, in unannounced visits, to use specially trained dogs to sniff out and alert to the current presence of concealed, prohibited items and/or illicit substances. The dogs will be used in vacant classrooms, around lockers, and around vehicles on school property. Searches shall be conducted if a dog indicates a specific location. Fitting disciplinary action may result from such searches.

SEXUAL HARASSMENT

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a school employee. This prohibition applies whether the conduct is by word, gesture, sexual conduct, or requests for sexual favors. All students are expected to treat other students and school employees with courtesy and respect, to avoid any behavior known to be offensive, and to stop these behaviors when asked or told to stop.

A substantial complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. See the Student Code of Conduct for information regarding disciplinary sanctions. The school will notify the parents of students involved in sexual harassment by student(s) when the allegations are not minor. The school encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in school. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee. A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member, may be presented by a student and/or parent in a conference with the principal or designee. The conference will be scheduled within five days of the request. The principal will coordinate an appropriate investigation, which ordinarily will be completed within ten days of the date of the request. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory, the student or parent may request a conference with the Director of Academics, within 10 days of the resolution.

STUDENT RECORDS AND DIRECTORY INFORMATION

Life School maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters Life School until the

student withdraws or graduates. This record transfers with the student from school to school.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

A parent/guardian who desires a copy of their student's school records must **submit a written request** with the student's name and grade, as well as the date of request and signature of the parent/guardian to the school office. This includes requests for a copy of student's report card. Please allow 24 - 72 hours from time of request for processing.

The addresses and phone numbers of the campus offices are:

LS Cedar Hill

129 West Wintergreen
Cedar Hill, TX 75104
972 293 2825

LS Lancaster

950 South I-35E
Lancaster, TX 75146
972 274 7950

LS Oak Cliff

4400 South R.L. Thornton Freeway
Dallas, TX 75224
214 376 8200

LS Red Oak Elementary

777 South I-35E
Red Oak, TX 75154
469 552 9200

LS Red Oak Secondary

3295 US Hwy 77
Waxahachie, TX 75165
972 937 0715

Parent(s)/guardian(s) of a minor or a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, consultants, attorneys, cooperatives, or board members of Life School, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Life School forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

The parent's or student's right of access to and copies of, student records does not extend to all records.

Copies of student records are available at a cost of duplication, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the school is given a copy of a court order terminating the parental rights.

Certain information about students is considered “directory information” and will be released by Life School unless the parent objects. Life School may release directory information to be used in school website or school publications. “Directory information” includes the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended. Parents who object to the release of any or all directory information may complete the *FERPA Use of Student Photos and Directory Information Opt Out Form* on page 49. If the school does not receive this form objecting to the release of directory information by the tenth (10th) day of the school year, the school will assume that the parent approves release of directory information. However, parents/guardians may alter their decision to restrict by completing the *FERPA Use of Student Photos and Directory Information Opt Out Form* or not restrict directory information by notifying the school in writing.

TELEPHONE USE

Students are only allowed to use the telephone for emergencies, with the approval of administration. Phone messages will be delivered to students only from their parents/guardian as it is deemed necessary by the principal or assistant principals. **No social calls are permitted.** Students are not called to the phone nor are messages delivered during class periods except in case of emergency.

TEXTBOOKS

School books used in the classroom are provided by, and property of the State of Texas. When the textbook is issued to the student, the student’s name should be written in the book. Each student is responsible for books issued to him/her. If a book is lost or stolen, a new one will not be issued until the old book is paid for. “Lost” books turned in to the office that do not have a student’s name in the book will be returned to inventory. Should a student’s book be found after being paid for, money will be refunded. Student or parent should provide receipt of payment when requesting a refund.

Students with records not clear due to outstanding textbooks or library books will not be able to check out books the following year until the records are clear. Seniors may not participate in graduation rehearsal or commencement exercises until all records are clear.

THURSDAY EXCHANGE FOLDER AND FRIDAY NEWSLETTER

Thursday exchange envelopes/folders are sent home on a weekly basis. Parents are asked to take time to read all communications and to review all student papers. Examples of valuable information in the folder may include:

- Graded work
- School newsletters
- Communications from the school office
- K-6 Thursday
- 7 – 12 See teacher syllabus

VISITORS

In order to ensure safety for all, we require all visitors – including parents and volunteers – to register at the reception desk/school office. **Student visitors are not allowed.**

When you register, make sure that you sign the “Visitor/Volunteer Registration” log and obtain a pass.

Volunteers who work directly with students will be required to have a clear background check.

HEALTH SERVICES

BACTERIAL MENINGITIS

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most serious form of bacterial infection with the potential for severe, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body’s immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

COMMUNICABLE DISEASES

The school requests that parents of students with a communicable or contagious disease telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. A student with a communicable disease is not allowed to come to school while the disease is contagious. These diseases include but are not limited to the following: chicken pox, measles, mumps, strep throat, scarlet fever, hepatitis, and mononucleosis. Most communicable diseases require a doctor's release for the student to return to the classroom. Students with temperature of 100°F or above must not be sent to school.

HEAD LICE

Pediculosis is common in school aged children. If a student is found to have head lice the student will be sent home. Treatment with an appropriate shampoo or cream rinse approved by the FDA can be purchased without a prescription at any store that carries drug store products. The eggs or nits at the base of the hair shaft should be removed with a fine toothed comb. After a student has been treated with the appropriate shampoo they may return to school. However to keep Pediculosis from returning all the student's clothing and hair brushes **MUST** be washed in 130° water. It is also recommended that the student undergo a second Pediculosis shampoo treatment within 8-10 days, because the eggs or nits hatch in that time.

ILLNESS AT SCHOOL

The health of all our students is very important to Life School. The following are guidelines that will be followed for the students of Life School. Students with any of the following will be sent home:

- Fever - 100.0 degrees or greater (the student should be fever free for 24 hours before returning to school)
- Vomiting - (the student should be vomit free for 24 hours before returning to school)
- Diarrhea
- Reddened eye with watering and/or crusting
- Head lice
- Rash of unknown origin

- Feels too badly to remain at school

When a student becomes ill, he/she will be sent to the office. If a student has a fever or is in need of further care, a parent(s)/guardian(s) will be contacted. If the parent(s)/guardian(s) cannot be reached, the emergency contacts on the enrollment form will be notified. Students cannot leave the campus unless a parent(s)/guardian(s) or emergency contacts have been notified.

IMMUNIZATION

Immunization requirements are administered by the State of Texas and are subject to change. To maintain a healthy atmosphere on all of our campuses, Life School and the State of Texas require all students to maintain current health records. Persons who knowingly falsify student enrollment information are in violation of the law and are subject to prosecution.

MEDICATION ADMINISTRATION AT SCHOOL

Parents/Guardians should make every effort to give required prescription and over-the-counter medications to their students at home. When this is not possible, Life School staff may assist in the administration of medication during school hours, subject to the following rules.

Prescription medications: All prescription medication is to be delivered and picked up by a parent/guardian and must be in the original container and properly labeled. A properly labeled prescription is one with a pharmacy label stating the student name, medication name, dosage to be administered, doctor's name and date the prescription was filled. To protect the students, staff will not administer medication in a dosage that exceeds the recommended maximum in the Physician's Desk Reference. Medication will not be sent back and forth from school to home. Medication that needs to be given at school needs to stay at school. Please request the prescription be split for school use and home. In addition if your child uses an inhaler, one needs to be at school and one kept at home.

Over-the-counter medication: Over-the-counter medication may also be administered with written authorization from the parent and the student's physician. All over-the-counter medication must be in the original container and properly labeled. Over-the-counter medication will not be administered longer than the instructions on the medication label.

All medication will be kept in the school nurse clinic.

STUDENT INJURY

While student safety is a high priority for Life School under State law, the school is not responsible for medical costs associated with student injury.

TRANSPORTATION

Life School will not provide bus service to and from school for students. Conditions governing school bus and van operations are prescribed by the state. In meeting these conditions and assuring as nearly as possible the safe and prompt movement of students for field trips, extracurricular activities, etc., the school has adopted the following rules:

Bus/Van Rules


1. Obey bus/van driver and monitor.
2. Parents will sign and have on file a copy of the school bus/van rules.
3. Students will not carry any dangerous or disruptive items onto the bus/van (weapons, fire devices, knives or sharp objects, narcotics, intoxicating beverages).
4. The school is not responsible for confiscated, lost or stolen items.
5. Upon loading, students should move to an open or assigned seat and be seated.
6. Students will remain fully seated with feet on or toward the floor until the bus/van stops at the student's destination.
7. At no time will a student act toward or address comments to a bus/van driver in a disrespectful manner.
8. Students will not throw, pitch, or shoot articles within the bus/van or out the window.
9. Students will not write on, disfigure, or destroy any part of the school bus/van.
10. Students will not take or handle any emergency equipment.
11. Students will not extend any part of their body, clothing, or other articles out of the bus/van window. They will keep the walkway aisle clear.
12. Students will not litter vehicle with debris, but will instead assist in keeping it safe, clean, and sanitary.
13. Students will refrain from engaging in any disruptive and/or offensive behavior (fighting; scuffling; spitting; loud noises; or using obscene, vulgar, and/or profane language or actions, etc.).
14. In case of an emergency or mechanical failure, all students will remain in the bus/van unless directed by the driver to do otherwise.
15. Students will never use the emergency door except in an emergency.
16. Students will be discharged from the bus/van only at designated stops.
17. Students will not engage in physical contact while on the bus/van. NO PDA (public display of affection).

IF A STUDENT CHOOSES TO BREAK A RULE, APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

DISTRICT FORMS

CHANGE OF ADDRESS AND PHONE NUMBER

Parents should provide the school with accurate, updated information regarding parent(s)/guardian(s) names, addresses, telephone numbers, emergency contacts, and doctor's telephone numbers. If any of this information changes during the school year, please notify the school office **immediately**. **All parents must provide the school with accurate phone numbers where they can be reached during the school day if necessary.**

	CHANGE OF ADDRESS AND PHONE NUMBER
DATE: _____	
STUDENT(S) NAME: _____	GRADE: _____
_____	GRADE: _____
_____	GRADE: _____
PARENT(S) NAME: _____	
NEW MAILING ADDRESS: _____ _____	
NEW PHYSICAL ADDRESS: _____ _____	
NEW WORK #: _____	
NEW WORK # _____	
CHANGE OF CAMPUS ID: <p style="text-align: right;">(Where student would attend if not at Life School)</p>	
STAFF INITIALS: _____	

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (FERPA), parents, guardians and students over 18 years of age (“eligible students”) have certain rights with respect to that student’s education records. If the student is 18 years old, even if in high school or living with the parent/guardian, the student has all the rights under this Act. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day Life School receives a written request.
2. The right to request the amendment of the student’s education records that the parent, guardian or eligible student believes are inaccurate or misleading. If Life School decides not to amend the record as requested by the parent, guardian or eligible student, Life School will notify the parent, guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Life School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the School Board/Board of Directors; a person or company with whom Life School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Life School discloses education records without consent to the following parties or under the following conditions: officials of another school in which a student seeks to enroll; organizations conducting certain studies for or on behalf of the school; accrediting organizations; appropriate officials in cases of health and safety emergencies; state and local authorities, within a juvenile justice system, pursuant to specific State law; and to comply with a judicial order or lawfully issued subpoena.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by Life School to comply with the requirements of FERPA. Written complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

Under FERPA, “directory information” includes the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended.

Directory information does not include the student’s social security number or student identification number, unless the student identification number, user identification number, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Use of Student Photos and Directory Information Opt Out Form

You have the right to choose whether your student's information is released or not. Please check a box in the appropriate column below and return this form to your student's school. **Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs (grades K–12), and consent to release directory information to the military (grades 9–12 only).** Please return this form directly to the student's school either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

INFORMATION ABOUT THE MILITARY

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian or eligible student checks Box C in the high school portion of this form. The military typically requests this information in the Fall semester of each academic year. **If you do not want information to be released to the military, you must return this form by October 1st in order to ensure that your preferences are entered in time.** Parents, guardians and eligible students are encouraged to remember that checking Box C means that Life School will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with Life School.

<p style="text-align: center;">ALL STUDENTS GRADES KINDERGARTEN–12</p> <p>PLEASE MARK EACH APPLICABLE BOX:</p> <p>A. <input type="checkbox"/> I do NOT consent to the release of directory information about the student named below outside the district such as newspapers and other media, except as authorized by law.</p> <p>B. <input type="checkbox"/> I do NOT consent to the release of photographs or directory information within the district such as yearbooks, rosters for sports information, programs or articles.</p>	<p style="text-align: center;">ALL STUDENTS IN GRADES 9–12</p> <p>RELEASE TO MILITARY:</p> <p>C. <input type="checkbox"/> I do NOT consent to the release of the above directory information to the military about the student named below.</p>
--	---

PRINT Student's Full Legal Name

Students Date of Birth (month, day, year)

PRINT Parent/Guardian/Full Legal Name

Parent/Guardian Signature

Date (month, day, year)



Computer and Internet Acceptable Use Agreement

STUDENT

I understand and will abide by the above Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Name: _____
(Please Print)

Campus Name: _____

User's Signature: _____
Date

PARENT OR GUARDIAN

As the parent or guardian of _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for Life School to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the telecomputing network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for this student.

Parent or Guardian's Name: _____
(Please Print)

Signature: _____
Date



Student and Parent Handbook Acknowledgment

LIFE SCHOOL was founded on the premise that parents are a child's primary teachers and should be involved in their ongoing formal education. Therefore, you as parents, legal guardian or other legally responsible adult for a child attending LIFE SCHOOL acknowledge the following:

Please initial each of the lines below.

- _____ 1. I have read the Student Handbook and the listed guidelines.
- _____ 2. I acknowledge that I may be asked and am expected to come to the school for a conference regarding my child if requested.
- _____ 3. I acknowledge the philosophy of LIFE SCHOOL: Parents are the primary teachers of their children, and the school and the home must join hands to teach children the way to live and learn.
- _____ 4. I have read and understand the uniform dress code for LIFE SCHOOL. My child may be subject to discipline for failing to follow policy. If I am unable to provide the required uniform for my child, I may contact campus administration for possible assistance.
- _____ 5. I have read and understand the general LIFE SCHOOL complaint procedure requirement that teachers will be a parent's first contact before bringing a complaint to administration.
- _____ 6. I have read and understand the Directory Information Policy as presented in the Student Handbook.
- _____ 7. I have read and understand LIFE SCHOOL policy regarding cell phones on campus and/or their prohibited use during all Texas Student Assessment Program testing.
- _____ 8. I understand that LIFE SCHOOL is a school of choice and is not under the jurisdiction of any local I.S.D. I understand that these are the statements of philosophy, policies, procedures, and discipline of Life School.
- _____ 9. I understand that the above check list and that the LIFE SCHOOL Student/Parent Handbook and Student Code of Conduct may not include all requirements and responsibilities of the School and that for additional information or clarification of material, I should contact my child's campus principal's office.

Please visit <http://www.lifeschools.net/> to access our Student/Parent Handbook

Student Name (Printed)

Parent Name (Printed)

Student Signature (4th grade or above)

Parent Signature

Date

Date