

LISD Elementary Schools
Llano, TX 78643

2018-2019
Student Handbook



Llano Independent School District

LLANO ISD ELEMENTARY STUDENT HANDBOOK

Llano ISD Mission Statement

"To improve the academic performance of all students"

Llano Independent School District

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Llano, Texas 78643

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Lance Dillard

Rob Wilson

Recording Secretary: Gena Schuessler

Regular LISD Board meetings are held the fourth Monday of the month at 5:30 pm in the Llano ISD Board room, unless otherwise noted.

Elementary School Mission Statement

Llano ISD elementary schools are committed to providing each student with optimal learning opportunities so that they can reach their full academic potential.

Goals for Llano ISD Elementary Schools

- Goal #1** Parents and community will partner in the education of our children.
- Goal #2** A well-balanced and appropriate curriculum will be provided to all students.
- Goal #3** Elementary schools will maintain a safe and disciplined environment conducive to student learning. Personnel will provide appropriate programs to all students focusing on social emotional growth, conflict resolution, violence prevention, and discipline management.
- Goal #4** Llano ISD will recruit, develop, and retain qualified and highly effective personnel and engage in professional development

Table of Contents

PREFACE	6
ATTENDANCE	6
<i>Compulsory Attendance</i>	7
<i>Attendance for Credit</i>	7
<i>Tardy Guidelines</i>	8
<i>Documentation</i>	8
BULLYING	8
CHILD NUTRITION PROGRAM REGULATIONS	9
CAFETERIA SERVICES (ALL GRADE LEVELS)	10
CAR RIDERS	11
CONDUCT	11
CORPORAL PUNISHMENT	11
COUNSELING	12
CREDIT BY EXAMINATION	12
DELIVERIES	13
DISRUPTIONS	13
DISTRIBUTION OF MATERIAL	13
DRESS FOR SUCCESS POLICY	13
EARLY RELEASE / LATE START OF THE SCHOOL DAY	15
FIELD TRIPS	15
GRADING GUIDELINES	16
HEALTH-RELATED MATTERS	16
HOMEWORK	20
INTEGRATED PEST MANAGEMENT	20
LAW ENFORCEMENT	20
PARENT INVOLVEMENT POLICY	20
PARENTS' RIGHTS	21
PERSONAL ITEMS	22

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE	22
PRAYER	22
PRE-KINDERGARTEN DROP OFF AND PICK-UP	22
PROMOTION AND RETENTION	22
RELEASE OF STUDENTS FROM SCHOOL	23
REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES	23
SAFETY	23
SCHOOL FACILITIES	24
SEXUAL HARASSMENT/ SEXUAL ABUSE	25
SITE-BASED DECISION-MAKING TEAM	26
SPECIAL EDUCATION OR 504 SERVICES	26
SPECIAL PROGRAMS	28
STUDENT AND PARENT COMPLAINTS	28
STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	29
SUMMER SCHOOL	31
TECHNOLOGY AND ELECTRONIC DEVICES (All Grade Levels)	31
TEKS- THE HEART OF ACCOUNTABILITY	34
TESTING	34
TEXTBOOKS	34
TRANSPORTATION RULES AND GUIDELINES	34
VIDEOTAPING OF STUDENTS	38
VISITORS	38
WILDLIFE CONTACT	38
WITHDRAWAL FROM SCHOOL	38
LLANO INDEPENDENT SCHOOL DISTRICT- <i>Title I Family – School Compact</i>	39

PREFACE

We Believe.....

- That everyone is entitled to a safe, secure, and orderly environment in which they can learn and work.
- That discipline is a shared responsibility, and that students and adults together are responsible for creating that orderly environment.
- That students, school staff, parents and visitors should practice a code of behavior in which each individual:
 - Is trustworthy,
 - Treats others with respect,
 - Is responsible,
 - Is fair,
 - Is caring,
 - And is a good citizen.
- That by adhering to these behaviors, we will create and maintain an environment in which students will have positive and successful school experiences. Preventative discipline helps avoid potential problems. The staff-student relationship should be one of mutual cooperation and respect.

To Students and Parents:

The Llano ISD Elementary Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Students and parents also need to be familiar with the Llano ISD Elementary Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the Central Office in Llano or on-line through the LISD web site www.llanoisd.org.

Llano Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Llano ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. The following District staff member has been designated to coordinate compliance with these requirements: Title IX and Section 504 coordinator: James Payne, 1400 Oatman St. Llano, Texas 78643. (325) 247-4747 (See policy FB [LOCAL].

ATTENDANCE

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

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 **must** attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. If kindergarten students are assigned to an accelerated reading instructional program under state law, compulsory attendance applies. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

When a student must be absent from school, the student – upon returning to school, **but no more than two days after his/her return** – must bring a note signed by the parent, describing the reason for the absence. A late note after the 2-day period will be stamped unexcused and filed. A note signed by the student, even with the parent's permission, **will not** be accepted. Principals have the authority to declare certain cases "extenuating circumstances" and will exercise reason in their determination to excuse individuals on a case by case basis. The written note should include the following information:

Student's full name
Date of absence
Reason for absence
Parent signature.

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

[See policies EHBC, EIA, FDC, and FDD]

Tardy Guidelines

Llano Independent School District regards punctuality as essential to student success and to the smooth operation of the school. Persistent tardiness to school or to the individual classes causes disruptions to the classroom which are detrimental to the individual student and to the class as a whole.

All students must report to the **office** and sign in any time they enter the building after class has started. Three (3) unexcused tardy arrivals to school within each semester will equal one unexcused absence and will be used in the calculations to determine whether or not a student has met the state's criteria for compulsory attendance (see compulsory attendance heading above). Every student is expected to be in the class when the tardy bell rings at the beginning of the day. The absence will be counted against the 90% minimum required attendance law, which may be reviewed by the Attendance Review Committee. Students are subject to disciplinary action for excessive tardiness. It is important for students to be at school on time daily and remain until dismissal.

Documentation

After a student has accumulated ten (10) days of absences, which have been accompanied by parent notes, documentation from a health care professional will be required for any additional absences incurred during the school year. Principals have the authority to declare certain cases "extenuating circumstances" and will exercise reason in their determination to excuse individuals on a case-by-case basis.

Official Attendance-Taking Time

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken at 10:00 AM daily.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures to provide documentation of the absence.

BULLYING

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided and that:

- 1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- 2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- 3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- 4) infringes on the rights of the victim at school

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying.

A parent or a student can report bullying to the campus website- www.llanoisd.org.

CHILD NUTRITION PROGRAM REGULATIONS

Food from Home

This policy does not restrict the types of food that parents may provide for their own child's consumption at school.

Outside Foods

Parents may provide food for their child's consumption at lunch or breakfast. They may not provide food for other students.

Snacks

Snacks may be provided by the teacher and or parent during the school day for instructional purposes and are not required to meet "Smart Snack" guidelines. It is recommended that the items should be prepackaged, for health safety and sanitation purposes. It is also recommended that the snack be of nutritional value and not be considered a FMNV (Food of Minimal Nutritional Value).

Birthday Parties

All foods are allowed as long as they are store-bought and in the original package. TDA recommends that the parties be scheduled after the end of the class's lunch period so they do not replace a nutritious lunch.

Alternate Meals

With the exception of school birthday parties, schools may not allow alternate meals (pizza, BBQ, sandwiches, etc.) to be provided to students in competition with meals made available by the school food service department under the National School Lunch and National School Breakfast Programs.

Candy at School (FMNV)

No candy may be provided to students except during birthday parties and the three scheduled events determined by campus principal. This includes soda water, popsicles, and chewing gum.

School Fundraising

No food fund raising on an elementary campus is allowed during the school day. Vouchers may be sold during school and the food be picked up at the end of the school day.

Water and Juice

Plain bottled water and 100% fruit juices are allowed at any time. Juice is limited to 6 oz. servings.

If you have questions, comments or concerns please feel free to call Amy Grant at (325) 248-2263. Thank you for your cooperation.

For additional information you may call the Texas Department of Agriculture at 888-839-5437 or visit their web site at www.squaremeals.org

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

CAFETERIA SERVICES (ALL GRADE LEVELS)

It is the intent of Llano ISD to provide a healthy, balanced and appealing breakfast and lunch to all students every school day. The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law. Nutritionally balance meals include meat (or meat alternative), whole grains, vegetables, fruits and milk (un-flavored 1%) Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. See the Food Service office to apply for free or reduced price meal services. Breakfast will be served to students Pre-K-5th Grade FREE of charge (one daily). Lunch will be served to students Pre-K-5th Grade FREE of charge (one daily). Staff lunches are available for \$3.75. Parents are encouraged to visit the cafeteria and eat lunch with their child. Meals are available for parents to purchase at visitor price \$4.00. Menus can be found on the district website (www.llanoisd.org), under the Nutrition and Food Services webpage or on-line at www.schoolcafe.com. Menus are subject to change. Every effort will be made to notify students and parents of any changes as soon as possible. Please visit the Nutrition and Food Services page for up to date menu information.

Ala carte, snack or extra items will only be sold to students with positive balance accounts or cash only for students with a zero balances.

Payment

Students and/or parents may access their pre-paid cafeteria charge accounts by using the link to "Lunch Payment" on the district website under Parent tab at www.llanoisd.org or go to www.schoolcafe.com. The "Schoolcafe" website allows parents and/or students to access details regarding lunch activity and deposits. Payments can be made by credit card and low balance email notifications can be requested. In order to access the account, you will need to provide your contact information and have the student ID number. Other payment options include, sending money with the student to be deposited at the cafeteria.

Obligations or Refunds

When withdrawing a student, cafeteria obligations will need to be paid in full. A payment can be made at the cafeteria or the Food and Nutrition Services office. If a student account has a positive balance, the parent will need to fill out a form requesting funds. The form will allow parents to request a refund, transfer funds to a sibling's account or donate the funds to the department. Donated funds will be used to clear up unpaid student obligations at the end of the school year. The form can be found on the district webpage (www.llanoisd.org) under the Food and Nutrition Services Department tab.

Free and Reduced Price Meals

Students attending the Pre-K – 5th Grade elementary campus will receive one Free Lunch and Breakfast daily and will not be required to have an application to receive meals free of charge. All students registering for school (except Elementary Campus) within the district will be given opportunities to apply for Free/Reduced price meals online by using the "Schoolcafe" link on the district webpage beginning August 1st . Only 1 application per household is necessary. Households wishing to receive Free or Reduced meals will need to fill out the application unless the household has received a pre-qualification letter from the district. Pre-qualification letters will be mailed before school starts in August. New students entering the district will be given an opportunity to fill out the application online when registering. Paper applications will be available in the Food & Nutrition Services Office or at campus office upon request. State and federal law, as well as board-adopted policies, define when, where, and by whom competitive foods, which are foods not sold as part of the regular meal program, can be served or sold on school premises during the school day. [For more information, see policies CO(LEGAL) and FFA(LOCAL).]

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: US Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, fax: (202) 690-7442; or, email: program.intake@usda.gov.

Visitors at Lunch

Only a legal parent or guardian can eat lunch with a child. If a visitor wants to eat lunch with his/her child, they may sit together at an alternative seating arrangement. The visitor can only eat with their child. They cannot bring additional students to eat with them. If a person (i.e. grandparent, family friend) wants to eat lunch with a student, they must bring written permission from the legal guardian.

CAR RIDERS

Parents who pick up their children are requested to follow these guidelines:

1. Please no parking in the drop off/ pick-up driveway or in the bus parking area.
2. If you are going to stop, get out of your car, and/ or park, please do so in one of the parking lots.
3. For your safety and the safety of the students, please stay in line.

CONDUCT

Refer to the Llano ISD Student Code of Conduct

CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal or designee.
3. Corporal punishment shall be administered only by an employee who is the same sex as the student.
4. The instrument to be used in administering corporal punishment shall be approved by the principal.
5. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

COUNSELING

The school counselor is an academic counselor whose main role is to assist students and staff with academic concerns. She is also available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. The counselor takes both “walk-ins” and appointments. Students who wish to meet with the counselor should visit the counselor’s office.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, unless required by state or federal law for special education purposes.

[See policy FFE]

CREDIT BY EXAMINATION

If You’ve Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may in circumstances, determined by the teacher and counselor or principal, be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an examination. A student may not use this examination, however, to regain eligibility to participate in extracurricular activities.

[See policy EEJA]

If You’ve Not Taken the Course

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The dates on which examinations are scheduled during the school year are available at LISD Central Office and published in local newspapers.

The passing score required to earn credit on an examination for acceleration is 90 in each subject area (math, language arts, science, and social studies).

If a student plans on taking an examination for acceleration, the parent must register with the counselor no later than 30 days prior to the scheduled testing date. LISD will not honor a request by a parent to administer a test purchased by the parent from a State Board-approved university.

[See policy EEJB]

DELIVERIES

Student deliveries will not be accepted at school. Examples: flowers, balloons, overnight bags, etc.

DISRUPTIONS

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

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

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include progress reports, weekly folders, report cards, newsletters, and school announcements. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

The principal has designated the main office complex as the location for approved non-school materials to be placed.

DRESS FOR SUCCESS POLICY

A student's personal appearance is most important since it represents him/her as an individual to other students and the faculty. Cleanliness, modesty, safety, and appropriateness are the standards that should

be observed by all students in their personal guidelines when making decisions on appropriate dress for school.

1. Hair should be cleaned and neatly groomed. Vision must not be obstructed. Eyes must be clearly visible. Hair color must be of a naturally occurring color and/or color pattern in the human genome. Extreme styles, as determined by school authorities, that might tend to disrupt normal school procedures will not be allowed. Mohawks are not allowed.
2. The student's body and clothing are expected to be clean.
3. All students are required to wear appropriate shirt/blouse and pants/shorts or skirt. Appropriate footwear is required at all times.
 - A. Clothing exhibiting risqué, obscene, vulgar and/or suggestive slogans, language, or designs will not be permitted.
 - B. Print and/or graphics pertaining to drugs, alcohol, or tobacco products will not be permitted on apparel, jewelry, accessories or paraphernalia.
 - C. Shirts shall be collared polo style, collared button-down, t-shirts, sweaters or turtlenecks. Sleeveless blouses and shirts are permitted for females when worn with the appropriate undergarments, and straps must be no less than 3" in width. (Tank tops, strapless blouses, spaghetti straps, and halter-tops are prohibited.)
 - D. "Colors" or other attire that serves as identification of groups or organizations not affiliated with, or approved by, the school are not permitted. Prohibited items may include, but are not limited to, bandanas, headbands, neckbands, arm or leg bands, and clothing with particular logos. The principal may announce specific prohibited items as the need arises.
 - E. Pants shall be worn at appropriate body size (no oversized pants or stretched skin tight). Shoes should be visible (bell bottoms may not cover the shoes) and undergarments must not show.
 - F. All skirts or dresses may be worn if the length is to the top of the kneecap, with slits no more than 4" above the kneecap. Dresses may be sleeveless (see shirt guidelines).
 - G. Shorts must extend within 3 inches of the top of the kneecap.
 - H. No facial hair will be worn below the bottom of an ear.
 - I. Males are prohibited from wearing earrings or ear studs. For female students, any/all earrings must be worn in equal numbers with no more than two per ear.
 - J. No visible body piercing will be permitted. Tongue studs are prohibited.
 - K. Tattoos of any kind are discouraged. School officials **may** require that tattoos be covered.
 - L. See-through attire will not be permitted.
 - M. Hats and caps are to be neither worn nor openly carried in school buildings.
 - N. Colored/tinted glasses are not to be worn in school buildings unless prescribed by a doctor for inside wear.
 - O. Appropriate undergarments must be worn at all times, but must not be visible.
 - P. Loose fitting or low cut shirts/blouses must have a T-shirt worn underneath.
 - Q. Shirt length should be appropriate to size with the midriff fully covered at all times.
 - R. Skin-tight apparel may be considered inappropriate. If worn, it should be covered by loose fitting attire, which conforms to all other guidelines in this code.
 - S. Baggy or saggy pants or shorts are prohibited.
 - T. Lounge, undershirts or pajama style clothing of any type are prohibited.
 - U. Spikes and chains of any type (includes wallet chains) are prohibited.
 - V. Extreme styles, as determined by school officials, will be prohibited.
 - W. Pants/clothing which is excessively altered, slit, worn, frayed, or contains holes above the mandatory short length is not allowed.
4. Students must be in dress code compliance to attend class.
5. The principal may designate "Special days" on which special dress is permitted.

The Administration, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. These special regulations may exceed the standard dress code policies in order to maintain the organization's specific standards or to promote school spirit. Continued participation will be contingent upon compliance with these standards.

The final decision regarding acceptable attire and grooming of students in the school environment rests with school officials. "One simple guideline to follow is that if a student questions whether the apparel is acceptable, he or she should not wear it to school."

EARLY RELEASE / LATE START OF THE SCHOOL DAY

Occasionally it may be necessary to alter the normal school day due to weather events (delay start of school) and / or early dismissal possibly due to the start of a long holiday or other reasons. (See Emergency School Closing Information, page 18)

During late start of school (usually 10:00 am), breakfast will not be available at school. Please provide breakfast at home on these days. Only Afternoon Pre-kindergarten classes will meet. Children are not to arrive on campus earlier than one-half hour before the start of the school day.

During early release from school (usually 12:20 pm), lunch schedule will be altered to accommodate the shortened day. Morning Pre-K classes will meet from 8:00-9:45 and Afternoon Pre-kindergarten classes will meet from 10:30-12:20.

FIELD TRIPS

School Field Trip Policy

The following are a list of rules for all students on school trips.

1. All school trips are considered an extension of the school and as such, students on these trips will be expected to follow school rules
2. The staff member – in - charge on such trips has the final authority and the right to discipline any students who are in breach of these rules.
3. The use of musical devices, is at the discretion of the chaperones. If you wish to listen to music, you must have permission from the teacher or chaperone and you must use earbuds.
4. While in transit students are to remain seated. Noise and activities which distract the driver will not be permitted.
5. Eating on the bus will only be permitted if it is agreeable to the driver. Students are not to throw their litter on the floor. The bus is to be kept neat and tidy. Students are required to clean the interior of the bus as requested by the sponsor. There is a \$25.00 charge for vehicles which have not been cleaned.
6. In vehicles which are equipped with seat belts, they must be worn.
7. Students are expected to attend school right up to the time they are to leave for an event and immediately upon their return. Students who take time off school to "get ready" or "rest-up" upon returning may not be taken on future trips.
8. A parent must give written notice before the student leaves the school that they intend to pick up their child from a field trip. Leaving a field trip early with a parent/guardian is permissible; however, there must be advance notice and the adult must sign the child out from the activity with the staff member-in-charge.
9. Criteria to attend a field trip will be determined by school administration. Criteria can include grades, attendance and discipline. Field trips are to be considered a privilege, not a right. This criteria will be communicated to the parent/guardian in advance of the activity.

**Note: Where the term bus is used, read as bus, van or car.

GRADING GUIDELINES

The campus instructional level has developed guidelines for teachers to follow in arriving at grades for students. The classroom teacher(s) will communicate with parents at the beginning of the school year and/or when the student first enrolls at the school what the guidelines for grades shall be. These guidelines shall ensure that grades reflect student achievement and that a minimum of ten grades per nine weeks, per subject, are taken to support the average grade assigned. Guidelines for grading shall be clearly communicated to students and parents. Grading guidelines are as follows:

Pre-kindergarten, kindergarten, and Grade 1: achievement is reported as levels of mastery of subject-area skills.

Grade 2: achievement in math and language arts is reported by numerical grades. Science and social studies, physical education, music, and citizenship (conduct) will be reported as letter grades (E, S, N, U).

Grades 3-5: achievement in the core subjects (math, language arts, science, and social studies) is reported by numerical grades. Physical education, music, and citizenship (conduct) will be reported as letter grades (E, S, N, U).

HEALTH-RELATED MATTERS

School Nurse--Students who become ill during the course of the school day should, with teacher's permission, report to the school nurse per campus procedure.

Bacterial Meningitis

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

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 and adults 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 meningitis is based on a combination of symptoms and laboratory results. If it is diagnosed 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.

Bacterial meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as kissing, sharing drink containers, utensils, etc.). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. Do not share food, drinks, utensils, toothbrushes, etc. If you think you or a friend might have bacterial meningitis, seek prompt medical attention. You may also call your local health department or regional Texas Department of Health office. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov, and the Texas Department of Health: www.tdh.state.tx.us.

[Senate Bill 31, 2001]

Communicable Disease/Conditions

Exclusion from School for Health Reasons: Our goal in health services is to support student success by returning students who are safe, healthy, and ready to learn to the classroom as quickly as possible. In order to accomplish that, nursing assessments provide the best foundation in health/hygiene situations to determine when to send a child home so that appropriate parental intervention can begin quickly and safe re-admittance achieved.

A major health consideration for exclusion from school is the potential for spread of disease from person to person; the nurse's office will send students home in accordance with state laws regarding communicable diseases, based on signs and symptoms related to those diseases. A student may also have symptoms, behaviors, or conditions that are not necessarily automatically excludable, but still keep the student from effectively participating in the educational process. The nurse's office may also exclude a student when those symptoms, behaviors, or conditions are health or hygiene related.

Students who exhibit the following signs and symptoms will be excluded from school until:

The symptoms are gone for 24 hours or a physician provides written information that the condition is not contagious or that the student is under treatment and may return to school. Symptoms can exist in the form of:

- * Vomiting or diarrhea
- * Fever (oral equivalent) of 100.0 or more
- * Skin rashes if rapidly spreading, purulent, weeping or associated with fever
- * Itching or lesions of scalp, lack of home progress in removal of live lice

Screenings

As required by state law, the following screenings will be conducted on students of Llano ISD:

Vision and hearing screenings are conducted on all students in grades Pre-K, K, 1st, 3rd, 5th and 7th as well as any students who are new to the district. Students, parents and teachers may request screenings at any time during the school year. Parents are notified of abnormal results.

The Texas Risk Assessment for Type 2 Diabetes in children, (Acanthosis Nigricans screenings), will be conducted on all students in grades 1st, 3rd, 5th and 7th grades, as well as any students who are new to the district. Parents are notified of abnormal results.

The Texas Spinal Screening Policy has changed, effective School Year 2018 – 2019. "In compliance with Health and Safety Code, Chapter 37" all children shall undergo screening for abnormal "spinal curvature" in accordance with the following schedule: Girls will be screened at age 10 and age 12. Boys will be screened once at age 13. Llano Elementary School will be screening 10 year old girls at the 5th grade level.

Head Lice

Senate Bill 1566 was passed during the Legislative session 2017 to require the school to notify parents of a classroom occurrence of lice. Head lice, although not an illness or a disease, is very common among children and is spread through head-to-head contact during play, sports and when children share items like combs, hats, brushes, and headphones.

According to the Centers for Disease Control and the American Academy of Pediatrics, children diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

More information on head lice can be obtained from the TDSHS website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Immunizations

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas. Immunizations required are: invasive pneumococcal, diphtheria, rubella (measles), rubella, mumps, tetanus, pertussis, Hemophilic influenza type B, poliomyelitis, hepatitis A, hepatitis B and varicella (chicken pox). The school nurse can provide information on age-appropriate doses.

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

The exemption certificate can only be obtained from Texas Department of Health and is valid for a period of 2 years.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

[See policy FFAB]

Medical Needs

Food Allergies – The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus in writing when your student has a known food allergy, or as soon as possible after any diagnosis of a food allergy. The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at The Office of Child Nutrition.

Medicine at School

Llano Independent School District Medication Policy

Section 22.052 Texas Education Code states that medications may not be given at school without the written permission from a parent or guardian. This request should be made on the appropriate form supplied by the school. Written consent from the licensed prescriber is also required for all prescription medications. All medication consents expire at the end of the school year. "Medication" is recognized as prescription as well as non-prescription drugs. No medications will be supplied by the school district without written parental consent. All medication should be given outside of school hours if at all possible. If necessary, medication may be given at school under the following conditions:

1. The first dose of any new medication may not be administered by a district employee.
2. Medications must be in original, properly labeled containers. Prescriptions must be filled by a pharmacist licensed to practice in the United States. Ask the pharmacy to prepare two labeled containers, one for school and one for home. **MEDICATION IN BAGGIES, MISLABELED OR UNLABELED CONTAINERS WILL NOT BE GIVEN.** Medication may also be administered from properly labeled unit dosage container filled by a Registered Nurse or other qualified district employee, as determined by district policy.
3. Controlled substances will be counted upon arrival in the nurse's office and number received will be documented. It is strongly recommended that all medications be delivered to school by the parent/guardian.
4. Medications must be dispensed per directions on label unless revised, written documentation is received from the physician. Dosage may not be changed per parent request.
5. School personnel must follow package directions (regarding age, dose, and frequency) on all non-prescription medications. Physician's orders are required to alter package directions. Non-prescription medication may not be given longer than ten consecutive days without a written order from physician.
6. **ALL MEDICATION MUST BE STORED IN THE NURSES OFFICE.** The only exceptions are emergency asthma, anaphylaxis, or diabetes medications that a student has written consent from parent and licensed prescriber to self-administer and possess on school property. In these cases, it is recommended that a "back-up" dose of the emergency medication be kept in the nurse's office.
7. Allergy shots will not be given in the school setting due to possible reactions.
8. Medication(s) from a foreign country will not be administered.
9. Sample medications provided by a physician may be administered only if those medications are accompanied by signed documentation from the physician and are appropriately labeled with the student's name, medication name, and dosing instructions.
10. Herbal substances or dietary supplements may **ONLY** be administered by district employees under the following conditions: if required by the Individualized Education Program or Section 504 plan of a student with disabilities, prescribed by the physician, and provided by the parent. Dietary Supplements and herbal substances are not FDA approved.
11. In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the School Nurse may refuse to administer medication if, in their best clinical judgment, they believe that doing so would be unsafe for the student. The nurse will contact the prescribing provider and the student's parent/guardian with concerns.
12. Medications will not be released to student for transport from school to home. Parents must arrange for pick-up of any unused medication. Any medication remaining in the nurse's office at the end of the school year may be disposed of.
13. The district, school board, and its employees shall be immune from civil liability (except for acts constituting gross negligence), for damages or injuries resulting from the

administration of medication to a student, provided such administration conforms to the requirements of the district policy.

Please contact the elementary school nurse if you have any questions regarding the district medication policy.

Parents will be notified as soon as possible when a child has been injured while at school. Children that are ill should remain at home.

[See policy FFAC]

HOMEWORK

Learning experiences will be provided so that each student has the opportunity to develop skills necessary to master the curriculum knowledge and skills. Students have the responsibility of being prepared for each class with appropriate materials and assignments. Students may be assigned work to do outside of class. Homework reinforces skills taught in class. Students are responsible for completing this assigned work and turning it in when it is due. If homework is not completed and turned in by the due date, disciplinary actions could be taken.

INTEGRATED PEST MANAGEMENT

Llano ISD has a policy that requires us to follow integrated pest management (IPM) procedures to control pests on school grounds. This district strives to use the safest, effective methods to manage pests, including a variety of non-chemical control measures; however pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest free environment.

All pesticides used in our district are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Prior to indoor applications, signs will be posted 48 hours in advance of the treatment. All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area. Parents with further questions, or who wish to be notified directly about upcoming pesticide applications on the children's campus, can contact the District IPM Coordinator at (325)248-2276 or e-mail at knelson@llanoisd.org.

LAW ENFORCEMENT

Questioning of Students

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

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

PARENT INVOLVEMENT POLICY

1. The Parent Involvement Policy (Family-School-Compact) is to be distributed the first week of school. Please read, review, and sign and return it to the school.
2. It is the responsibility of school staff to establish a two-way communication process with parents and families regarding their children's progress. This includes, but is not limited to progress reports, report cards, telephone calls, notes, and newsletters.

3. During the first nine weeks of school, parents of students in grades 1-3 will be provided information regarding their child's individual reading assessments. Parents of kindergarten students will receive similar notice in January. STAAR results will be sent home as soon as they are received on campus. The TAPR School Report Card will be made available on the district website once it is received.
4. The school will make every effort to communicate with parents in a language that is understandable. Communication with parents may include homework folders, telephone calls, electronic mail, newsletters, and meetings.
5. The school will hold an annual meeting during the first six weeks of school to discuss the Title I school-wide program.
6. Parents will be encouraged and given the opportunity to provide input and make recommendations regarding the Campus Improvement Plan, the Title I program, and the Parent Involvement Policy through the SBDM representatives and/or at parent meetings.
7. In order to meet the changing needs of our school, the Parent Involvement Policy will be reviewed and updated during the annual Campus Improvement Plan revision process.

Education succeeds best when there is a strong partnership between home and school – a partnership that thrives on communication. In addition to the opportunities listed above, parents are encouraged to:

1. Review your child's student records when needed. You may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, and other medical records teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments administered to your child.
2. Become a school volunteer. For further information, contact the school secretary at your child's campus.
3. Discuss, teach, explain, or whatever it takes to communicate to your child, the importance of following the Student Code of Conduct.
4. Your child will not be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education, that concerns:
 - Political affiliations.
 - Mental and psychological problems potentially embarrassing to the student or family.
 - Sexual behavior and attitudes.
 - Illegal, antisocial, self-incriminating, and demeaning behavior.
 - Criticism of other individuals with whom the student or the student's family has a close family relationship.
 - Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
 - Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

PARENTS' RIGHTS

As a parent of a student at Llano ISD Elementary Schools:

1. You have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:
 - Whether the Texas Education Agency has licensed or qualified the teacher for the grade and/or subject he or she teaches.
 - Whether the Texas Education Agency has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether the teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the campus administrator.

1. To request a transfer of your child to another classroom or campus if your child has been verified by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [HB 283]
2. To request a transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. [See policy FDD(LOCAL)](NCLB Title 1, Part A, ESEA requirement)

PERSONAL ITEMS

We ask you to mark and identify personal items such as clothing, lunch boxes, supplies, etc. For safety reasons, it is recommended not to put a child's name on the outside of his/her backpack. The following items are NOT permitted at school and must be left at home:

- Toys, electronic equipment, valuable jewelry, and trading cards.
- All personal equipment such as bats, balls, etc.; and
- More money than is necessary for the day

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

PRAYER

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

[See Education Code 25.901 and FNA (LEGAL)]

PRE-KINDERGARTEN DROP OFF AND PICK-UP

Morning Pre-kindergarten students are to be brought into the cafeteria no earlier than 7:30 a.m. Release of the morning class will be at 11:00 a.m. Afternoon Pre-kindergarten students are to be brought into the cafeteria. The afternoon class will begin at 12:20 p.m. Release of the afternoon class will be at 3:20 p.m.

PROMOTION AND 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. To earn credit in a course, a student must receive a grade of 70 or higher based on course-level or grade level standards for all subject areas and a grade of 70 or above in three of the following areas:

- Language Arts
- Mathematics

Science
Social Studies

In addition, at certain grade levels a student – with limited exceptions – will be required to take the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and May 15 and is a Texas resident during the week that the STAAR is administered the first time. Students in grade 5 must meet promotion standards established by the District in order to be promoted.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. Families should make prior arrangements or alternate plans for their children if no one is going to be home after school.

Students riding the school bus will be put on the bus unless the office has a written note signed by the parent stating other arrangements have been made, or in case of emergency, phone calls will be acceptable. In the case of an emergency, a parent calls in a request that a child be released from school, the school office will record the information from the parent, verify that the information is correct, then get the information to the teacher.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every nine weeks for report cards and every three weeks for progress reports.

Parents are given written notice of the student's performance in English language arts, mathematics, science, and social studies at the end of the three weeks of a grading period. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents will be requested to schedule a conference with the teacher of that class. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject. It is the teacher's job to prepare each child academically and provide a good foundation for educational growth. It is the teacher's job to provide challenging and interesting assignments and projects.

Report cards and progress reports must be signed by the parent and returned to the school.
[See policy EIA (LOCAL) and Education Code 28.022]

Parent Portal

Parents can access student grades at any time using the parent portal link on the district website www.llanoisd.org.

SAFETY

Accident Prevention

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

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

Accident Insurance

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the LISD Administration office.

Emergency Medical Treatment and Information

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

Drills: Evacuation, Shelter, Lockout, and Lockdown

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School Closing Information

During inclement weather or other emergencies, please tune in to local radio stations and Austin television stations for emergency updates. Local newspapers may also contain updated information. Contact information needs to be kept current with office staff, since you will be notified by phone through "School Messenger".

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug/weapons free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Searches may be conducted any time there is reasonable cause to believe they contain articles or materials prohibited by the District policy, whether or not a student is present.

[See policies CK, CKC, and FNF (LEGAL)]

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Before school, no earlier than 7:30 a.m., students are required to be in the cafeteria or in their designated location. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher or sponsor, students must leave campus immediately.

Conduct Before and After School

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

Loitering or standing in the halls between classes is not permitted. During class time, a student must have permission to be outside the classroom for any purpose. Failure to obtain permission will result in disciplinary action.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, reading or listening pleasure. The library is open for student use during the school day.

Vandalism

The taxpayers of the communities have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to disciplinary consequences in accordance with the Student Code of Conduct.

SEXUAL HARASSMENT/ SEXUAL ABUSE

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/ or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or James Payne, who serves as the District's Title IX coordinator for students.

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

A substantiated complaint against a student will result in appropriate disciplinary action according to the nature of the offense and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

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 or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible, but not later than seven calendar days of receipt of the complaint. The principal (or designee) or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/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 by the principal (or designee) or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent (or designee). Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal (or designee), or Title IX coordinator.

If resolution by the Superintendent (or designee) is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ (EXHIBIT) in the Superintendent's Office.

SITE-BASED DECISION-MAKING TEAM

The purpose of the site-based decision-making (SBDM) team is to direct and support the improvement of student performance for all Elementary School students. Members are involved in decisions in the areas of planning, budgeting, curriculum, staffing patterns, and addressing campus needs. The SBDM team represents parents, business and community members, and staff members. If you have concerns or questions you would like addressed by the SBDM team, please contact any of the members.

SPECIAL EDUCATION OR 504 SERVICES

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

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students. If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open

enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation. Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

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

Contact Person: Shelly Schuessler, Director of Student Services

Phone Number: 325-247-3790

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Shelly Schuessler, Director of Student Services

Phone Number: 325-247-3790

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Shelly Schuessler at the LISD Administration building at (325) 247-3790.

STUDENT AND PARENT COMPLAINTS

The purpose of this policy is to secure at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Except as provided below, all student or parent complaints shall be presented in accordance with this policy. A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's Web site at www.llanoisd.org.

Certain Complaints

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process:

1. Discrimination on the basis of gender: policy FB Legal
2. Sexual abuse or sexual harassment of a student: policy FNC and FFH Legal
3. Loss of credit on the basis of attendance: policy FEC Legal
4. Removal of a student by a teacher for disciplinary reasons: policy FOA Legal
5. Removal of a student to a disciplinary alternative education program: policy FOC Legal
6. Expulsion of a student: policy FOC, FOD, and FOE Legal
7. Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB Legal
8. Instructional materials: policy EFA Legal
9. On-campus distribution of non-school materials to students: policy FNAA and GKDA Legal
10. Complaints against District peace officers: policy FED Legal

General Provisions

Unless otherwise provided by a policy referenced above, students or parents shall be entitled to informal conferences with administrators to resolve their complaints. In most circumstances in which a complaint involves a problem with a teacher, the student or parent shall be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One. The student may be represented by an adult at any level of the complaint. For purposes of this policy, "days" shall mean calendar days. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level One

A student or parent who has a complaint shall request a conference with the principal within 15 days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall hold a conference with the student or parent within seven days of the request. The principal shall have seven days following the conference within which to respond.

Level Two

If the outcome of the conference with the principal is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may request a conference with the Superintendent or designee. The request must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline. The Superintendent or designee shall hold the conference within seven days after receiving the request.

Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes the student's or parent's signed statement of the complaint, any evidence in its support, the solution sought, and the date of the conference with the principal. The Superintendent or designee shall have seven days following the conference within which to respond.

Level Three

If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction or if the time for a response has expired, the student or parent may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The request shall be in writing and must be filed within seven days of the response or, if no response is received, within seven days of the response deadline.

The Superintendent shall inform the student or parent of the date, time, and place of the meeting.

The presiding officer shall establish a reasonable time limit for complaint presentations. The District shall make an audiotape record of the Level Three proceeding before the Board. The Board shall hear the complaint and shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

Closed Meeting

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public. [See policy FNG (LEGAL)]

STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C.

Sec. 1232g

Notice of parent and student rights

The Llano Independent School District 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 the District until the student withdraws or graduates. This record moves with the student from school to school.

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.

The principal is custodian of all records for currently enrolled students at the assigned school, and for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The addresses of the principals' offices are:

Packsaddle Elementary –150 Pioneer Lane, Kingsland, Texas 78639

Llano Elementary –1600 Oatman St, Llano

Llano Junior High –400 Hwy 71 East, Llano

Llano High School – 2509 Highway 16 South, Llano

Special Education Department – 200 E. Lampasas, Llano

Parents of a minor or a student who is a 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, or Trustees of the district, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, 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. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Records also are released pursuant to court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District shall make a reasonable effort to notify the parent or eligible student in advance of compliance. 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. Section 9528 of the ESEA, 20 U.S.C. 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by 544 of the National Defense Authorization Act for fiscal Year 2002, require Llano ISD to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listing to military recruiters, when requested, unless a parent has opted out of providing such information.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as a teacher's personal notes on a student that are shared only with substitute teacher and records on former students after they are no longer students in the District, do not have to be made available to the parents or student.

Students over 18 and parents of minor students may review and inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. [See FNG(LEGAL) AND (LOCAL) for the applicable complaint procedure]. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

One copy of student records are available at no cost. 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 of additional copies; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the records will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.

For the following school-sponsored purposes – all school publications and announcements – directory information shall include student name, address, telephone listing, electronic mail address, photograph, honors and awards received, dates of attendance, grade level, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

For all other purposes, directory information shall include student name, address, and telephone listing, as well as honors and awards received; dates of attendance; grade level; participation in officially recognized activities and sports; and weight and height of members of athletic teams as well as most recent educational institution attended.

The District's complete policy regarding student records is available from the principal's or Superintendent's office.

SUMMER SCHOOL

Elementary summer school may be offered to assist struggling students improve their academic skills. Summer school may be mandated for a student with attendance problems and/ or for promotion purposes. Summer school may also be available for students with limited English proficiencies. Tuition for attendance may be charged to participants. The campus principal will provide information about summer school in the spring of the school year.

[See policy FEA (LEGAL) AND EHBE (LEGAL)]

TECHNOLOGY AND ELECTRONIC DEVICES (All Grade Levels)

CELL PHONES

Students are not allowed to display or use cell phones during normal school hours. When a cell phone is seen or heard by a staff member, the phone will be taken to the office and tagged with the student's name. For the first cell phone offense the phone will be released to the student's parent/guardian after 3 school days. For the second offense the phone will be released to the student's parent/guardian after 3 school days and a fine of \$15. For the 3rd offense the phone will be released to the student's parent/guardian after 30 calendar days and a fine of \$15. For the fourth offense the phone will be released to the student's parent/guardian at the end of the school year and a fine of \$15.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary actions.

Students and parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

[See policy CQ]

INTERNET ACCESS

Parent Information

Parent(s)/guardian(s) who wish to deny Internet access to their Llano Independent School District student(s) must return an Internet Access Denial form to the principal of their child(ren)'s school within two weeks of registration at that school.

Llano Independent School District will be operating under an “opt out” policy for students regarding Internet access. This means that students will be assumed to have parent/guardian permission to access the Internet at Llano Independent School District unless the school has received a written statement from the student's parent(s)/guardian(s) that the student does not have Internet access permission.

Please understand that in accessing the Internet at Llano Independent School District schools students will be expected to adhere to the Llano Independent School District Schools Internet Acceptable Use Policy:

INTERNET SAFETY & NETWORK ACCEPTABLE USE POLICY

The Llano Independent School District makes a variety of communication and information technologies available to students through network/internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. The Acceptable Use Guidelines (AUG) are intended to minimize the likelihood of such harm by educating LISD students and parents and setting standards which will serve to protect students.

Parents and students should realize that with this educational opportunity comes responsibility. LISD will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. LISD uses a Web filter that helps protect against Internet access by both adults and minors as well as visual depictions that are obscene; pornography; or, with respect to use of the computer by minors, harmful to minors. However, even with a filter, there may still be sites accessible via the internet that contains materials that are illegal, defamatory, inaccurate or controversial. Although the District will attempt to limit access to objectionable material by using various means, controlling all materials on the Internet is impossible. LISD currently blocks all external chat rooms and instant messaging. Each student has access to internal email ONLY. LISD uses a content filtering appliance which allows the IT department to restrict access to any material they deem harmful to minors. LISD protects against hacking by using an internal and external firewall and a domain controller with policy controls designed to restrict access. All access to personal identification information regarding minors is stored on a secure database. All access to the database is restricted by user groups with specific access rights given to each group.

Students will be provided email and Internet accounts. Any parent or guardian who wishes to deny Internet access to their LISD student must return a signed copy of the Internet Access Denial form. Students are responsible for not sharing the password of their account with others. LISD accounts are to be used only for identified educational purposes. Students and parents should be aware that the District monitors all use and communication on its computer system. No communication on the system is private. Students are held responsible at all times for the proper use of their account. The District may suspend or revoke a student account if District rules are violated. All technology including hardware, software, and

internet access is available to students in the Llano Independent School District as a privilege, not a right. The following standards will apply to all users of the Network/Internet.

Users of the Llano ISD Technology Resources will not:

- Use the resources for any illegal purpose.
- Use social networking sites. (Facebook, Twitter, etc.)
- Disable, attempt to disable, or circumvent any Internet filtering device.
- Encrypt communications to avoid security review.
- Borrow someone's account with or without permission. Students must be logged in as themselves to the Network and Internet.
- Use chat rooms.
- Post personal information such as addresses or telephone numbers about yourself or others.
- Download or use copyrighted information without permission from the copyright holder.
- Intentionally introduce a virus to the computer system.
- Post messages or access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or could be characterized as bullying. (Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. "Cyberbullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved, it is plain and simple cyber-harassment or cyber stalking. Adult cyber-harassment or cyber stalking is never called cyberbullying.)
- Waste school resources through the improper use of the computer system.
- Gain unauthorized access to restricted information or resources.
- Students may not incur or attempt to incur any financial liability. This includes, but is not limited to, accessing any fee based service.

Any type of computer piracy, hacking, or tampering with hardware or software is forbidden.

No one may use the network to annoy, harass or otherwise offend people.

Students should not tie up the network with idle activities.

CONSEQUENCES FOR IMPROPER USE

All users should be aware the inappropriate use of the electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution. The District will cooperate fully with the local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications systems.

ALL users should be aware that Llano ISD retains the right to withdraw account privileges at any time.

RIGHT TO EXAMINE ALL DATA

Llano ISD reserves the right to examine all data stored in all district computer systems to make sure that all users are in compliance with these regulations.

Llano ISD also reserves the right to use the electronic means to restrict access to questionable material and to track and monitor the use of the internet.

COPYRIGHT

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner, or individuals the owner specifically authorize, may upload copyrighted material to the system.

RADIOS, CD PLAYERS, AND OTHER ELECTRONIC DEVICES AND GAMES

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, school personnel will collect the item and turn it in to the principal. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

TEKS- THE HEART OF SCHOOL ACCOUNTABILITY

Texas Essential Knowledge and Skills (TEKS) is the curriculum upon which the State of Texas Assessments of Academic Readiness (STAAR) test and state-mandated course tests are based and which the state accountability system is based. TEKS are the heart of every school. The TEKS will outline what students should know and what they should be able to do. The TEKS identify the knowledge, skills, and competencies that students are expected to learn in each course at each grade level.

Senate Bill 1 outlined a required curriculum made up of two parts—the Foundation Curriculum and the Enrichment Curriculum. The Foundation Curriculum includes mathematics, English/language arts, science, and social studies, the subject areas tested on the STAAR test. The Enrichment Curriculum includes languages other than English, health, physical education, fine arts, economics, career and technology education, and technology applications. The TEKS for Foundation Curriculum subjects are mandatory, whereas the TEKS for Enrichment Curriculum subjects will be guidelines for schools to follow. State law requires revisions be made to the state-adopted curriculum at least every five years.

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests:

- Reading and mathematics: Each year in grades 3-5
- Writing: Grade 4
- Science: Grade 5

(See “Promotion” section of this handbook)

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child. Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, programs coordinator, or special education director. [See policy EIF and EKB]

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day. [See policy CMD (LEGAL)]

TRANSPORTATION RULES AND GUIDELINES

Please be aware that riding a school bus is a privilege and not a right. Everyone’s safety and welfare are dependent on students exercising control and appropriate behavior to and from school. Not only parents/guardians, bus drivers, and school officials, but also the students themselves have responsibilities in ensuring the safety and well-being of all students riding on district transportation.

The first thing that we have to do is make sure we consider the safety implications on any decision that is made in routing and number of students on a bus. The safety of all students and personnel must be maintained at all times.

On all routes we have centralized all the stops. This means no door-to-door service except on our special needs routes. All students will come to a designated stop. In some instances this would mean crossing a road to get to a stop, however we do not want any student crossing a major highway if possible. All students are to be at their designated stop at least ten minutes before the designated pick up time. This is to ensure that the students do not miss the bus even if it is a little early. Parents who want to meet their children at the stop in the afternoon should be there at least ten minutes before the designated drop off time.

Bus stops are designated by the Transportation Department and are the only places a school bus may stop to load or unload students. Students will be assigned a bus stop at the stop closest to their residence. This is the only spot that they can get off the bus, unless the parent or guardian asks in writing, and receives approval by the Transportation director, for that student to get off at another stop on that route. This is also the only stop that they may get on at unless brought to another stop by a parent or guardian. Parents, guardians and students should be aware of the fact that students are never to approach the bus from behind. There is a possible blind spot along the side of a bus that can extend as far as 400 feet behind the bus and anyone in this area is in extreme danger. Therefore parents and guardians whose children miss the bus at their regular stop and need to go to another stop should choose one that they can reach before the bus and have their child approach from the front of the bus or be waiting with the other students at that stop in their designated location.

Stops are located with safety as the first and most important consideration of that location. Secondary to that is going to be that the stop is most convenient for the largest number of students. In some instances the bus will drive right by the student's house to get to the stop, which could be at another student's house, but its location accommodates the most students. Bus stops can only be changed by the Transportation Director and not by the Bus Driver. Any request for a stop to be added or changed is to be in writing and sent to the Transportation Director.

We also need to remember that buses are at full or close to full capacity of students. This can mean 3 to every seat except the small one in back and it will have 2. We cannot seat 3 high school students or even 3 junior high students in one of these seats. Therefore it will be necessary to seat high school and junior high students with elementary and middle school students in some cases. All students will have an assigned seat and can only sit in that seat unless the driver gives permission to move. The driver has authority to assign seats and is required to do so by state guidelines.

Also due to these buses running at almost full capacity, all buses are closed to extra riders. This will have to include the ones that go to day care or baby sitters as well as just friends going over to another's house for various reasons. We will transport students to and from the designated stop closest to their residence and all students will be able to ride only one bus.

State law requires that there be no standees on the bus and that the aisle must remain clear of all obstructions. Students need to be sitting in the seat, facing forward with their feet and knees in front of them, not sitting sideways with their feet in the aisle or turned around sitting backwards, on their knees, or sitting on their books.

Students can bring band instruments on the bus only if they can hold them in their lap without bothering their seatmates or obstructing the drivers view.

An important point for all students to remember is that the school bus is an extension of the classroom, and that the student is under the supervision of the school while going to and from the school. Therefore the same basic rules of conduct and dress that apply at the school apply on the bus as well as the rules posted on the bus.

Some Basic Guidelines Regarding The Safety And Conduct Of Bus Students Are As Follows:

1. The Bus Driver has the authority to correct students riding on a bus, and is responsible for reporting misconduct of students and violations of the safety rules to the principal of the school attended by the student. Some incidents for which the students can be cited are:
 - a) Disregard for or breaking the Bus Riding Rules as posted in the bus
 - b) Failure to remain seated in a proper manner
 - c) Refusing to obey the driver
 - d) Fighting
 - e) Using profanity
 - f) Lighting matches
 - g) Throwing objects on the bus or out of the bus
 - h) Hanging out of a window
 - i) Vandalism
 - j) Any other act that is a distraction to the bus driver
2. The principal is empowered and authorized to discipline a student for on-bus infractions (breaking the rules) under the same basic policies that apply at school.
3. On-bus infractions can result in disciplinary action by the school, depending upon how severe the case is, or whether violations are repeated and/or continuous. Normally three (3) written infractions can cause the student to be suspended from bus riding PRIVILEGES. Additional infractions cause the student to be suspended from bus riding PRIVILEGES for extended periods of time.
4. Students may be denied bus riding privileges if: (a) student conduct on a bus is determined to be unsatisfactory, (b) his or her actions endanger the safety or well-being of other riders, or (c) a student's personal behavior violates the rights and privileges of other bus riders.
5. While riding the bus, students will sit in the seats that are assigned by the driver. Adjustments will be made according to loads or other extenuating circumstances.
6. Students are not to place their feet on seats or on the back of seats. Students who maliciously cut or damage seats will pay for all damages incurred. Damage cost to be determined by Transportation Director.
7. To ensure safety and a reasonable degree of cleanliness, students are asked not to eat or have cans or bottles on the bus on regular routes without the permission of the driver.
8. Tobacco products are forbidden on the bus.
9. When school is dismissed, bus students are to load at the schools and will not be picked up at any other place.
10. Students cannot get off a bus once they have boarded unless an administrator, a parent, or a guardian comes to the bus to get a student off. Students cannot get off at another campus unless they have prior written permission approved by the Transportation Office and there is an adult at that campus to meet them.
11. Students may not ride buses on which they are not assigned.

NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF VIDEO RECORDERS ON SCHOOL BUSES

The District has installed video recording equipment on school buses to monitor school transportation, and will be videotaping bus routes, co-curricular and extracurricular trips at random during the school year. Some buses have a video monitor box, in which a video recording device may be installed, and some have cameras. Students will not be notified when a recording device is being used on their bus.

Tapes will be reviewed on a routine basis by the principals, or the Transportation Director and evidence of student misconduct will be documented. Students found to be in violation of the districts bus conduct rules shall be notified, and disciplinary action will be initiated.

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply. Tapes shall remain in the custody of the Director of Transportation. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set out in FL (Exhibit). Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

The cooperation of all parents and guardians is solicited in order to provide maximum safety and well-being of all students. Please feel free to contact the Transportation Director, your child's Principal, the Assistant Superintendent, or the Superintendent regarding on-bus matters. The office numbers are as follows:

Melissa Pike-Transportation Director-247-5347

Llano High School Principal-247-4187

Llano Junior High Principal-247-4659

Llano Elementary School Principal-247-5718

Packsaddle Elementary Principal-388-8129

Assistant Superintendent-247-4747

Superintendent-247-4747

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents—before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent. Parents who have had the criminal background check completed and on file with LISD, may ride LISD buses when they are acting as chaperones on a field trip.

Buses and Other School Vehicles

The District makes school bus transportation available to all students (except Prekindergarten) living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the LISD Transportation Director at (325) 247-5347.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's (or monitor's) directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment, including vandalizing seats.
- Remain seated and facing the front of the bus at all times while the bus is in motion.
- Get off the bus at their scheduled stops unless they have written permission from their parent or authorization from a school official to get off at another stop on their bus route.
- Not put head, hands, arms, or legs out the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Any misbehavior that distracts the driver is a very serious hazard to the safe operation of the bus, and as such, jeopardizes the safety of all passengers. Electronic devices such as cell phones, I-Pods, etc. fall into this category and may be taken from the student and returned at a later time. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended or possibly lost for the remainder of the school year.

When a student rides in a District van or passenger car, seat belts must be fastened at all times.
[See policy FFFF (EXHIBIT) and FMG (LOCAL)]

VIDEOTAPING OF STUDENTS

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

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape following discipline of that parent's child may request access in accordance with policy FL in the District's policy manual. [See policy FO (LOCAL) and FFFF (LOCAL)]

VISITORS

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show a government approved photo identification that can be scanned through the district Raptor's system and obtain a visitor's badge. This badge must be worn while on campus. Upon leaving, visitors must return badge to the office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

[GKC (LEGAL) and GKA (LEGAL)]

Only a legal parent or guardian can eat lunch with a child. If a visitor wants to eat lunch with his/her child, they may sit together at an alternative seating arrangement. The visitor can only eat with their child. They cannot bring additional students to eat with them. If a person (i.e. grandparent, family friend) wants to eat lunch with a student, they must bring written permission from the legal guardian.

WILDLIFE CONTACT

To help ensure student safety at school, students should not be in contact with animals, birds, or wildlife found on school premises. Such contact may pose a threat of danger or disease to students and, therefore, should be avoided. Please report the presence of any situation, which might be harmful to students or staff, to appropriate school personnel immediately.

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school only by the parent that enrolled the student. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. The withdrawal form must be presented to the teacher for current grade averages and book clearance; to the librarian to assure a clear

library record; to the cafeteria to determine if there are any charges or refunds due to the student. A copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

LLANO INDEPENDENT SCHOOL DISTRICT
Title I Family – School Compact
Llano ISD Elementary Schools

Developing strong relationships between our homes and school is a goal of Llano Independent School District and Llano ISD Elementary Schools. Families and schools will work as partners help to increase student achievement and foster the development of positive attitudes for everyone involved.

The intent of this Family – School Compact is to support student achievement in reaching the challenging academic standards established by the State and District and to define the sharing of responsibility between families and schools in the accomplishment of this goal.

In order to support student success in achieving challenging academic standards the following areas of responsibilities are defined:

I. The teacher will:

- Read and write with your child on a daily basis, including many opportunities to explore print.*
- Model good reading behaviors such as reading aloud to and with children to stimulate imagination and build vocabulary.*
- Help parents with ideas for reading at home.*
- Communicate with parents, keeping the lines of communication open.*
- Assess reading and writing as mandated by the state and local guidelines.*
- Offer supportive correction in a positive manner.*

II. The parent/guardians will:

***Make time for reading and writing activities.**

- Read to your child – start with nursery rhymes and simple stories for younger children.*
- Gradually add folk tales, poetry, biography, and nonfiction for older children.*
- Ask questions about the story such as, “What do you think this story will be about?” or “What do you think will happen next?”*
- Let them retell events in the story.*
- Give them the opportunity for writing experiences – letters to family, grocery/chores lists, stories.*
- Listen to your child read.*

***Encourage children to read**

- Choose books for gifts.*
- Take your child to the library for story time.*
- Obtain a library card from the public library and allow your child to check out books.*
- Let children read along with books on tape.*
- Offer supportive correction in a positive manner.*
- Look for opportunities to praise.*

***Support all academics.**

- Review homework.*
- Reinforce basic math facts.*
- Encourage reading of non-fiction material related to science and social studies topics.*

***Be a model.**

- Demonstrate purposes for reading and writing such as writing a letter to grandma, writing grocery lists or reading a newspaper.
- Establish a quiet time when everyone reads for pleasure.
- Read street signs, junk mail, cereal boxes, cookbooks, T.V. Guide, student handbook, etc. These are everyday opportunities for practicing reading with children.
- Talk about what you are reading, pointing to the words so the child can understand that reading is simply "talk written down."
- Bring your child to school regularly and on time.
- Monitor T.V. viewing.
- Make sure your child has adequate food and rest.

***Be involved in school.**

- Attend open house.
- Attend parent/teacher conferences.
- Volunteer as a class helper.
- Keep lines of communication open.
- Attend P.T.O. meetings.
- Attend school developed parent workshops.

III. The student will:

- Be ready to perform each day.
- Read and write on a daily basis.
- Cooperate with the teacher and put forth his/her best effort.
- Bring materials home to practice reading and be responsible for returning them.
- Understand the assignment before leaving school.
- Have someone look over homework when finished.
- Return completed assignments on time.

This compact is built on the belief that family-school partnerships are critical in creating an environment in which all children can reach high academic standards.

Parent's/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

Teacher's Signature _____ Date _____