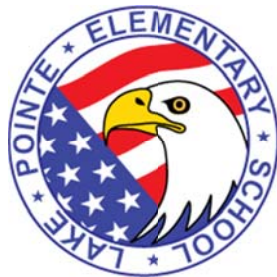




Lake Travis Independent School District



Service. Honor. Excellence.

Elementary School Student/Parent Handbook and Student Code of Conduct 2011-2012

Table of Contents

Lake Travis Independent School District.....	7
Lake Travis Independent School District Campuses	7
Board of Trustees.....	8
Administration	8
Student Holidays.....	8
Campus Hours.....	8
Grading Period	8
PREFACE.....	9
District Policies	9
SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS	9
STATEMENT OF NONDISCRIMINATION	9
PARENTAL INVOLVEMENT	10
Working Together.....	10
Responsibilities:.....	10
<i>Students</i>	10
<i>Parents – Our Most Important Partners</i>	10
<i>Teachers</i>	11
<i>Administrators</i>	11
PARENTAL RIGHTS	11
Obtaining Information and Protecting Student Rights	11
“Opting Out” of Surveys and Activities	12
Displaying Student’s Artwork and Projects.....	12
Inspecting Surveys	12
Requesting Professional Qualifications of Teachers and Staff	12
Reviewing Instructional Materials	12
Accessing Student Records	12
Granting Permission to Video or Audio Record a Student	13
Removing a Student Temporarily from the Classroom	13
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags.....	13
Excusing a Student from Reciting a Portion of the Declaration of Independence	13
Requesting Notices of Certain Student Misconduct.....	13
Requesting Transfers for Your Child	13
Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services.....	14
Parents of Students Who Speak a Primary Language Other than English.....	14
Accommodations for Children of Military Families	14

504	14
Student Records.....	14
Directory Information	15
SECTION II: INFORMATION FOR STUDENTS AND PARENTS.....	15
ABSENCES/ATTENDANCE	15
Compulsory Attendance	15
Exemptions to Compulsory Attendance	15
Failure to Comply with Compulsory Attendance	16
Attendance Accounting.....	16
Attendance Committee.....	16
Attendance for Credit	16
Parent’s Note After An Absence	17
Doctor’s Note After An Absence for Illness	17
Excused Absences	17
Make-up Work	18
Reporting Absences	18
Suspension	18
Tardies.....	18
ACADEMIC INFORMATION.....	18
Grading Procedures Guidelines (Grades 3-5).....	18
Report Cards.....	19
Report Card Grading in Foundation Areas	19
Kindergarten – Grade 2.....	19
Grades 3 – 5	19
Report Card Grading in Enrichment Areas & Character Education, Grades K-5	20
Transfer Grades.....	20
Instructional Programs	20
<i>Foundation Curriculum</i>	20
<i>Enrichment Curriculum</i>	21
Homework.....	21
Promotion.....	22
<i>Grades K – 2</i>	22
<i>Grades 3-8</i>	22
Additional Promotion Requirements	22
Acceleration / Credit by Exam – (If a Student Has Not Taken the Course)	23
<i>Kindergarten to Grade 1</i>	23
<i>Grades 1-5</i>	23

Recovery / Credit by Exam—(If a Student Has Taken the Course).....	24
ANNOUNCEMENTS	24
BACKPACKS/BOOK BAGS	24
BULLYING	24
CELEBRATE FREEDOM WEEK	24
CHILD ABUSE REPORTING	25
CLINIC.....	25
Health Screenings:.....	25
COMPLAINTS AND CONCERNS.....	25
COMPUTER AND TECHNOLOGY SYSTEMS USE/INTERNET ACCESS	26
CONDUCT	26
Discipline Management Philosophy	26
Applicability of School Rules	27
Disruptions	27
Cell Phones, Cameras, and Other Personal Electronic Devices.....	27
Social Events	27
COUNSELING.....	27
Personal Counseling	27
Psychological Exams, Tests, or Treatment	28
DISCRIMINATION, HARASSMENT, RETALIATION, AND DATING VIOLENCE	28
Dating Violence	28
Discrimination	28
Harassment	28
Sexual Harassment.....	29
Retaliation	29
Reporting Procedures	29
Investigation of Report	29
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS	29
School Materials	29
Non-school Materials...from students.....	30
Non-school Materials...from others	30
DRESS AND GROOMING	30
ENROLLMENT	31
Age Requirements	31
Pre-Kindergarten	31
Immunizations	31
30 Day Provisional Enrollment	32

Registration	32
Residency.....	32
Homeless Students.....	33
Withdrawal.....	33
EXTENDED CARE	33
EXTRA-CURRICULAR ACTIVITIES.....	33
FIELD TRIPS	33
FOOD AND NUTRITION	33
FUND-RAISING	34
GIFTED AND TALENTED (G/T) PROGRAM / DISCOVERY	34
HEALTH-RELATED MATTERS	34
Bacterial Meningitis.....	34
Communicable Diseases.....	35
Diabetes.....	36
Fever.....	36
Medication	36
Prescription Medication.....	37
Self-Administration of Asthma Medicine.....	37
Self-Administration of Medication for Severe Allergies.....	37
Emergency Medical Form.....	37
School Health Advisory Council.....	38
Vending Machines.....	38
Physical Fitness Assessment.....	38
Other Health-Related Matters	38
<i>Tobacco Prohibited</i>	38
<i>Asbestos Management Plan</i>	38
<i>Pest Management Plan</i>	38
IN-SCHOOL SUSPENSION (ISS)	38
INVITATIONS	38
LAW ENFORCEMENT AGENCIES.....	38
Questioning of Students	38
Students Taken Into Custody.....	39
Notification of Law Violations.....	39
LIBRARIES.....	39
LOST AND FOUND.....	40
MEDICINE AT SCHOOL	40
Psychotropic Drugs	40

MESSAGES AND DELIVERIES	40
NEWSLETTERS	41
PARENT CUSTODY OF CHILDREN	41
PARENT-TEACHER CONFERENCE	41
PARTIES	41
PE NONPARTICIPATION	41
PETS	41
PLEDGES OF ALLEGIANCE AND A MOMENT OF SILENCE	41
PTA/PTO	41
PRAYER	42
RELEASE OF STUDENTS FROM SCHOOL	42
SAFETY	42
Drills – Emergency Information	42
Accident Insurance	42
Emergency Drills	43
Emergency Information	43
Emergency Medical Treatment	43
Emergency/Crisis Communication	43
SEARCHES	43
Students’ Desks, Lockers, Cubbies and Other Storage Areas	44
Trained Dogs	44
SKATEBOARDS AND ROLLER BLADES	44
SPECIAL SERVICES	44
STAAR (STATE OF TEXAS ASSESSMENT OF ACADEMIC READINESS)	45
STUDENT RECOGNITION	45
STUDENT SUCCESS INITIATIVE	45
TELEPHONE	45
TEXTBOOKS	45
Textbooks	45
Fines	46
TRANSPORTATION	46
General Rules	47
Rules for Loading the Bus	47
Rules for Students While on the Bus	47
Rules After Unloading the Bus	47
Rules for Extra-Curricular Trips	48
Consequences	48

School-Sponsored Trips	48
TUTORIAL ASSISTANCE	49
VALUABLES.....	49
VANDALISM	49
VIDEO CAMERAS.....	49
VISITORS TO THE SCHOOL.....	49
VOLUNTEERS.....	49
WAIVER OF FEES	50
WALKERS AND BICYCLE RIDERS	50
WITHDRAWING FROM SCHOOL	50
Glossary	51
Exhibit A –Student Acceptable Use Policy (AUP).....	53
Exhibit B – Student Code of Conduct (SCOC).....	58

Lake Travis Independent School District

3322 Ranch Road 620 South

Austin, Texas 78738

Susan Bohn, Interim Superintendent/Deputy Superintendent and General Counsel

Telephone: 512-533-6000

Fax: 512-533-6001

www.ltidschools.org

Lake Travis Independent School District Campuses

Bee Cave Elementary School

14300 Hamilton Pool Rd.

Austin, Texas 78738

Janie Braxdale, Principal

Telephone: 512-533-6250

Fax: 512-533-6251

Lake Pointe Elementary School

11801 Sonoma Dr.

Austin, Texas 78738

Heidi Gudelman, Principal

Telephone: 512-533-6500

Fax: 512-533-6501

Lake Travis Elementary School

15303 Kollmeyer Dr.

Austin, Texas 78734

Karen Miller-Kopp, Principal

Angela Frankhouser, Assistant Principal

Telephone: 512-533-6300

Fax: 512-533-6301

Lakeway Elementary School

1701 Lohmans Crossing Road

Austin, Texas 78734

Sam Hicks, Principal

Telephone: 512-533-6350

Fax: 512-533-6351

Serene Hills Elementary School

3301 Serene Hills Drive

Austin, TX 78738

Allison Cobb, Principal

Telephone: 512-533-7400

Fax: 512-533-7401

Hudson Bend Middle School

15600 Lariat Trail

Austin, Texas 78734

Mark Robinson, Principal

Steven Lott, Assistant Principal

Telephone: 512-533-6400

Fax: 512-533-6401

Lake Travis Middle School

3322 Ranch Road 620 South

Austin, Texas 78738

Russell Maedgen, Principal

Janet Pyne, Assistant Principal

Telephone: 512-6200

Fax: 512-533-6201

Lake Travis High School

3322 Ranch Road 620 South

Austin, Texas 78738

Kim Brents, Principal

Ross Sproul, Associate Principal

Karen Reich, Associate Principal

Wendy Phillips, Assistant Principal

Roy Hudson, Assistant Principal

Andy Paulson, Assistant Principal

Telephone: 512-533-6100

Fax: 512-533-6101

Board of Trustees

Jason Buddin
Alan Williams
Lisa Johnson
Alex Alexander
Fred Goff
Guy Clayton
Robert Brewer

Administration

Interim Superintendent/Deputy Superintendent and General Counsel

Susan Bohn

Assistant Superintendent of Business & Financial Services

Johnny Hill

Assistant Superintendent of Curriculum & Instructional Services

Myra Pettit

Assistant Superintendent of Student Support Services

Becky Burnett

Assistant Superintendent of Technology and Information Systems Services

Sean Casey

Student Holidays

September 5..... Labor Day
October 31 Staff Development/Student Holiday
November 21-22 Staff Development/Student Holiday
November 23 – 25..... Thanksgiving
December 19 – January 2..... Winter Break
January 16..... Staff Development/Student Holiday
February 20..... Staff Development/Student Holiday
March 12 – 16 Spring Break
April 6..... Student/Staff Holiday
May 28... Student/Staff Holiday

Bad Weather Days: February 20 and June 1

Campus Hours

7:45 a.m. – 2:45 p.m.

7:30 a.m. – 4:00 p.m. – Office Hours

Students not riding a District Bus may not arrive earlier than **7:20 a.m.** and should be picked up promptly at **2:45 p.m.** Students not picked up by 3:00 p.m. will go to the office.

Grading Period

First Semester

August 22 – October 21

October 24 – January 13

Second Semester

January 17 – March 23

March 26 – May 31

PREFACE

To Students and Parents:

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Elementary School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

Section II—INFORMATION FOR STUDENTS AND PARENTS —organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Lake Travis Independent School District ***Student Code of Conduct***, which is a document, adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted online or available at the campus.

The student handbook is designed to be in harmony with board policy and the ***Student Code of Conduct***. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board Policy or the ***Student Code of Conduct*** and any provisions of the student handbook, the provisions of board policy or the ***Student Code of Conduct*** that were most recently adopted by the board are to be followed.

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

Students and parents should review the contents of this Handbook/Code of Conduct and sign all required forms.

Within ten days please complete and return to your child’s homeroom teacher the First Day forms packet.

District Policies

The LTISD Board Policy Manual which contains the official, Board-approved, policies of the District is available at the LTISD web site, www.ltidschools.org, and in the office of the Interim Superintendent/Deputy Superintendent and General Counsel at the Central Administration Building.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Elementary School Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Lake Travis Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, 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; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Susan Bohn, Interim Superintendent/Deputy Superintendent and General Counsel, 533-6483 and Holly Morris-Kuentz, Executive Director of Administrative & Human Resource Services at 533-6024.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Becky Burnett, Assistant Superintendent of Student Support Services and Diana Davison, Director of Special Services, 533-6460.
- All other concerns regarding discrimination: See the Interim Superintendent/Deputy Superintendent and General Counsel Susan Bohn at 533-6483.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Encourage your child to put a high priority on education and work with your child on a daily basis to make the most of the educational opportunities the school provides.

Responsibilities:

Students

- Attend all classes daily and promptly.
- Be prepared for each class with appropriate materials and assignments.
- Be properly attired.
- Respect the rights and property of others.
- Act responsibly.
- Pay required fees and fines unless they are waived.
- Refrain from offenses of the Student Code of Conduct.
- Obey all school rules including safety rules.
- Care for property of the school.
- Seek changes in school rules and District policies in an orderly and responsible manner through appropriate channels.
- Share school information with parents.
- Visit another school only when it is appropriate to be there.
- Acknowledge that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Cooperate with staff in investigation of disciplinary cases and volunteer information relating to an alleged offense.

Parents – Our Most Important Partners

Your support, encouragement and participation in your child's education are very important. LTISD values the partnership between schools and families as we work together for the benefit of the children. Your input and involvement in your child's education is the key to success in school. If you have questions, please feel free to call the school or make an appointment with your child's teacher. We welcome and need you as partners.

- Be sure your child attends school daily. Be sure that your child brings the required notes explaining absences.
- Be sure your child arrives to school on time.
- Maintain up-to-date school records for your child including, home, work and emergency telephone numbers, immunization records, and other pertinent information.
- Encourage proper study habits at home.
- Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.
- Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives to assist your child if needed.
- Stay informed of school rules and encourage your child to obey these rules.
- Participate in school-related organizations.
- Be sure that your child is appropriately dressed for school and school-related activities and has all materials needed for class.

- Discuss report cards and school assignments with your child.
- Sign and return progress reports.
- Bring to the attention of school authorities any learning problem or condition that may relate to your child's education.
- Cooperate with and support school staff and administrators and teachers to assist your child.
- Be sure your child attends school tutorials when needed.
- Return the student acknowledgment form with your signature indicating that you have read the student rules and consent to the responsibilities outlined in this plan.
- A student's parent is legally liable for property damage caused by negligent or malicious conduct of the student.

Teachers

- Encourage high achievement.
- Use appropriate discipline management techniques.
- Advocate for the success of all students.
- Ensure good student discipline by being in regular attendance and on time.
- Perform teaching duties with appropriate preparation, assignments and resource materials.
- Comply with District and school policies, rules, management guidelines and directives.
- Maintain classroom atmosphere that nurtures students and promotes active learning.
- Establish rapport and an effective working relationship with parents, students and other staff members.
- Encourage good work habits that will lead to the accomplishment of personal goals.
- Serve as an appropriate role model for students in accordance with the standards of the teaching profession.

Administrators

- Establish the learning climate for the school.
- Provide instructional leadership.
- Assume responsibility for discipline and for implementation of the Student Code of Conduct.
- Respond to discipline problems referred by teachers or other staff members.
- Encourage and participate in parent communication with the school, including participation in required parent-teacher conferences.
- Serve as appropriate role models for the students and staff on the campus in accordance with the standards of the profession.
- Supervise and assess the implementation of all programming at the school.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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 or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

“Opting Out” of Surveys and Activities

Unless a law requires a student to participate in a survey, as a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Displaying Student’s Artwork and Projects

As a parent, if you do not want your child’s artwork, special projects, photographs, and the like to be displayed on the district’s Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Accessing Student Records

You may review your child’s student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 14.]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 41 and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the **Student Code of Conduct**.]

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined 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. [See policy FDB.]
- To request the 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 has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies [See policies FDE(LEGAL) and (LOCAL)]

OTHER IMPORTANT INFORMATION FOR PARENTS

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with [prior written notice](#) that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the [Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities](#). Additional information regarding the IDEA is available from the school district in a companion document [A Guide to the Admission, Review, and Dismissal Process](#).

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Texas Project First](#)
- [Partners Resource Network](#)

For more information contact Becky Burnett, Assistant Superintendent for Student Support Services, 512.533.6467.

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.

504

Section 504 of the Rehabilitation Act of 1973 (29 USC 794 34 CFR Part 104) is a broad civil rights law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Section 504 prohibits discrimination against persons with disabilities, including students, district patrons and staff members, by school districts receiving federal financial assistance. For additional information regarding the eligibility and supports available to students protected by Section 504 of the Rehabilitation ACT, please contact the campus principal.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Such records may be disclosed only to: parents; District staff members who have a legitimate educational interest; various governmental agencies; individuals granted access in response to a subpoena or court order; or a school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled and former students at the assigned school.

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Release of Student Directory Information” form in the forms packet]

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES/ATTENDANCE

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

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. Once a student is enrolled in school, the compulsory attendance laws apply.

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;

- Service as an election clerk; and

Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student, but not the student's parents, would be subject to penalties as a result of the student's violation of state compulsory attendance law.

[See policy FEA(LEGAL).]

Attendance Accounting

Students must be present in school at 10 a.m. in order to be counted present for purposes of reporting attendance to the state. Student attendance is taken in each class daily. Students must be in attendance the majority of the school day in order to participate in school-related activities on that day or evening.

Attendance Committee

If a student does not meet compulsory attendance requirements, the campus attendance committee will review the circumstances, using the guidelines at Board Policy FEC(Local), to determine whether the student will receive credit.

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 at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

Parent’s Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. Notes explaining the student’s absence should be submitted within 48 hours of the students return to school following the absence.

Doctor’s Note After An Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Parent phone calls do not cause the absences to be excused; a doctor’s note is required after 5 days.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.

[See policy FEC(LOCAL).]

Excused Absences

Excused absences are recognized for the following reasons:

- Illness, quarantine of the student or the immediate family- a doctor’s note may be required after five or more consecutive days. For extended absences, parents may contact the teacher to request assignments.
- Death of an immediate family member or a family emergency which could not be anticipated.
- Participation in a school-sponsored activity.
- Participation in medical or dental appointments – written verification required from the physician’s office.
- Observance of a religious holiday under TEC 25.087.
- Participation in activities related to Child Protection Services or the Juvenile Justice System.
- Teen parent absences to take care of his or her child.
- Absences related to migrant workers.
- Days missed as a runaway.
- Participation in a substance abuse rehabilitation program.
- Homeless, as defined by law.
- Appearing at a governmental office to complete paperwork required in connection with the student’s application for United States citizenship or taking part in a United States naturalization oath ceremony.
- Student with diagnosed autism spectrum disorder when attending health care appointments related to the disorder.

Absences for reasons other than those listed above will be considered unexcused and may result in disciplinary consequences. See FEA (LEGAL)

Make-up Work

Students shall make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. A grace period equal to the number of days missed is allowed for make-up work.

Teacher(s) may assign additional work to assure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course end requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

Reporting Absences

When a student is absent or tardy, parents should call the school office as soon as possible on the day of the absence to report the reason for the absence. Following an absence, the parent must provide a signed note within 48 hours of the absence.

The note should contain:

- Full name of student
- Dates absent
- Specific reason for absence each day (i.e. illness, death in the family, etc.)
- Parent's signature and telephone number

Suspension

Students shall receive a grade no higher than a 70 for make-up work after a suspension.

Tardies

School begins promptly at **7:45 a.m.**

Repeated tardies will result in a referral to the campus attendance committee (principal, assistant principal or counselor). Excessive tardiness could result in disciplinary consequences as well as having a warning notice sent home. If a student is tardy more than five times during a nine weeks period he/she cannot be recognized for perfect attendance. Parents are requested to go to the front office to sign in students arriving late to school.

ACADEMIC INFORMATION

Grading Procedures Guidelines (Grades 3-5)

Guiding Principles:

Following are the guiding principles, which represent the district's philosophy on assigning grades to student work and reporting grades to students and parents.

- Grades should reflect the student's mastery of an assignment
 - Minimum grade may not be assigned (i.e. 50 for a 39)
 - Students should have a reasonable opportunity to make up or redo a class assignment or exam for which the student received a failing grade
- Parents and students will be informed of student progress through progress reports, report cards, and the Parent Portal on Gradespeed
- Grade reports should be an accurate assessment of the student's progress and will be based on a minimum number of grades in each subject.
- Zeros Aren't Permitted (ZAP). Students must complete all assignments.
- Zeros may be recorded on interim reports, but the assignment must be completed by the end of the nine-week grading period and the zero must be replaced by a grade which reflects the student's level of mastery.
 - Zeros in 5th grade – a student could earn a zero for homework ONLY in 5th grade. A zero for homework will remain a zero in the grade book. The two lowest homework grades will be dropped.

Number of Grades:

Grades 3-5 should have a minimum of 12 grades per grading period for Mathematics, Language Arts, Reading, Science, and Social Studies.

Re-teaching and Re-Assessing

Re-teaching should be an integral part of regular classroom instruction whenever the teacher determines that the student has not accomplished mastery of the TEKS. (Grades below 75%) Teachers will follow the following procedures when a grades fall below 75% of mastery:

- Daily Work/Quizzes: re-teach concepts not mastered, and then allow students to correct or retest. The grade recorded will be an average of the first grade and the redo grade.
- Tests: re-teach concepts not mastered, and then provide an alternate assessment which will determine if concepts have been mastered. The grade recorded will be an average of the first grade and the retest grade.
- Projects: re-teach concepts not mastered, then provide opportunity for students to redo or correct. The grade recorded will be an average of the first grade and the redo grade.

Weighting Grades:

Grades should carry the following weight:

- Tests = 50%
- Daily Work = 40%
- Homework = 10%

Late Work:

Late work should be allowed for all grade levels. The student will be given 2-5 days to complete any late work, depending on the time needed to complete the assignment. If late work is not completed within the time given, the teacher will assign a consequence such as, but not limited to, lunch or recess detention in order to reinforce importance of completing assignments in a timely manner. This should occur a minimal number of times within the grading period.

Report Cards

Student progress is given to parents through report cards, parent-teacher conferences, txConnect (grade book), and progress reports. Report cards are issued 5-7 school days after the end of the nine weeks.

Report Card Grading in Foundation Areas

Kindergarten – Grade 2

Report cards are “Skills-Based” reflecting the knowledge and skills taught at the specific grade level.

Foundation course skills will be reported using a rubric of 3, 2, or 1 reflecting the following:

3 – Student applies the skill or understands concepts at the level expected.

2 – Student is moving toward being able to demonstrate the skill, understands concepts and meets most expectations.

1 – Student is only beginning to develop the skill or understand the concept and needs to improve progress in order to meet expectations.

Grades 3 – 5

The primary purpose for grading is communication. Every effort will be made to grade in a manner that will assist the student and his/her parents in understanding the process in a course. **Foundation course** grades use a numeric system of **0% - 100%** to indicate the degree of mastery of district curriculum

Achievement Grades:

90-100	A
80- 89	B
70-79	C
69-Below	F Failing

I-Incomplete Incomplete work to be completed

Report Card Grading in Enrichment Areas & Character Education, Grades K-5

Enrichment classes – Art, Music, and Physical Education – and Character Education will use a holistic rubric as follows:

E	Consistently performs at an exceptional level
S+	Performs at an excellent level often
S	Consistently performs at standard expectations
S-	Performs slightly below standard expectations
N	Performs slightly below standard expectations often
U	Consistently performs below standard expectations

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks.

During the fourth week of a nine week grading period, parents will be given a written progress report if their child's performance in any course that is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

Transfer Grades

Students enrolling in a Lake Travis ISD school after the beginning of a grading period will receive nine weeks grades that consist of the grades received from the sending school, proportionately to the time spent there. If grades are unavailable from the previous school, students will receive grades awarded by Lake Travis ISD for the nine-week period only if they are in attendance at a Lake Travis ISD school at least one-half of the grading period. If the period enrolled in a Lake Travis ISD school is less than one-half a grading period and the sending school records are unavailable, grades during the previous grading period will be averaged with those earned in the next grading period.

Instructional Programs

Foundation Curriculum

English Language Arts prepares students for the increasingly rich media world of today. As receptive listeners, discerning readers, expressive oral readers, and fluent, analytical writers, our students practice the skills required in this dynamic subject. Language Arts is a vital part of every grade level and provides students the opportunities to develop skills in reading, writing, listening and speaking, research, and oral and written conventions.

Mathematics skills are the abilities to use and interpret figures and numbers logically to solve problems. Mathematics spans all grade levels. Instruction stresses number, operation and quantitative reasoning; patterns, relationships and algebraic thinking; geometry and spatial reasoning; measurement; and probability and statistics.

Science courses help students acquire knowledge about the natural world and develop critical-thinking skills and investigative tools. Kindergarten through 5th grade courses cover a wide range of scientific topics in the areas of earth, life, physical, and nature of science.

Social Studies is the integrated study of the social sciences and humanities to promote civic competence. Courses equip students to make informed decisions for the public good as citizens of a diverse, democratic society in an interdependent world. Social Studies begins in kindergarten with the study of home and school and progresses through the study of communities to state and national history through 5th grade.

Enrichment Curriculum

Fine Arts: Visual and Graphic Arts begin as required formal instruction in kindergarten through 5th grade.

Music is required from kindergarten through 5th grade.

Health: Students acquire information and skills necessary to become healthy adults and learn about behaviors in which they should and should not participate. Health education is integrated into all subjects in kindergarten through 5th grade.

Physical Education: Students acquire the knowledge and skills for movement that provide the foundation for enjoyment and continued social development through physical activity and an active lifestyle. P.E. begins as required formal instruction in kindergarten through 5th grade.

Character Development: As required by the state of Texas, the development of character and citizenship is integrated into all foundation courses for all grade levels as well as being a district, campus, and community focus.

Other Instructional Programs

The Discovery Program: For students identified as gifted and talented, is designed to meet the general intellectual, specific academic, and creative needs of students in all grade levels.

The Bilingual and English as a Second Language (ESL) Programs: Provide instruction for students whose second language is English. In the Bilingual program, Spanish-speaking students receive instruction in both languages with the intent of transitioning them to full English instruction. The goal of the bilingual program is to have fifth graders bilingual and biliterate. The ESL program assists students in the acquisition of English regardless of their native language.

Special Education program is committed to providing full educational opportunities for students with disabilities and to serving students in a beneficial and integrated setting to the extent appropriate for each student.

The goals of the Lake Travis ISD Special Education program are to ensure that all children have a free appropriate public education (FAPE) designed to meet their unique and individual needs and to prepare students for higher education, employment, and independent living.

Technology Applications includes the teaching, learning, and integration of digital technology knowledge and skills across the curriculum, especially in the foundation areas, to support learning and promote student achievement.

Counseling programs are intended to guide students into making quality decisions and developing productive, healthy relationships.

Homework

Homework is an essential part of learning. It is assigned regularly for purposes of practice, reinforcing skills, enhancing learning, and providing feedback to students. It is also designed to teach children responsibility in completing tasks in a specified time.

Teachers will use their professional judgment when determining how much homework is to be assigned. A general rule for assigning homework is:

- 10 minutes for First Grade
- 20 minutes for Second Grade
- 30 minutes for Third Grade
- 40 minutes for Fourth Grade

Promotion

Grades K – 2

Student performance in grades kindergarten through second grade is reflected on a skills-based report card which will be used to help determine promotion to the next grade.

In kindergarten, readiness for first grade is based on mastery of key math and reading objectives as outlined in a grade level matrix of skills and profile tests. If standards are not met, the teacher will take achievement data to the campus committee for review and the development of an improvement plan. Generally, a kindergarten student should have some areas developed on TPRI screening and be reading at or above a DRA level 2; be able to identify, write, compare and order numbers 1-20, understand one-to-one correspondence to 10.

In first grade, a student could be considered for retention if his/her report card is marked below grade level on indicators as follows:

- Reading
 - DRA level 10 or below
 - TPRI – frustration on both stories
 - TPRI - Skills still developing in more than one area
- Mathematics
 - One to one correspondence
 - Reads, writes, compares, and orders numbers 1 – 100
 - Learns and applies simple addition/subtraction facts
 - Identifies, describes, and extends patterns

If standards are not met, the teacher will take achievement data to the campus committee or review and the development of an improvement plan.

In second grade, a student could be considered for retention if his/her report card is marked below grade level on indicators as follows:

- Reading
 - No more than two indicators below a level two in comprehension, fluency, and decoding
 - DRA below level 18
 - TPRI – frustration on both stories
- Mathematics: no more than three indicators below a level two in the following areas:
 - Extending number patterns
 - Ordering, comparing, and understanding place value of whole numbers
 - Recalling basic facts for addition and subtraction
 - Adding and subtracting whole numbers to solve problems

If standards are not met, the teacher will take achievement data to campus committee for review and the development of an improvement plan.

Grades 3-8

In grades 3-8, a student will be promoted to the next grade level if:

- a final grade of 70 or above has been earned in both language arts and mathematics; and
- an overall average of 70 or above has been earned as determined by averaging the final grades for language arts, mathematics, social studies, and science; and
- the student has not failed social studies or science for two consecutive school years; and
- the student has met the state attendance requirement for the school year.

Additional Promotion Requirements

In addition, students in grades 5 and 8 will be required to pass the State of Texas Assessment of Academic Readiness (STAAR).

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.

- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

Parents of a student in grade 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

Acceleration / Credit by Exam – (If a Student Has Not Taken the Course)

Kindergarten to Grade 1

Lake Travis ISD believes that great care should be taken with student acceleration at this early grade. Students will not be accelerated prior to the beginning of the school year. Parents who believe their child may be a candidate for acceleration must enroll their child in kindergarten and complete the application for acceleration by week three of the school year. Parent nomination forms for acceleration may be obtained at the campus from the counselor. The process for assessing students to determine need for acceleration will occur during the first seven weeks of enrollment.

The kindergarten program in Lake Travis ISD is designed to accommodate student needs for acceleration within the kindergarten classroom. It is, therefore, the philosophy of Lake Travis ISD to accelerate only students who cannot be effectively served through district programs at their current grade level. At this early grade level, the district will require the student to demonstrate performance well above average for first grade, so that a student's success in that grade level can be assured.

Lake Travis ISD's kindergarten acceleration process includes a multi-phase assessment procedure. When a student fails to meet the criteria to move to the next phase, the parents of the child will be informed that the child will not be assessed further (see Age Requirements in this student handbook and policy EEJB LOCAL).

The procedure for determining kindergarten acceleration shall be as follows (EEJB LOCAL):

- Parent discusses need for acceleration with campus staff, preferably with counselor, assistant principal, and/or principal.
- Parent completes a parent nomination checklist and returns to designated campus personnel.
- Kindergarten screening is administered.
- Grade Placement Committee (GPC) reviews the kindergarten screening and parent nomination checklist.
- GPC determines if student meets the criteria and if additional testing is warranted.
- Parents are notified of the GPC's decision and tests are requested from the Director of Accountability, Achievement and Educational Technology.
- Identified students are assessed with a norm-referenced achievement test measuring language arts and mathematics at the first grade level. Testing is conducted at the student's campus.
- Tests are sent to the Director of Accountability, Achievement, and Educational Technology in the curriculum and instruction division for scoring.
- Results are sent to the campus principal.
- GPC reviews the results from the achievement test. Any student scoring at or above the 90th national percentile rank in both language arts and mathematics meets the criteria and is eligible to be accelerated to grade 1.
- Parents are notified of the student's placement.

Appeals of the decision shall be handled in accordance with policy EHDC(LOCAL).

Grades 1-5

Parents of students in grades 1-5, who believe that their child would better be served in a higher grade level, must contact the school counselor and complete a form requesting testing. School personnel must also agree that the student would be successful in the next grade level and sign the form. The district, through the University of Texas continuing education system, purchases exams. Students must score 90% on examinations in language arts, mathematics, social studies, and science to advance a grade.

A committee consisting of the principal, counselor, sending teacher, receiving team leader or teacher, and parent must recommend acceleration. Tests for acceleration will be offered in early June and late July. A student planning to take an examination for acceleration shall be required to register with the principal or designee no later than 30 days prior to the scheduled testing date on which the student wishes to take the test.

The District shall not charge for an examination for acceleration on the published dates or alternate dates. The District may deny a parent's or student's request for an alternate examination or alternate date. If the District grants a request for an alternate exam, it may use a test purchased by the parent or student from a source approved by the State Board of Education. [For further information, see EHDC(LOCAL).]

Recovery / Credit by Exam—(If a Student Has Taken the Course)

Students may use credit by examination to demonstrate mastery in any subject in elementary grades or to earn credit in any academic course at the secondary level, with the prior approval of the assistant superintendent of curriculum and instructional services. Such examinations shall assess the student's mastery of the essential knowledge and skills and shall be approved by the Superintendent or designee. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

Students may be authorized to take a Credit by Exam if the student is enrolling in the District from a non-accredited school, if the student has failed a subject or course, or if the student has earned a passing grade in a subject or course but has failed to earn credit because of excessive absences.

Credit by examination shall not be used to gain eligibility for participation in extracurricular activities.

Tests shall be administered according to procedures approved by the Superintendent or designee. (See policy EHDB)

A fee shall be charged for this examination in accordance with policies FP (LOCAL).

ANNOUNCEMENTS

Announcements are made daily which include important information such as directions for assemblies, meetings, activities, and safety drills. Teachers and students should listen carefully to all announcements.

BACKPACKS/BOOK BAGS

Carrying backpacks/book bags is considered a privilege and may be revoked. The principal may require that bags be stored in the student's locker, classroom, or other storage facility and not be used for carrying books and/or school supplies between classes.

Rolling backpacks are strongly discouraged.

BULLYING

Bullying is defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district that: (1) Has 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 property or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

CELEBRATE FREEDOM WEEK

LTISD participates in Celebrate Freedom Week which is scheduled by law to occur during the last full week of classes during the week in which September 17th occurs. Instruction should include study of the intent, meaning, and importance of the Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical context. Students with conscientious objections, children of representatives of foreign governments, or children who have a written request from a parent or guardian may be exempted from the activity.

CHILD ABUSE REPORTING

District employees receive information regarding the reporting of sexual abuse as well as the District plan to address child abuse at beginning of the year staff development. It is the District's requirement that employees who suspect or have information regarding child abuse contact the Texas Department of Family and Protective Services. Additional information and resources regarding Child Abuse and Neglect can be accessed at the Child Welfare Information Gateway (<http://www.childwelfare.gov/can/>). Included on this web site is a directory listing toll-free numbers maintained by various crisis organizations.

CLINIC

The school nurse provides health care for children who become ill or injured at school. A parent or guardian should discuss special health needs of his/her child with the school nurse.

If the student needs to go home due to sudden illness or injury, the nurse or school staff member will contact the parent, guardian, or emergency contact person. Please continue to provide the school nurse with all current phone numbers. In the event of a serious medical emergency the parent or guardian will be notified and the student may be transported to the nearest hospital.

Middle school and high school students must obtain a pass from a teacher before going to the clinic. The nurse will determine if the student is to stay at school or go home. Students may not call or text the parent with their cell phone or the office phone before going to the nurse. The student may call the parent from the nurse's office.

All accidents occurring at school and requiring the services of a physician and/or an absence from school must be reported to the clinic the day of the accident. Accident reports are completed by the nurse or school staff.

Health Screenings:

The State of Texas requires that school districts provide certain health screenings for students throughout the school year. The district will additionally screen students as needed even if they are not in the state required grade level.

Vision and Hearing screening is required for all newly enrolled students and students in Kindergarten, 1st, 3rd, 5th and 7th grades.

Acanthosis Nigricans (AN) screening is required for all students in 1st, 3rd, 5th, and 7th grades. AN is a light brown-black, velvety, rough, or thickened lesion on the surface of the skin usually found around the neck. AN can be a primary marker that may signal high insulin levels, which can lead to insulin resistance and then to type 2 diabetes.

Spinal screening is required for all students in the 5th and 8th grades. Scoliosis is a common spinal abnormality found in adolescents. It is usually detected in children between 10 and 14 years of age.

These screenings are required by the state. If you do not wish to have your child screened at school please provide a doctor's note stating the results of the screening or an affidavit stating you are opposed to the screening.

If your child does not pass one of the screenings at school you will receive a referral form with the results. Please return these forms to the school nurse once you have seen a physician.

COMPLAINTS AND CONCERNS

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. For information not included in this handbook for complaints in those areas, see the principal.

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of gender should contact the principal.

Procedures for Communicating Concerns:

- The most direct route to resolving a concern is to confer directly with the person involved. Therefore, parents should contact the appropriate staff member (usually the teacher, coach or counselor) by voice mail or email. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. In many cases, the

concern can be resolved with a conversation over the phone or an email. If this is a situation that should be discussed in person, the parent should make an appointment to meet with the staff member.

- If not satisfied, the parent's next step is to contact the appropriate campus administrator (assistant principal or principal) to set up a time to talk about a resolution to the concern.
- If the issue is not resolved at the campus level, parents should contact the Executive Director for Administrative and Human Resource Services.
- Should the concern not be resolved using this informal process, a formal grievance may be filed. For information and paperwork regarding this process, contact the office of the Interim Superintendent/Deputy Superintendent and General Counsel at 533-6483 and review District Policy FNG(LOCAL), posted on the District web site.

COMPUTER AND TECHNOLOGY SYSTEMS USE/INTERNET ACCESS

A student will be permitted to use District computers and other technology systems, including appropriate use of the Internet, only if the student and/or the parent sign and turn in to the school office the form acknowledging the District's Student Acceptable Use Policy. All student computer and technology system use, including use of student personal technology devices or systems, shall be in accordance with District policy and teacher directives. Inappropriate use or abuse of District computers, District or personal technology systems, and/or Internet access may result in denial or restriction of the privilege to use the District's computers and technology systems, and possible further disciplinary action in accordance with the Student Code of Conduct. (See Exhibit A)

Students and their parents should be aware that e-mail and other technology systems use are not considered private and may be logged or monitored by district staff.

CONDUCT

Discipline Management Philosophy

The Lake Travis Independent School District will provide a positive learning environment for students both during the school day and at school-related functions. School personnel are to guide students to become individuals who consider all issues, analyze differences, comprehend choices, and reach decisions through thoughtful reasoning. Students should also exhibit responsible citizenship and strive for excellence within the school setting as preparation for lifetime success. In order to help students become self-motivated and self-disciplined life-long learners, school personnel are encouraged to respond to student success with positive reinforcement. Such techniques may include verbal reinforcement, recognition of success to peers, informing parents of student successes, and recognition of success by other teachers and/or administrators.

LTISD believes that parents are an integral part of students' success in school. Throughout this plan, "parent" includes legal guardians or other persons having lawful control of the student.

A variety of discipline management techniques will be administered to students who choose to violate the **Student Code of Conduct**. In general, discipline penalties increase according to the severity or persistence of the misconduct. When administering discipline, school personnel shall adhere to the following guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property, and maintain essential order and discipline.
- Students shall be treated fairly and equitably.
- Discipline shall be based on careful assessment of the circumstances of each case. Factors to consider shall include seriousness of the offense, student's age, frequency of misconduct, student's attitude, and potential effect on the school environment.
- Scholastic penalties will not be imposed for disciplinary action with the exception of cases involving cheating or plagiarism. Suspensions and/or expulsions are subject to grade adjustments as well.

The classroom teacher can successfully manage many behaviors. There will be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school.

Some infractions will result in a referral to an administrator. The disciplinary action will depend upon the offense, previous actions, and the seriousness of this misbehavior. Disciplinary actions taken by an administrator will be based on the guidelines

stated in the ***Student Code of Conduct***. Actions will reflect the needs of the student as well as the need of the school to ensure a safe, orderly learning environment for all students.

Applicability of School Rules

As required by law, the board has adopted a ***Student Code of Conduct*** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the ***Student Code of Conduct***. Students and parents should be familiar with the standards set out in the ***Student Code of Conduct***, as well as campus and classroom rules.

Disruptions

As identified by law, disruptions include the following:

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

For purposes of this provision, "school property" shall include the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-sponsored activities. For purposes of this provision, "public property" shall include any street, highway, alley, public park, or sidewalk. For additional information, please see the ***LTISD Student Code of Conduct***.

Cell Phones, Cameras, and Other Personal Electronic Devices

Students are not permitted to possess such items as, I-pods, CD players, tape recorders, other digital musical players, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off and stored away during the instructional day, including during all testing. The use of cell phones in locker rooms, restroom areas and any other common area at any time while at school is strictly prohibited. The school is not responsible for lost or stolen items of this nature. See Acceptable Use Policy (AUP) in Appendix A.

Any disciplinary action will be in accordance with the ***Student Code of Conduct*** and may include confiscation of the device. The school will charge the owner \$15.00 for the release of telecommunications devices [See policy FNCE.]

Social Events

School rules apply to all school social events.

COUNSELING

Personal Counseling

The elementary counselor is available to teachers, students and parents for consultations and conferences on a student's academic, social and emotional progress. Referrals to the counselor may be made by teachers, students and parents. Counselors

provide guidance lessons to classes and may see students for varying lengths of time, either individually or in groups. Counseling services are not intended to provide ongoing psychological therapy; however, counselors have information available to assist with referrals to community psychologists and other services for therapy and will continue to monitor progress upon parent request.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to FFE(LEGAL) and FFG(EXHIBIT).]

DISCRIMINATION, HARASSMENT, RETALIATION, AND DATING VIOLENCE

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the District's website.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school yearbook can be pre-purchased throughout the year for all interested students. The yearbooks will be delivered in May/June.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, invitations, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. Students requesting approval for materials to be posted, circulated or distributed at campuses other than their home campus, must follow LTISD Electronic/Tuesday folder Guidelines.

The principal has designated the main office as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the ***Student Code of Conduct***. Materials displayed without the principal's approval will be removed.

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy and guidelines established for Electronic/Tuesday Folder distribution as applicable. The name of the sponsoring person or organization must be submitted to the Director of Community Programs for prior review and consideration. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruptions of or interference with normal school operations.

- Neatness and cleanliness in keeping with gender, maturity, good grooming, and acceptable social norms are required by each student. State law and school board policy require that shoes will be worn at all times. "Wheelies" or shoes with wheels on the soles are prohibited. The administration reserves the right to contact the student's parents if the clothing worn is dangerous to participation in classes or is excessively distracting.
- Students and parents are asked to use good judgment dressing in a manner that will encourage appropriate classroom behavior and help to support a positive learning environment. Hair should be groomed and shades of un-natural coloring shall be prohibited. Students will not wear garments so revealing or in such state of disrepair as to be a distraction. Make-up for elementary age girls is not appropriate.
- Bare midriffs, strapless or backless outfits, beach wear, spandex, biker or short shorts, muscle shirts, baggy pants, baggy shorts, trench coats or dusters are not allowed. Clothing that advertises, condones, depicts, or promotes gang affiliations, the use of alcohol, tobacco, controlled substances, illegal drugs, or expresses obscenity, is considered inappropriate. Minimum length of shorts should be to fingertips.

- Jewelry (including, but not exclusive of earrings) is subject to state regulation due to safety concerns. No chains or chained wallets.
- No hats will be allowed on campus except for special celebration days announced by campus staff or with principal approval. The school administrator(s) may alter the dress code at any time based on any inappropriate or disruptive trends. Any student dress that indicates an affiliation with a gang, group, or organization that is not school approved is forbidden. This may include colored articles of clothing, professional team sports wear, or distinctive lettering or script that signifies an unapproved group association as identified by the school administrator.

ENROLLMENT

In order for a student to be enrolled in a Lake Travis ISD School, the following residency and immunization requirements must be met.

Age Requirements

State guidelines and District policy require a kindergarten student to be **5 years old on or before September 1**. A **first grade student must be 6 years old on or before September 1**, unless the child has successfully completed public kindergarten in another state or has received instruction in public first grade in another state. An original birth certificate, not a hospital copy, must be presented for kindergarten and first grade students enrolling in Lake Travis ISD schools for the first time. In Texas, children must attend school from the age of 6 until their 18th birthday.

Pre-Kindergarten

Lake Travis ISD offers full-day pre-kindergarten classes for children who are four years old on or before September 1, live in the district, and:

- have a limited ability to speak and/or comprehend the English language; or
- are homeless; or
- whose family income allows the child to qualify for free or reduced lunch; or
- are active duty uniformed members, which includes parents or guardians, of the Army, Navy, Marine Corps, Air Force or Coast Guard who are assigned to duty stations in Texas or who are Texans who have eligible children residing in Texas; or
- are Guard and Reserve-Activated / Mobilized uniform members of the Texas National Guard-Army or Air Guard or the Activated / Mobilized members of the Reserve components of the Army, Navy, Marine Corps, Air Force or Coast Guard who are Texas residents regardless of the location of the reserve unit; or
- are military parents who are missing in action or who have died.
- is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code.

A child who is eligible for enrollment under item 4 or 5 above remains eligible if the child's parent leaves the armed forces, or is no longer on active duty after the child begins pre-kindergarten class. The LTISD Pre-kindergarten classes are held on the campus of Lake Travis Elementary.

Students who do not meet the above qualifications can register for a tuition based Pre-kindergarten program.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. A student transferring from out of state must provide an immunization record prior to enrollment.

The school nurse can provide information on age-appropriate immunizations or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

30 Day Provisional Enrollment

The responsibility for providing immunization records of students enrolling in school, entering school for the first time, or transferring from another district rests solely with the parents or guardian. If the school has not been furnished complete records of immunizations, the student may be entitled to provisional enrollment in school. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. Once the 30 day provisional enrollment period ends, parents or guardians must present an official notarized TDH affidavit form, an up-to-date immunization record, or a physician's affidavit of medical contraindication to school officials to attend school. If parents or guardians cannot produce one of these three documents, their child/student will be excluded from school. Absences pending immunization will be unexcused. Information on immunizations may be obtained from the County Health Department at 972-5400 or for free clinics at 972-5520 (Shots for Tots).

Registration

To enroll a student, the parent, legal guardian, or person showing evidence of legal responsibility must accompany the student to complete and sign a registration form and a release of records consent form (available in the registrar's office) to allow the school to obtain student records from the previous school.

A parent/guardian or student should provide a Social Security number, if one is available, and show proof of identity (examples include birth certificate, passport, school report card, hospital birth record, or any other legal document that establishes identity) and proof of living in the District with his parent or guardian or a court-appointed adult. The names of students for whom no proof of identity has been submitted within 30 days of enrollment will be submitted to law enforcement officials as required by law.

At the time of registration, the parent should notify the school of any court order affecting his/her child. Parents must provide information at the time of registration for emergency notification.

Students enrolling in a school from another school or school district should present a copy of the last report card received and a withdrawal form from the previous school. At the time of registration, a student must bring a copy of his or her transcript for correct placement.

Residency

A student will attend the appropriate school in his or her attendance zone. Proof of residency, as exhibited by such documents as sales contract or rental contract listing each occupant of a residence or manager of the apartment, is required for enrollment. If a student and his family reside with another family, a notarized statement acknowledging that fact is required from the owner of the residence or manager of the apartment building. False statements or listings concerning residency may result in collection of tuition fees. Students whose change in residency results in a change in attendance zones within the District or to another school district will be withdrawn from their original school. A student who changes attendance zones after the first nine-week grading period may remain at the first school until the end of the school year. Residency may be checked and verified by residence checks, talking with neighbors, confirmation with apartment managers or talking with students by District personnel, including District police officers, throughout the year. Copies of all required documents will be made and kept on file.

Homeless Students

For information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, the Assistant Superintendent for Student Support Services, at 533-6467.

Withdrawal

When a student is to be withdrawn, the child's parent/guardian should notify the school office at least 48 hours in advance to allow preparation of necessary records. Textbooks and all library books must be turned in and cleared of fines, lunch charges must be cleared, and any other fines or fees must be paid prior to withdrawal of the student. The student should leave a forwarding address with the registrar and the name of the new school/school district.

EXTENDED CARE

Extended Care is an after-school child care service provided at all Lake Travis ISD elementary campuses for students enrolled in Pre-K thru 5th grades. We provide a familiar, wholesome, supervised environment where children are engaged in outdoor play and structured activities. Certified teachers, teacher assistants and monitors supervise extended care students at all times.

Extended Care is in session each day school is in session. The hours are 2:45 p.m. until 6:00 p.m. Parents may choose a 4:30 p.m. pickup time or a 6:00 p.m. pickup time. Registration for the upcoming school year begins each May and continues throughout the school year. For more details, fees and registration information please visit the LTISD Community Programs website.

EXTRA-CURRICULAR ACTIVITIES

Various student organizations are available at the elementary schools. Students may be selected for Student Council or Safety Patrol and several schools offer such activities as choir, jump rope clubs, book clubs, sports clubs, chess, and computer clubs. Participation in extra-curricular activities is a privilege, not a right. Sponsors of extra-curricular activities may establish standards of behavior and consequences for misbehavior that are stricter than those for students in general.

FIELD TRIPS

Field trips are an extension of the classroom instruction. **Students participating in a field trip must ride the LTISD-provided buses to and from the scheduled field trip unless they receive prior approval from the campus principal in accordance with LTISD policy [FMG (Local)].** Children who are not students may not be included in field trips. Under extenuating circumstances, a parent may need to take his/her student directly from the field trip. A note must be provided to the principal prior to the field trip for approval. The note must state the reason the parent wishes to leave with the student directly from the field trip.

If a parent has a serious objection to the field trip experience, he/she must meet with the principal, who will provide an alternate education experience for the child. It is important that the child attend school even if not attending the field trip experience.

FOOD AND NUTRITION

The District participates in the National School Lunch and School Breakfast Program and offers free and reduced-price meals based on a student's financial need. Applications for this Federal program can be obtained in the school office, or by contacting the LTISD Food & Nutrition Services office at 533-6037.

Nutritious meals that follow the guidelines of the Texas Public School Nutrition Policy are offered daily for breakfast and lunch. For lunch, students will have a choice of three entrees, along with hot vegetables, a grain/bread choice, and several selections at the Fresh Fruit & Salad Station.

Prepared entrees from local retail vendors are ordered by the café and offered as an additional entrée choice two days per week. These entrees are available for a la carte prices, and are not sold as part of the regular lunch. The retail outlets create a "school version" of their popular fare that meets the same nutrition standards as the other entrees available to your child at school. Menus can be viewed from a link on the campus website.

Many other a la carte selections of nutritious snacks, desserts, and other items will be available daily for an additional charge. Students may charge these items to their positive-balance meal accounts. If you do not wish for your child to access meal funds

to purchase the a la carte items, please notify the Office of Food & Nutrition Services. We can post an “alert” on the account to block this privilege.

The emphasis on nutritious eating is reflected in our health curriculum and in the selection of food sold in the cafeteria. We ask that parents adhere to the recommendations and guidelines of the Texas School Nutrition Policy regarding foods of minimal nutritional value on campus, which prohibits certain foods, such as soda waters and candy. The policy also states that parents may bring meals to their own child, but may not provide items to other children at school. To reference this policy, please visit the website: <http://www.squaremeals.org> or request a paper copy of this policy from your child’s campus Food Services Manager. For grade specific information, refer to the following website: <http://www.ltidschools.org/Page/290>

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For further information, see policies at FJ and GE.]

GIFTED AND TALENTED (G/T) PROGRAM / DISCOVERY

Lake Travis ISD offers a program for the intellectually and/or creatively gifted and talented. While our curriculum and advanced courses meet the needs of most students in our community of students, the GT program is designed to meet the needs of the top 3-5% of the students nationally. Referrals to the program can be made by any person (students, parents, teachers) who are familiar with the student’s abilities, potential, and performance. Referrals are to be made to the campus GT Coordinator. All students have an equal opportunity to be considered for the GT program. Selection criteria are based on the state standards and include a collection of qualitative and quantitative data. The selection process takes place at least twice a year. Students who come to LTISD from another GT program must be reevaluated using the LTISD criteria (board policy EHBB LOCAL). The appeal process must be initiated by the parent or school personnel and presented to the GT Coordinator.

HEALTH-RELATED MATTERS

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most 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.

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live

naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes.

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

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

Communicable Diseases

Parents of students with a communicable (contagious) disease or infestation are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted, as permitted by law. Students are not allowed to come to school until the disease is no longer contagious. To ensure good health, when it is determined at school that a child has a contagious disease, the parent will be contacted and asked to pick up the child. Your child should stay home if he/she develops flu-like symptoms.

The following table lists the most common communicable diseases and infestations, the incubation period of each, and the requirements for readmission to school:

Condition & Incubation Period

*Chicken Pox

2-3 weeks

Common Cold

1-3 days

Fifth Disease

4-20 days

*Infectious Hepatitis

15-50 days

Impetigo

Lice

Readmission Criteria

Exclude from school until temperature is normal and all blisters have crusted over (usually 7 to 10 days). Must be checked by nurse before readmission to class. Varicella (chicken pox) vaccine is now available.

Exclude from school until free of fever (see **Fever**)

Exclude from school until free of fever and non-infectious according to a physician's written statement.

Notify the school as soon as a physician confirms diagnosis. Exclude until no fever no jaundice, and non-infectious according to a physician's written statement.

Exclude until under treatment and/or until noninfectious according to a physician's written statement.

Exclude until one medicated shampoo or lotion treatment has been given. May not ride school bus or attend classes until treated.

*Measles 7-14 days	Exclude when symptoms develop and for four days after appearance of rash. In an outbreak, an unimmunized child should also be excluded for at least two weeks after last rash onset occurs. Physician's statement required.
*Mumps 12-25 days	Exclude from school until 9 days from the onset of swelling.
Pink Eye (Conjunctivitis) 1-3 days	Exclude until eye is clear or non-infectious according to a physician's written statement.
Ringworm of the Body 4-10 days	Treatment is recommended. Keep lesions covered.
Ringworm of the Scalp 10-21 days	May attend school provided child is under treatment of a physician.
Streptococcal Infection 1-3 days	Exclude until released by a physician or 24 hours after antibiotic treatment has begun and fever subsides.
Scabies 1 st infection – 2-6 weeks Repeat infections – 1-4 days	Exclude until physician's written statement certifies the child has been properly treated and can be readmitted to school

*Diseases that must be reported to the Travis County Health Department by the school nurse.

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFA(LEGAL).]

Fever

Students with a temperature of 100° F. or above must not be sent to school. Students who come to the clinic during the school day and have a temperature of 100.4° F. or above will be sent home. **Students who become ill with a fever or vomiting will not be allowed to ride the bus home.** Parents will be contacted to pick up their child. **Students should be fever free for 24 hours without the aid of an antipyretic (acetaminophen, including the brand name Tylenol; ibuprofen, including the brand names Advil, Motrin; naproxen, including the brand name Aleve, etc.) before returning to school.**

Medication

The term medication includes both non-prescription and prescription medicines. All medications will be kept in a secure manner in the clinic and refrigerated if necessary. The clinic does not provide any medication, including Tylenol or aspirin. The student's personal medications are dispensed by the school nurse or trained designee at the written request of a student's parent or legal guardian. **Medicine Release** forms are available from the school nurse. Some medications may require a physician's authorization, which is required annually in treatment of long-term medication administration as in asthma, diabetes, chronic infections, ADD, controlled medicines, and over-the-counter medicines given in doses that exceed label directions or that are given seven consecutive days. The school nurse will notify you if a physician's authorization is necessary. If over-the-counter medication does not have the dosage listed on the original container for the age of the child, a note of instruction must accompany it from the student's treating physician or dentist.

Prescription and non-prescription medication must be brought to school and picked up by the parent/guardian, not the student. Failure to comply with this requirement may result in a disciplinary action for your child.

The medication must be in the original container. **Medication sent in baggies or unlabeled containers will not be given.** If the medication is manufactured and/or dispensed outside of the United States, authorization for use and written instructions providing the necessary information for administration must be submitted to the school nurse by a physician licensed to practice medicine in one of the states of the United States.

Medication taken home over the weekends and/or holidays must be returned in the original container by the parent/guardian to the nurse before school reconvenes. The parent or guardian must pick up any medication remaining in the clinic at the end of the school year; otherwise it will be disposed.

Prescription Medication

- Must show the student's name, the drug contained therein, dosage requirements, and the prescribing practitioner's name. The pharmacy may be able to supply two (2) labeled bottles—one for the school and one for home.
- Labels must be on the immediate medicine container (for example, inhaler). If the bottle or tube is too small for a full label, it must be labeled with the student name and prescription number, with the full label on the outer box or container.
- Must be legally prescribed and authorized by a duly licensed practitioner, such as physician or dentist.
- Must be prescribed specifically for that student.
- Must be a current prescription that is being given within the time frame ordered by the doctor or dentist.
- Must not have expired in strength.
- Must have a physician's authorization for changes in dosage or time administration.

A letter authorizing their use by the student from the physician providing samples must accompany samples of prescription medicine. **Vitamins, herbal preparations or health food supplements will not be administered by Lake Travis ISD nurses or employees.**

Self-Administration of Asthma Medicine

A student with asthma may possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if:

- The medicine has been prescribed for that student as indicated by the prescription label on the medicine;
- The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- A parent of the student provides to the school:
 - a. Written authorization, signed by the parent, for the student to self-administer the medicine while on school property or at a school-related event or activity; and
 - b. A written statement, signed by the student's physician or other licensed health care provider, that states:
 - That the student has asthma and is capable of self-administering the medicine;
 - The name and purpose of the medicine;
 - The prescribed dosage for the medicine;
 - The times at which or circumstances under which the medicine may be administered; and
 - The period for which the medicine is prescribed

Self-Administration of Medication for Severe Allergies

Students with severe allergies may carry their epi pens with written permission from their doctor stating that the student may self-administer. Permission slips will be kept on file in the Nurse's Office.

Emergency Medical Form

Parents shall complete a medical emergency form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary. These forms will be provided in the first day packet to students.

School Health Advisory Council

The SHAC, which is a group composed of community members, health professionals, parents and LTISD staff, meets 4 times a year to help promote and implement a Coordinated School Health Program. Additional information regarding the SHAC is available on the Healthy Lifestyles Program pages of the district's website (see also policies at BDF and EHAA.)

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines refer to policies CO and FFA.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the school principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Other Health-Related Matters

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the ***Student Code of Conduct*** and policies at FNCD and GKA.]

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the main office. If you have any questions, please contact the Director of Maintenance and Operations at 533-6065.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance and Operations at 533-6065.

IN-SCHOOL SUSPENSION (ISS)

The In-School Suspension Program (ISS) is an alternate education program designed to encourage the student to exercise self-discipline and to provide the student an alternative to at-home suspension. Students may be assigned to ISS for infractions of school policy. Rules will be explained at the time of the assignment. Students placed in ISS may not attend or participate in any school sponsored activity on or off campus until successful completion of the ISS term is fulfilled.

INVITATIONS

Invitations to outside student parties may only be handed out at school if **all** class members receive an invitation.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.

- The principal or designee shall be present during the questioning or interview. If the interviewer raises an objection to a third party's presence, the Superintendent or designee shall be notified and a decision shall be made regarding whether the principal or a designee shall be present during the questioning or interview.
- The principal shall make reasonable efforts to notify the student's parents or other person having lawful control of the student that the student has been questioned. If the interviewer raises an objection to the notification, the Superintendent or designee shall be notified and a decision shall be made regarding whether or not the parents shall be notified.

See policy GRA (LOCAL)

Students Taken Into Custody

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

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

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [see GRA] and then shall deliver over the student.

The principal shall immediately notify the Superintendent or designee and shall notify the parent or other person having lawful control of the student. If the officer or other authorized person raises objection to notifying the parents at that time, the Superintendent or designee shall be notified and a decision will be made regarding notification of the parents.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

LIBRARIES

Our school library hours are 7:45 a.m. to 3:00 p.m. Our books are for the use of our students and our teachers. The student is responsible for any lost or defaced books. Library books must be paid for if damaged or lost and all library books must be turned in before final report cards are issued or before a student withdraws from school. Payment for a library book will be refunded if the undamaged book is found by the end of the school year.

LOST AND FOUND

All clothing, lunch sacks, kits, and other personal items should be labeled with the child's name so that an item can be returned to the student if it is found. Articles that have been found are to be turned in to the school office. Unidentified items will be placed in the lost-and-found area in each school. Unclaimed articles will be given periodically to a charitable organization.

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only in accordance with the guidelines developed with the district's medical advisor, and when the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

MESSAGES AND DELIVERIES

Every effort will be made to preserve instructional time by minimizing classroom interruptions. Therefore, deliveries will not be allowed to classrooms, not even for special occasions like holiday parties, birthdays, etc. Messages will be delivered to the student at the end of the day. Deliveries of flowers, balloons, and gifts, etc. will not be accepted.

NEWSLETTERS

In an effort to promote student achievement, as well as to create awareness of programs, services and events, the District and each of its campuses publish electronic newsletters periodically throughout the school year. Parents are encouraged to subscribe to the District's e-news service, *Constant Contact*, at the LTISD website (www.ltidschools.org).

PARENT CUSTODY OF CHILDREN

The Lake Travis ISD strongly encourages parents to resolve custody issues without involvement of the school and without using the school as a forum to circumvent custody agreements. In the event of dispute about access to children at school, the Lake Travis ISD will follow the terms of the most recent signed custody order that has been provided to the school, requirements of the Family Code (permitting both custodial parents to attend school events such as open house or student performances), and requirements of the Education Code (permitting access to records and administrators).

PARENT-TEACHER CONFERENCE

Parent-teacher conferences are conducted to develop a better understanding between the home and the school for the benefit of the child. Parents may schedule a conference by calling the teacher at the school for an appointment. Since teachers are involved with instruction the majority of the day, phone calls will be returned during their conference time, after school, or at their earliest convenience.

PARTIES

Class parties will correspond with the Winter Holiday, Valentine's Day, and the End of School. All grade levels will have the class parties on the same day. These parties should be planned for an hour during the day. They will be coordinated through the homeroom teacher or the room parent. Parties are planned for the students in the classes to enjoy their classmates and teacher. Parents and guardians are welcome to attend parties as planned by the homeroom teacher and the room parent. **No siblings may attend parties.**

PE NONPARTICIPATION

A written excuse is required if a child is not to participate in physical education. If a child is excused from physical education participation, **he/she will also be excused from recess.**

PETS

It is very important that parents plan with the teacher before a child brings a pet to school. With prior arrangements made with the teacher, parents may bring safe pets for a onetime "show and tell" period and then take them home. Pets must be kept in a box or cage or on a leash. Pets are not allowed on a school bus at any time.

PLEDGES OF ALLEGIANCE AND A MOMENT OF SILENCE

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

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

PTA/PTO

Parent-Teacher Associations (PTA) and Parent-Teacher Organizations (PTO) function to support the students, staff, and school programs. These independent organizations have memberships and elected officers. Periodic meetings are held for the membership. Fundraising activities and paid memberships provide the organization with resources, which are expended annually for the use and benefit of the children.

PRAYER

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. The note should include the following:

- Name of child
- Reason for leaving school
- Date and Time to be dismissed
- Parent signature

Parents must come into the front office of the school and sign the student out.

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

The principal or school staff will not release a child to anyone without consent of the parent. In the case where a court or judge has awarded custody of the child to one parent, the child is not to be released to the other parent without the consent of the parent who has legal custody.

SAFETY

Drills – Emergency Information

The elementary schools conduct emergency drills designed to assure the orderly movement of students and personnel to the safest area available. Even though these are almost always for practice, it is very important for students and teachers to treat them seriously. Emergency procedures must be done quickly and quietly. Teachers will take their classes to the appropriate areas and give appropriate instructions. From time to time, lock down and building evacuation drills will be performed.

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

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

Accident Insurance

The school does not carry insurance for personal injury or personal property loss or damage. The school district offers parents an opportunity to purchase a student accident insurance policy directly from an insurance company. The campus office staff can assist parents with procedures related to student insurance, but the school acts only as a service agent, receives no remuneration, and is not responsible for the claims resulting from injuries. The school will furnish claims applications for those students enrolled in the program who are injured.

Emergency Drills

The middle schools conduct **fire, tornado, evacuation, lock-down**, and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. Even though these drills are almost always for practice, it is very important for students and teachers to treat them seriously. Maps and instructions are posted in each classroom. Each teacher will explain these in class and regular practice drills will occur. Staying quiet and paying close attention to instructions during drills is mandatory. When the alarm is sounded, students must follow the direction of teachers or administrators quickly, quietly, and in an orderly manner. In the event of a campus emergency, students will either be instructed to remain in their room (lock down), proceed with tornado procedure, or evacuate the building for fire or emergency.

Emergency Information

It is extremely important in case of an emergency at school that student records be accurate. Students or parents must update records with the school Attendance Clerk when there is any change in address, home or work phone, guardianship, or a student's name. A legal document must be submitted for a student name change, i.e., birth certificate, court order. If a child becomes ill at school or is injured, the school will notify the parent and take appropriate first aid action. A name of an individual and telephone number to be contacted, in the event the parent cannot be reached, must be provided at the time of registration. Under normal circumstances, students will not be released from school to anyone other than the parent or guardian indicated on the registration form without written permission from the parent. In an emergency, the student may be released to the person indicated on the registration form as the emergency contact person. Proof of identification will be required from person(s) picking up a student from school.

Emergency Medical Treatment

In cases of medical emergency it is vital to have accurate student information such as allergies to medications, foods, insect bites, etc. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) by contacting the campus registrar and nurse.

Parents are required to disclose any severe food allergy their student might have. A severe food allergy is defined as a dangerous or life threatening reaction to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention. In compliance with this legislation, parents are required to complete the Food Allergy Disclosure Form.

Emergency/Crisis Communication

Should inclement weather conditions require District officials to delay the start of classes or close schools, such information will be disseminated to parents in a number of ways. Notification will be broadcast over local radio stations and network TV affiliates including—but not limited to—KLBJ 590 AM, KUT FM 90.5 FM, KVET 98.1FM, KASE 100.7 FM, KTBC-7 (FOX), KVUE-24 (ABC), KXAN-36 (NBC), KEYE-42 (CBS), KAKW-62 (Univision), and Your News Now (Time Warner Cable). Other media outlets who may choose to post such information on their respective websites include The Austin American-Statesman, The Lake Travis View, and Community Impact News.

District officials will also notify parents by posting weather advisories and other emergency notices on the LTISD and each campus website as needed. Information will also be disseminated via the District's e-news service (Constant Contact), Twitter and Facebook accounts (ltisdschools). Alerts and other announcements may also be recorded on the District's Weather Hotline (512-533-6099) and can be accessed 24-hours a day, 7 days a week during periods of inclement weather or emergency situations.

Additionally, in the event of a district-wide emergency or crisis, specific instructions and other critical information may be sent to parents via a pre-recorded phone message using the District's Parent Notification System.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks, Lockers, Cubbies and Other Storage Areas

Students' desks, lockers, cubbies and other storage areas 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 their assigned desks and cubbies.

Searches of desks or cubbies may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or cubbies.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

SKATEBOARDS AND ROLLER BLADES

Skateboards and roller blades are not permitted on the campus at any time unless used in a class. These items will be confiscated and may not be returned until the end of the school year.

SPECIAL SERVICES

It is the philosophy of LTISD to place students with disabilities who demonstrate an academic need in the least restrictive educational environment. Services might include:

- **Instructional Support:**

Instructional Support is a model designed to assist special education students to achieve in their mainstreamed classes. Instructional Support may include direct student contact or general education teacher assistance and monitoring of modifications.

- **Intensive Direct Support:**

Students receive direct academic support from a special education teacher through the modification/accommodation of the regular curriculum. This support may be delivered in a resource classroom.

- **Related Services**

Related services include, but are not limited to, Speech/language Therapy, Occupational Therapy, and Physical Therapy. These related services are available to eligible students who demonstrate an educational need. Pre-school age children who are at least 3 years old may also qualify for related services

- **Monitoring/Folder Teacher:**

A special education teacher will monitor each eligible student in all classes and keep in close contact with the regular education teacher. This teacher will alert the ARD committee when adjustments to the student's Individual Education Plan (IEP) need to be considered.

- **Community Based:**

A community based life skills program targets functional skills in the areas of language arts, personal health, math, science, social studies, and vocation. Students are taken into community settings to teach generalization of classroom curriculum.

- **Pre-school Program for Children with Disabilities (PPCD):**

Lake Travis ISD provides services for children ages 3 through 5 who meet special education eligibility requirements in its PPCD program.

STAAR (STATE OF TEXAS ASSESSMENT OF ACADEMIC READINESS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as STAAR: State of Texas Assessment of Academic Readiness) in the following subjects:

- Mathematics - grades 3–8
- Reading - grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science - grades 5, 8
- Social Studies - grade 8
- High School
- Algebra I, Geometry, Algebra II
- English I, English II, English III
- Biology, Chemistry, Physics
- World Geography, World History, U.S. History

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

[See policy EKB (LEGAL).]

STUDENT RECOGNITION

Students are recognized for academic achievement, attendance, and citizenship.

STUDENT SUCCESS INITIATIVE

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grades 5/8 STAAR reading and mathematics tests to be promoted to sixth or ninth grades. Since STAAR is a new test the state will not notify the district regarding which students met / did not meet the state standard until fall 2012. Therefore, the Student Success Initiative will **not** be in effect for the 2011-12 school year.

TELEPHONE

Students may use the school telephone only in unusual circumstances after obtaining permission from school personnel. Only emergency telephone messages will be delivered to students in class. The telephones at school are for business and emergency use only. If a child is ill, an adult will place a call to the parent. Students need to make prior arrangements for social occasions and cannot use the business telephones for making arrangements.

TEXTBOOKS

Textbooks

District and state textbooks and other instructional materials (i.e. calculators, cameras, etc. in the secondary schools) are issued/checked out to students for their use while enrolled in the District. Materials are checked out to students by their subject level teacher. Students are responsible for returning all materials and textbooks issued to them. Textbooks and materials must be paid for if damaged or lost and all textbooks and materials must be turned in before final report cards are issued or before a student withdraws.

Student responsibilities for textbooks/instructional materials/equipment:

- Textbooks must be kept covered at all times and instructional materials and equipment must be appropriately secured.
- Textbooks, instructional materials, and equipment must be maintained in the same condition as issued.
- Replacement cost is charged for lost or defaced textbooks, lost or damaged materials, and lost or damaged equipment issued to students.
- Fines are assessed for damage to textbooks, instructional materials, and equipment.

State-approved textbooks are provided to students free of charge for each subject or class. A student who is issued a damaged book should report the damage to the teacher. Students who damage the textbook barcodes in any way will have disciplinary consequences which may also include a fine. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

Fines

Fines collected for abused textbooks are retained by the campus and deposited into the textbook activity fund to cover the cost of uncollectible lost books.

The following fine schedule is recommended:

Ink or Pencil markings	\$1 per page (if cannot be removed by erasing)
Marking on edge	25%
Torn pages	25%
Loose bindings	50%
Minor water damage	50%
Missing pages	100%
Obscenities – drawn or written	100%
Other damages that prevent reissue	100%

If charges for the damage to a textbook exceed 50% of the cost of the book, then the book is to be considered destroyed and full price will be assessed.

Fines paid on textbooks should be noted on the inside cover.

Any textbook that has been paid for in full by the student becomes the property of the student.

- Textbooks, instructional materials, and equipment issued to students must be made available for classroom checks. If these items are not available, they will be treated as lost.
- Textbooks and other materials must not be loaned or shared.
- Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared (one must be provided for classroom use). Refund claims and returning of textbooks must be completed within 5 working days after school concludes for that school year.
- Should the lost textbook or other instructional material be found, the payment for the lost item will be refunded by school check. Refund claims must be completed within 5 working days after school concludes for that school year.

TRANSPORTATION

The responsibility and goal of the transportation department of Lake Travis Independent School District is to provide safe, economic transportation for all students to and from school. The district provides school bus transportation for all students who live in the district, except those areas deemed exempt by the Board of Trustees. This service is provided at no cost to students. Parents can check bus routes, stops, and schedules by visiting the district website at www.ltidschools.org. Students shall observe the following school bus rules of conduct in addition to all the rules indicated in the **Student Code of Conduct** and this handbook. Any violation of these rules can result in disciplinary consequences, including student's suspension from the bus or exclusion from riding the bus.

Lake Travis ISD school buses are equipped with GPS and video surveillance cameras for the purpose of safety, including the maintenance of order or discipline on the school bus.

Bus safety and discipline issues are managed collaboratively with the Director of Transportation and the campus administrators. Any questions or concerns referencing student safety or discipline should be addressed to the transportation department first.

General Rules

1. The driver is in full charge of the bus and its occupants. Students must obey the driver promptly.
2. Disobedience and disrespect will result in disciplinary consequences.
3. The driver has the authority to seat students in assigned seats and to change their assignments, as needed.
4. The possession of alcoholic beverages or illicit narcotics is prohibited.
5. The possession of a weapon/knife or any dangerous instrument is prohibited.
6. The use of obscene, profane speech or gestures is prohibited.

Rules for Loading the Bus

1. Be at the designated school bus stop 5 minutes before arrival time (note: this time may vary due to circumstances beyond our control). The driver cannot wait for students who are continually late.
2. Students should wait off of the road for the bus, where possible.
3. Students are not to move toward the bus or attempt to enter the bus until the bus comes to a complete stop.
4. Students shall enter the bus only when the driver is present and has given permission.
5. Bus transfers for eligible students will only be granted in an emergency. In the event of an emergency, a student must present a rider permit to the driver from the school.

Rules for Students While on the Bus

1. While on the bus, rules for classroom conduct shall be followed, except that conversations in ordinary tones are permitted.
2. Students must load and unload from the front door only.
3. Students must sit in their assigned seat as soon as they get on the bus.
4. Students must sit in their assigned seat each day. The driver may change the seating arrangement at any time, as he/she deems necessary.
5. Keep all parts of the body inside the bus and feet on the floor.
6. Treat bus equipment as you would furniture in your home. Damage to seats or other equipment must be paid for by the person(s) responsible.
7. Keep the aisle clear of books, packages, band instruments, etc.
8. Do not throw anything onto or out of the bus.
9. Do not eat or drink while on the bus (exception: students are permitted to drink water from plastic containers).
10. All students must remain seated while the bus is in motion.
11. Students shall not talk with the driver while the bus is in motion, except when necessary.
12. Students must be absolutely quiet while approaching and while stopped at a railroad crossing.
13. In the event of a road emergency, students must remain in the bus unless directed by the driver to leave the bus and then students shall follow the instructions of the driver.

Rules After Unloading the Bus

1. Cross the road in front of the bus only after checking traffic and after a signal from the driver to proceed.
2. Do not attempt to reboard the bus after unloading.
3. Be alert for the danger signal from the driver.
4. The driver is not permitted to let students get off the bus at any other place than their regular bus stop unless the student receives authorization from the principal upon request of the parent. If an emergency arises and the parent must remove the student from the bus prior to his/her regular stop, the driver must obtain the name, picture ID, relationship, address and telephone number to guarantee the safety of our students.

Rules for Extra-Curricular Trips

1. The aforementioned rules and regulations apply to any school-sponsored trip.
2. The bus driver is charged with the full responsibility for the safe operation of the bus while on extra trips and is to follow the assigned route for the trip.
3. The driver will expect the full cooperation and assistance of assigned sponsors and students.

Consequences

The bus driver is hereby authorized to issue "Bus Safety Reports" for rider violations. The following are penalties that may be invoked for serious and/or continuing misconduct in violation of established rules.

1st Notice – The driver will fill out a Parent Documentation Form and call the parents.

2nd Notice – The driver will fill out a Parent Documentation Form and a Bus conduct report. The driver will call the parents and a first letter will be sent home.

3rd Notice – The driver will fill out a Parent Documentation Form and a Bus Conduct Report. The driver will call the parents and a second letter will be sent home.

4th Notice – The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 3 days.

5th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 5 days.

6th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 1 month.

7th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for the remainder of the year.

The Director of Transportation or his/her designee shall report each bus suspension to the campus administrator. In the event a parent believes the punishment is unjust, the parent should use the following procedure:

- Discuss the incident with the campus administrator for a full account of the circumstances.
- If the parent, after discussion with the campus administrator, is not satisfied with the results, then the parent may request a conference with the Director of Transportation and the campus administrator to resolve the matter

Emergency bus transfer requests for a student to ride a different school bus should be made in writing with a parent signature. The student should deliver the note to the main office of his/her campus before the start of school. Requests made over the telephone are not permitted. Due to the volume of ridership, we will no longer be able to provide transportation after school for clubs, scouts, birthday parties, stay overs, etc.

School-Sponsored Trips

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 makes a written request that the student be released to the parent or to another adult designated by the parent.

Rules for School-Sponsored Trips

- The aforementioned rules and regulations apply to any school-sponsored trip.
- The bus driver is charged with the full responsibility for the safe operation of the bus while on extra trips and is to follow the assigned route for the trip.
- The driver will expect the full cooperation and assistance of assigned sponsors and students.

TUTORIAL ASSISTANCE

Tutorials are provided for those students needing academic assistance. Arrangements should be made with the child's teacher. Teachers are not allowed to tutor their students for pay.

VALUABLES

Students are responsible for all personal possessions. Personal belongings should never be left unattended and should be protected by proper identification. The school is not responsible for lost or stolen merchandise.

VANDALISM

The taxpayers of the community 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 for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

Parent visits to individual classrooms during instructional time shall be permitted only with a principal's or assistant principal's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Those visits can be more beneficial for everyone if the following guidelines are observed:

- Please call in advance to schedule a visit to ensure that the visit does not conflict with testing, supervision responsibilities or some other scheduled activity.
- Please check in at the school office to obtain a visitor's badge. The first time you check in, your driver's license must be scanned through the Raptor Technologies software system.
- Please make other arrangements for pre-school children rather than bringing them for the visit. The school does not have childcare facilities, and the activities of pre-schoolers distract students, teachers and parents.
- There are no provisions for school-age friends or relatives of District students to visit Lake Travis ISD schools.
- Visitors shall limit their interaction with other students in dealing with negative situations. All parents are directed to report problems to the teacher, staff, and/or campus administration in lieu of personal intervention.
- Refrain from going to the classroom at the beginning of the day and at the end of the day.

VOLUNTEERS

Opportunities are available throughout the year for parents or interested community members to assist with many aspects of the school program as part of the volunteer program. Parents and community members are encouraged to volunteer in the library, as room mothers/fathers and as classroom helpers. School activities, parties, and field trips are for **enrolled students only**. Adults are welcome to help with these special events at the teachers' request. It is recommended to limit volunteers in the classroom during instructional time to 2 adults with teacher approval.

Since special events are planned as extensions of students' learning, children who are not students may not be included in field trips, class parties, and class activities. However, non-student siblings of a student accompanied by their parent are welcome to eat lunch with a student.

Parents are encouraged to participate in organized volunteer activities while considering the well-being and need for their child's independent socialization.

Volunteers are asked not to bring children who are not students during their volunteer time at school.

WAIVER OF FEES

Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his or her parent or guardian must present evidence of their inability to pay to the principal who shall determine eligibility for a fee waiver.

WALKERS AND BICYCLE RIDERS

Parents of walkers and bicycle riders are urged to teach their children the following safety rules:

- Ride single file with the traffic.
- Do not ride double.
- Walk single file against the flow of traffic.
- Wear helmets when riding bicycles.
- Walk bike while on school property and across cross walks.
- No skate boards or rollerblades.

Bicycles should be locked when parked on the school grounds as a security precaution. It is helpful for parents to put an ID number on their child's bicycle. The school is not responsible for a lost or stolen bike.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the registrar's office. The procedure for withdrawal is as follows:

- Obtain appropriate withdrawal forms from the Registrar's office.
- Have the appropriate forms filled out by teachers; return all school textbooks, library books, school property, and make sure all fees/fines are paid.
- Take completed forms to the Registrar's office for final clearance.

Any parent home schooling a student will need to write a letter to the Superintendent with a copy to the Principal stating that he/she is home schooling. This written notice should be completed prior to withdrawal.

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

ARD is the Admission, Review, and Dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for Disciplinary Alternative Education Program, a placement for students who have violated certain provisions of the **Student Code of Conduct**. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the **Student Code of Conduct**. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

LAT stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act is the federal No Child Left Behind Act of 2001.

Personal Graduation Plan (PGP) is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

STAAR (State of Texas Assessment of Academic Readiness) is the state mandated test for grades three through high school.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The **Student Code of Conduct** also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and required for graduation for students at these grade levels.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Exhibit A

Lake Travis Independent School District (LTISD)

Student Acceptable Use Policy (AUP)

LTISD provides Internet access, network resources, computing devices, software, and other technologies to its students for educational purposes. This AUP defines the expectations for appropriate use of LTISD systems by LTISD students. Students who violate the AUP or other related campus technology and behavior guidelines may lose the privilege to use LTISD systems and Internet access.

Section I: Educational Purpose

- A. The LTISD systems were established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and teacher-directed research projects.
- B. The LTISD systems were established as a public access service and a limited public forum. LTISD retains the right to place reasonable restrictions on the materials accessed or transmitted through its systems. Students are expected to follow the rules set forth in the LTISD Student Code of Conduct, Campus Rules, and LTISD Board Policy as well as state and federal laws and regulations, when using the LTISD systems.
- C. The LTISD systems are not to be used for commercial purposes. This means students cannot offer, provide, or purchase products or services through the LTISD systems.
- D. The LTISD systems are not to be used for political lobbying. However, the system can be used to communicate with elected representatives and to express opinions on political issues.

Section II: Internet Access and Online Systems

- A. Students will have access to the Internet, the LTISD Learning Portal, online information resources, and LTISD-provided information resources from school computing devices in classrooms, libraries, labs, and common areas, from personal Internet/WIFI-capable mobile devices, LTISD checkout devices, and from personal devices used outside of school. Access to these systems and resources is provided and intended for instructional purposes as defined by LTISD. LTISD employs an Internet content filter in an effort to safeguard its students from inappropriate or dangerous content while they are utilizing online resources. LTISD takes reasonable steps through its adopted policies and technologies to prevent access to objectionable material, but it is not possible to absolutely prevent such access. Students should not attempt to bypass the Internet filter for any reason and should notify a teacher or other school personnel if objectionable content is displayed.
- B. Student use of personal mobile devices in school is allowed, subject to the LTISD Student Code of Conduct, Campus Handbook, and the discretion of the teacher and other district personnel. LTISD personnel will direct students in the appropriate use of personal mobile devices, which at times may be encouraged, and at other times may require that the devices are to be turned off and put away for certain activities. Personal devices will not be allowed to disrupt the school environment, and may be collected by the teacher or other LTISD personnel. Personal devices that negatively impact the LTISD computing environment or network may be shut down or blocked to prevent disruption of service to others.

- C. All materials and information placed on student-created web pages for instructional purposes must be preapproved in a manner specified by LTISD. Materials placed on web pages must relate to the approved curriculum or to career preparation activities. Students may blog or post information to educational websites under teacher supervision for instructional purposes as part of the LTISD approved curriculum.
- D. Students will be granted access to computers, LTISD systems, LTISD Internet access, and other applications through individual user or group accounts. Passwords and login credentials for these accounts must not be shared, and students should only use their own individual or group account.
- E. Students may use messaging systems, including social networking/media tools that are approved and provided by LTISD and used under teacher supervision for instructional purposes as part of the LTISD approved curriculum. Students are prohibited from participating in chat rooms, newsgroups, or other systems or forums that are not approved for instructional use by LTISD and that may represent safety concerns or poor use of instructional time for students.

Section III: Expectations for Student Use of LTISD Systems

A. Student Safety

- 1. Students will not post personal information or contact information about themselves or other individuals online. Personal contact information includes address, telephone number, school address, parent or student work addresses, text/IM/chat contacts, names, email addresses, photos, etc. Online collaborations under teacher supervision for instructional purposes as part of the LTISD approved curriculum may provide student contact information as necessary to fulfill the goal of the project.
- 2. Students will not agree to meet with someone they have met online outside of a school-sanctioned project or instructional experience supervised by a teacher as part of the LTISD approved curriculum.
- 3. Students will promptly disclose to the teacher, or another school employee, any communication or experience using a technology system that is inappropriate or makes them feel uncomfortable.
- 4. Students will not post, transmit, or store private or personal information from or about another person, including contact information and photos.

B. Student Conduct

- 1. Students will not attempt to gain unauthorized access to LTISD systems, LTISD computers, or any other system when using the LTISD network. This includes attempting to log in through another person's account, accessing another person's files, forgery, and attempted forgery. Unauthorized equipment may not be brought to an LTISD building or utilized on the LTISD systems for these or any other purposes.

2. Students will not make deliberate attempts to disrupt LTISD systems or data through any means. Actions of this type violate District policy and regulations and may result in loss of access privileges, restitution, and other appropriate consequences.
3. Students will not use LTISD systems to engage in any illegal act, such as arranging for the sale or purchase of controlled substances, engaging in criminal activity, threatening the safety of a person, harassment, or cyberbullying.
4. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when using LTISD systems.
5. Students will not engage in personal, prejudicial or discriminatory attacks when using LTISD systems, nor will students knowingly or recklessly post or transmit false or defamatory information about a person or organization when using LTISD systems.
6. Students will not load or install programs on LTISD systems. This includes programs and files downloaded from the Internet, portable drives, or their own equipment (such as games, utilities, and other software not licensed by the District). Use of peer to peer file sharing software is prohibited. Student use of online media is to be supervised by a teacher according to LTISD policy and regulation.
7. Students will not use LTISD systems to send unnecessary or unsolicited information or messages to others.

C. Student Information Security and Academic Integrity

1. Students are responsible for their individual folders and data, and should take all reasonable precautions to prevent others from being able to use their credentials or data. Students will not provide their login credentials or passwords to another student. Students will not provide their files to another student for the purpose of cheating or using another person's work as their own.
2. Students must notify a teacher or Technology personnel immediately if they identify a security problem. Students are not to seek out security vulnerabilities themselves.
3. Students will not plagiarize works that are found online or when using LTISD systems. Plagiarism is taking the ideas, writing or work products of others and presenting them as one's own. Students must cite the source of material they have used in their research or school work.
4. Students will respect the rights of copyright owners by following the expressed requirements of copyrighted material they wish to use, or by requesting permission of the copyright owner directly.

Section IV: Student Rights

A. Free Speech

A student's right to free speech, as set forth in the LTISD Student Code of Conduct and Campus Handbook, applies to communication on the Internet and LTISD systems. LTISD systems are considered a limited forum, similar to the school newspaper; and therefore, the District may restrict a student's speech for valid educational reasons in accordance with Board Policy.

B. Search and Investigation

1. Students should expect only limited privacy in the contents of personal files on LTISD systems. The situation is similar to the rights a student has in the privacy of a locker.
2. Routine monitoring of LTISD systems and usage information may be used to determine if a student has acted in accordance with the AUP, LTISD Student Code of Conduct and Campus Handbook, or state or federal law, and may lead to more in-depth investigation.

C. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on LTISD systems.
2. Violations of the AUP, LTISD Student Code of Conduct, and Campus Handbook regarding the use of LTISD systems by a student will result in the application of disciplinary procedures and consequences outlined in the LTISD Student Code of Conduct.

D. Limitation of Liability

The District makes no guarantee that the functions or the services provided by, or through, the District's system will be error-free or without defect. The District will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through, or stored on, the system. The District is not responsible for financial obligations arising through the unauthorized use of the system.

Exhibit B



2011-2012
STUDENT CODE OF CONDUCT

LAKE TRAVIS ISD BOARD OF TRUSTEES

JASON BUDDIN
ALAN WILLIAMS
LISA JOHNSON
ALEX ALEXANDER
FRED GOFF
GUY CLAYTON
ROBERT BREWER

INTERIM SUPERINTENDENT OF SCHOOLS

SUSAN K. BOHN

Table of Contents

- STUDENT CODE OF CONDUCT 4
 - Purpose..... 4
 - Contents 4
- School District Authority and Jurisdiction 5
 - Reporting Crimes 5
 - Revoking Transfers..... 5
- Standards for Student Conduct 6
- General Conduct Violations..... 6
 - Disregard for Authority..... 6
 - Mistreatment of Others 6
 - Property Offenses..... 7
 - Possession of Prohibited Items 7
 - Possession of Telecommunications or Other Electronic Devices..... 8
 - Illegal, Prescription, and Over-the-Counter Drugs..... 8
 - Misuse of Technology Resources and the Internet 8
 - Safety Transgressions 9
 - Miscellaneous Offenses 9
- Discipline Management Techniques..... 10
 - Students with Disabilities 10
 - Techniques 10
 - Notification 11
 - Appeals 11
- Removal from the Regular Educational Setting 12
 - Routine Referral..... 12
 - Formal Removal..... 12
 - Returning Student to Classroom..... 12
- Out-of-School Suspension 13
 - Misconduct..... 13
 - Process 13
 - Discretionary Placement: Misconduct That May Result in DAEP Placement 14
 - Misconduct Identified in State Law 14
 - Mandatory Placement: Misconduct That Requires DAEP Placement..... 14

Table of Contents

Sexual Assault and Campus Assignments 15

Emergencies 16

Process 16

 Conference 16

 Placement Order..... 16

 Coursework Notice 16

Length of Placement 16

 Exceeds One Year..... 17

 Exceeds School Year 17

 Exceeds 60 Days..... 17

Appeals 17

Restrictions during Placement 17

Placement Review..... 18

Additional Misconduct..... 18

Notice of Criminal Proceedings..... 18

Withdrawal during Process 19

Newly Enrolled Students 19

Emergency Placement Procedure 19

Placement and/or Expulsion for Certain Serious Offenses..... 20

 JJAEP 20

 Registered Sex Offenders 20

 Review Committee..... 20

 Newly Enrolled Student..... 20

 Appeal..... 20

 Certain Felonies 21

 Hearing and Required Findings 21

 Length of Placement 21

 Newly Enrolled Students 22

Expulsion 22

 Discretionary Expulsion: Misconduct That May Result in Expulsion 22

 Any Location 22

 At School, Within 300 Feet, or at a School Event 22

 Within 300 Feet of School 23

 Property of Another District 23

Table of Contents

While in DAEP 23

Mandatory Expulsion: Misconduct That Requires Expulsion 24

 Federal Law 24

 Texas Penal Code..... 24

Under Age Ten..... 25

Emergency 25

Process 25

 Hearing..... 26

 Board Review of Expulsion 26

 Expulsion Order 26

Length of Expulsion..... 27

Withdrawal during Process 27

Additional Misconduct..... 27

Restrictions during Expulsion..... 27

Newly Enrolled Students 28

Emergency Expulsion Procedures 28

DAEP Placement of Expelled Students 28

Glossary 29

STUDENT CODE OF CONDUCT

Purpose

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Lake Travis Independent School District Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code is available for review at the office of the campus principal. Additionally, the Code is posted on the district's Web site, www.ltisdschools.org. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

Contents

This Code is organized into the following sections:

1. School District Authority and Jurisdiction
2. Standards for Student Conduct
3. General Conduct Violations
4. Discipline Management Techniques
5. Removal from the Regular Educational Setting
6. Out-of-School Suspension
7. DAEP Placement
8. Placement and/or Expulsion for Certain Serious Offenses
9. Expulsion
10. Glossary

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act

and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's locker or desk when there is reasonable cause to believe it contains articles or materials prohibited by the district.

Reporting Crimes

School administrators will report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Revoking Transfers

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Serious Offenses, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

Students shall not:

Disregard for Authority

1. Fail to comply with directives given by school personnel (insubordination).
2. Leave school grounds or school-sponsored events without permission.
3. Disobey rules for conduct on school buses.
4. Refuse to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

5. Use profanity or vulgar language or make obscene gestures.
6. Fight or scuffle. (For assault see DAEP Placement and Expulsion.)
7. Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.

General Conduct Violations

8. Engage in bullying, harassment, or creating, distributing or possessing hit lists. (See glossary for all three terms.)
9. Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
10. Engage in conduct that constitutes dating violence. (See Glossary) .
11. Engage in inappropriate or indecent exposure of private body parts.
12. Participate in hazing. (See glossary.)
13. Cause an individual to act through the use of or threat of force (coercion).
14. Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
15. Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
16. Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

17. Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)
18. Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
19. Steal from students, staff, or the school.
20. Knowingly using another student’s identification card or number to obtain goods or services.
21. Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery, aggravated robbery, and theft see DAEP Placement and Expulsion.)

Possession of Prohibited Items

22. Possess or use:
 - a. fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
 - b. a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - c. a “look-alike” weapon;
 - d. an air gun or BB gun;
 - e. ammunition;
 - f. a stun gun;

General Conduct Violations

- g. a pocketknife or any other small knife (less than 5 ½ inches long);
- h. mace or pepper spray;
- i. pornographic material;
- j. tobacco products;
- k. matches or a lighter;
- l. a laser pointer for other than an approved use; or
- m. any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion.)

Possession of Telecommunications or Other Electronic Devices

- 23. Use a telecommunications device, including a cellular telephone, or other electronic device in violation of district and campus rules.
- 24. Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion.)
- 25. Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia.”)
- 26. Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.

Illegal, Prescription, and Over-the-Counter Drugs

- 27. Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See glossary for “abuse.”)
- 28. Abuse over-the-counter drugs. (See glossary for “abuse.”)
- 29. Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the influence.”)
- 30. Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

- 31. Violate policies, rules, or agreements signed by the student or the student’s parent.
- 32. Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- 33. Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district’s

General Conduct Violations

system, including off school property if the conduct causes a substantial disruption to the educational environment.

34. Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
35. Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting", either on or off school property if the conduct causes a substantial disruption to the educational environment.
36. Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment

Safety Transgressions

37. Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
38. Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
39. Make false accusations or perpetrate hoaxes regarding school safety.
40. Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
41. Throw objects that can cause bodily injury or property damage.
42. Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

43. Violate dress and grooming standards as communicated in the student handbook.
44. Cheat or copy the work of another.
45. Gamble.
46. Falsify records, passes, or other school-related documents.
47. Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
48. Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law shall prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.

Discipline Management Techniques

- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties other than class tasks, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Notification

The principal or appropriate administrator shall notify a student's parent by phone or in writing of any violation that may result in an out-of-school suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.ltisdschools.org.

Consequences shall not be deferred pending the outcome of a grievance.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. For any other removal, the appropriate administrator shall schedule a conference with the student's parent, the student, and any other appropriate staff member.

At the conference, the appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The administrator shall give the student an opportunity to give his or her version of the incident.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

Returning Student to Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

Disciplinary Alternative Education Program (DAEP) Placement

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

Out-of-School Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order out-of-school suspension, the district shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension shall be determined by the appropriate administrator, but shall not exceed three school days.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities. Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

Summer school provided by the district may serve students assigned to a DAEP in conjunction with other students.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the district shall take into consideration:

Disciplinary Alternative Education Program (DAEP) Placement

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Discretionary Placement: Misconduct That May Result in DAEP Placement

Misconduct Identified in State Law

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Criminal mischief, not punishable as a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense.

Disciplinary Alternative Education Program (DAEP) Placement

(Whether a student should be placed in DAEP or expelled will be determined on a case-by-case basis. See Expulsion section.) (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence.”)

- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (Whether a student should be placed in DAEP or expelled will be determined on a case-by-case basis. See Expulsion section.) (School-related felony alcohol offenses are addressed in the Expulsion section.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals. (Whether a student should be placed in DAEP or expelled will be determined on a case-by-case basis. See Expulsion section.)
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - The student receives deferred prosecution (see glossary),
 - A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
 - The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the

Disciplinary Alternative Education Program (DAEP) Placement

offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Emergencies

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

Process

Removals to a DAEP shall be made by the campus principal or designee.

Conference

When a student is removed from class for a DAEP offense, the appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Placement Order

After the conference, if the student is placed in the DAEP, the appropriate administrator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete coursework required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The duration of a student's placement in a DAEP shall be determined by the principal or designee.

The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

Disciplinary Alternative Education Program (DAEP) Placement

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the Superintendent or designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.ltisdschools.org.

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions during Placement

During a student's placement in DAEP, he or she is not permitted to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

Disciplinary Alternative Education Program (DAEP) Placement

The district will provide transportation to students in a DAEP. However, a student may be removed from the bus due to misbehavior and may be responsible for his/her transportation to DAEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student may be allowed to participate in the graduation ceremony and related graduation activities.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the Superintendent or designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

The office of the prosecuting attorney shall notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at

Disciplinary Alternative Education Program (DAEP) Placement

the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal during Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board does not issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement occurs, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Placement and/or Expulsion for Certain Serious Offenses

This section includes two categories of serious offenses for which the Education Code provides unique procedures and specific consequences.

JJAEP

An expelled student is enrolled in the Travis County Juvenile Justice Alternative Education Program (JJAEP).

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Student

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student **may** be expelled and placed in either DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school,

2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student’s disciplinary history.

Discretionary Expulsion: Misconduct That May Result in Expulsion Any Location

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:
 - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
 - Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
 - Breach of computer security
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
- A student may be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or

At School, Within 300 Feet, or at a School Event

while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. (See glossary for “under the influence.”)
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary.)

Within 300 Feet of School

- A student may be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See glossary.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
 - Continuous sexual abuse of a young child or children.
 - Felony drug- or alcohol-related offense.
 - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District

- A student may be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

- A student may be expelled for engaging in serious offenses or persistent misbehavior (see glossary) that violates the district’s Code, while placed in a DAEP.

**Mandatory Expulsion:
Misconduct That
Requires Expulsion**

A student **must** be expelled for bringing to school a firearm, as defined by federal law, when the offense occurs on school property or while attending a school-sponsored or school-related activity on or off school property:

“Firearm” under federal law includes:

Federal Law

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Texas Penal Code

A student must be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
 - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
 - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, switchblade, and poniard; bowie knife; sword; or spear. This includes knives with blades that are over 5 ½ inches long that open or release a blade from the handle or sheath by the force of gravity or by the application of centrifugal force. This includes a knife with a blade that is over 5 ½ inches long that has a spring, detent, or other mechanism designed to create a bias toward closure that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.
 - A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun, or a tire deflation device. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See glossary.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or children.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Emergency

In an emergency, the principal or the principal's designee **may** order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.

Process

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Superintendent or other appropriate administrator authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

Expulsion Order

After the due process hearing, if the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the principal or designee shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal during Process

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions during Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion occurs, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Texas Penal Code 29.03(a) when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a. 65 years of age or older; or
 - b. A disabled person

Armor-piercing ammunition is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
 - a. Any vegetation, fence, or structure on open-space land; or
 - b. Any building, habitation, or vehicle:
 - 1) Knowing that it is within the limits of an incorporated city or town,
 - 2) Knowing that it is insured against damage or destruction,
 - 3) Knowing that it is subject to a mortgage or other security interest,
 - 4) Knowing that it is located on property belonging to another,
 - 5) Knowing that it has located within it property belonging to another, or
 - 6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another;
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damages or destroys a building belonging to another, or
 - b. Recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To 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; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Chemical dispensing device is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

Criminal street gang is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is the use of any electronic communication device to engage in bullying or intimidation.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False Alarm or Report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;

2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm silencer means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Knuckles are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Persistent misbehavior is two or more violations of the Code in general or repeated occurrences of the same violation.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any other school property used by the student, including but not limited to a locker or desk.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Serious offenses include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

Terroristic threat is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;

4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Section 46.01 of the Penal Code as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC (EXHIBIT)]

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.