



**Lake Travis Elementary Schools**  
Student/Parent Handbook  
2022-2023

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# LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT

## Main Address

3322 Ranch Road 620 South  
Austin, Texas 78738  
[www.ltidschools.org](http://www.ltidschools.org)

Telephone: 512-533-6000  
Fax: 512-533-6001

## Campuses

<p><b>Bee Cave Elementary School</b> 14300 Hamilton Pool Road Austin, Texas 78738 Telephone: 512-533-6250 Fax: 512-533-6251 <a href="#">BCE Website</a></p>	<p><b>West Cypress Hills Elementary School</b> 6112 Cypress Ranch Boulevard Spicewood, Texas 78669 Telephone: 512-533-7500 Fax: 512-533-7501 <a href="#">WCHE Website</a></p>
<p><b>Lake Pointe Elementary School</b> 11801 Sonoma Drive Austin, Texas 78738 Telephone: 512-533-6500 Fax: 512-533-6501 <a href="#">LPE Website</a></p>	<p><b>Hudson Bend Middle School</b> 15600 Lariat Trail Austin, Texas 78734 Telephone: 512-533-6400 Fax: 512-533-6401 <a href="#">HBMS Website</a></p>
<p><b>Lake Travis Elementary School</b> 15303 Kollmeyer Drive Austin, Texas 78734 Telephone: 512-533-6300 Fax: 512-533-6301 <a href="#">LTE Website</a></p>	<p><b>Lake Travis Middle School</b> 4932 Bee Creek Road Spicewood, Texas 78669 Telephone: 512-533-6200 Fax: 512-533-6201 <a href="#">LTMS Website</a></p>
<p><b>Lakeway Elementary School</b> 1701 Lohmans Crossing Road Austin, Texas 78734 Telephone: 512-533-6350 Fax: 512-533-6251 <a href="#">LWE Website</a></p>	<p><b>Bee Cave Middle School</b> 5400 Vail Divide Austin, Texas 78738 Telephone: 737-931-2400 Fax: 737-931-2401 <a href="#">BCMS Website</a></p>
<p><b>Serene Hills Elementary School</b> 3301 Serene Hills Drive Austin, Texas 78738 Telephone: 512-533-7400 Fax: 512-533-7401 <a href="#">SHE Website</a></p>	<p><b>Lake Travis High School</b> 3324 Ranch Road 620 South Austin, Texas 78738 Telephone: 512-533-6100 Fax: 512-533-6101 <a href="#">LTHS Website</a></p>
<p><b>Rough Hollow Elementary School</b> 4219 Bee Creek Road Spicewood, TX 78738 Telephone: 737-931-3000 Fax: 737-931-3001 <a href="#">RHE Website</a></p>	

## **PREFACE**

To Students and Parents:

Welcome! 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 Lake Travis ISD Elementary Schools Student/Parent Handbook is designed to provide basic information that you and your child will need during the school year. 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. Where applicable, the topics are further organized by grade level.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, or any person granted some other type of lawful control of a student, 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 is located on the district website on the [Handbook / Code of Conduct](#) page and is available in hard copy upon request.

The Student/Parent Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student/Parent Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the Student/Parent Handbook is updated yearly; however, policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy or other rules that affect Student/Parent Handbook provisions. The district reserves the right to modify provisions of the Student/Parent Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practicable under the circumstances.

Although the Student/Parent Handbook may refer to rights established through law or district policy, it does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact

your campus principal. A hard copy of the handbook can be requested at the LTISD Administration Building, 3322 Ranch Road 620 S., Austin, TX 78738.

## **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact the Curriculum & Instruction Department at 512-533-6023.

## **DISTRICT POLICIES**

References to board policy codes throughout this Handbook are for ease of reference. The Lake Travis ISD Board Policy Manual contains the official, Board approved policies of the district and is available at the Central Administration Building. An unofficial electronic copy is available on the Lake Travis ISD [Online Board Policy Manual](#).

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choice and values regarding district practices.

## **SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS**

This section of the Handbook includes several notices that the district is required to provide to you, as well as other information related to certain rights of parents as specified in state or federal law.

### **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination and as required by law, the Lake Travis Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquires regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Brad Bailey  
Assistant Superintendent for Operations & Title IX Coordinator  
3322 Ranch Road 620 S.  
Austin, TX 78738  
512-533-5977  
[baileyb@ltidschools.org](mailto:baileyb@ltidschools.org)

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described by FFH (LOCAL).

The following district representatives have been designated to address concerns or inquire about other kinds of discrimination:

For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinators:

**For Students:**

Dr. Laura Abbott  
Director of Special Services  
607 Ranch Rd. 620 N.  
Austin, TX 78734  
512-533-6460  
[abbottl@ltidschools.org](mailto:abbottl@ltidschools.org)

**For Employees:**

Evalene Murphy  
Assistant Superintendent for Employee & Community Relations  
3322 Ranch Road 620 S.  
Austin, TX 78738  
512-533-6024  
[murphye@ltidschools.org](mailto:murphye@ltidschools.org)

For all other concerns regarding discrimination, see the Superintendent:

Paul Norton  
Superintendent  
3322 Ranch Rd. 620 S.  
Austin, TX 78738  
512-533-6020  
[nortonp@ltidschools.org](mailto:nortonp@ltidschools.org)

[See policies FB, FFH, and GKD for more information.]

## **PARENT AND FAMILY ENGAGEMENT**

### **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. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the teacher, school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's attendance and academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. Please give 24-48 hours for a return phone call.
- Becoming a school volunteer. For further information, see policy GKG, the [LTISD Volunteer Program](#) and the [LT Mentor Me Program](#).
- Participating in campus parent organizations. Parent organizations include Campus PTO/PTAs, Booster Clubs, and the Lake Travis Education Foundation. For further information, see the [Parent Organizations and Associations](#) and the [Lake Travis Education Foundation](#) websites.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus directly.
- Serving on the School Health Advisory Council (SHAC) and assisting the district in ensuring local community values are reflected in health education instruction, human sexuality instruction, instruction on prevention of child abuse, family violence, dating violence, and sex trafficking, and other wellness issues. See policies at BDF, EHAA, FFA, and information in this handbook at the **School Health Advisory Council** section.
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the third Wednesday of each month at 6:00 pm. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at the district's Administration Building and also online under [Notices](#). See policies at BE and BED for more information.
- Review the district's [Prekindergarten Family Engagement Plan](#).

## **CONSENT, OPT-OUT, AND REFUSAL RIGHTS**

### **Consent to Conduct a Psychological Evaluation**

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent.



**Note:** An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

## **Consent to Human Sexuality Instruction**

### ***Annual Notification***

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction.

In accordance with state law, below is a detailed description of the district's curriculum regarding human sexuality instruction. This instruction is generally provided in the spring semester. A more specific schedule will be provided to parents at that time. For further information, see the district's [Sexual Health Curriculum](#) on its website.

The purpose of the human development curriculum and programming at the elementary level is to help young people understand the changes in their bodies using developmentally appropriate terminology.

For students in Kinder through 3rd grade, the Health TEKS are progressively taught in a developmentally appropriate sequence that includes things like naming body parts and functions, having manners and using healthy communication, and how to get help from trusted adults. In 4th grade, teachers will build on the TEKS with additional information that includes a lesson by the campus nurse on maturation and hygiene. For students in 5th grade, teachers build on the TEKS with additional information that includes a lesson by the campus nurse that focuses on puberty. In both 4th and 5th grades, the boys and the girls are taught these additional lessons separately.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his/her student from any part of the human development instruction with no academic, disciplinary, or other penalties.
- Become more involved in the development of this curriculum by requesting to be on the SHAC as a parent representative for your campus (as designated slots become available.) or attending SHAC meetings. Please see the campus principal for additional information.
- Use the district's grievance procedures concerning a complaint. (See FNG (LOCAL)).

State law also requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;

- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

### ***Consent Before Human Sexuality Instruction***

Before a student receives human sexuality instruction, the district must obtain written consent from the student's parent. Parents will be sent a request for written consent at least 14 days before the instruction will begin.

### **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**

Before a student receives instruction on the prevention of child abuse, family violence, dating violence, and sex trafficking, the district must obtain written consent from the student's parent. Parents will be sent a written consent at least 14 days before the instruction will begin.

### ***Annual Notification***

Students in middle school and high school receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. The School Health Advisory Council (SHAC) makes recommendations for curriculum materials, and the school board adopts the materials and determines the specific content of the instruction. For more information, parents should contact the Director of Health and SEL.

In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials. As required by law, any curriculum materials in the public domain used in this instruction will be posted on the district's website at the location indicated above.
- Remove his or her child from any part of this instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the district's SHAC or attending SHAC meetings. (See the campus principal for details.)
- Use the district's grievance procedure concerning a complaint. (See FNG (LOCAL)).

### **Consent to Provide a Mental-Health Care Service**

The district will not provide a mental health care service to a student or conduct a medical screening of a student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison(s) or school counselor regarding a student who may need intervention.

The district's licensed social workers serve as the mental health liaisons.

Tracy Barney, LCSW  
[barneyt@ltidschools.org](mailto:barneyt@ltidschools.org)  
512-645-4928

Lacey Branker, LCSW  
[brankerl@ltidschools.org](mailto:brankerl@ltidschools.org)  
512-912-1369

Rachael Macomber, LMSW  
[macomberr@ltidschools.org](mailto:macomberr@ltidschools.org)  
512-658-9735

Daniela McFarland, LMSW  
[mcfarlandd@ltidschools.org](mailto:mcfarlandd@ltidschools.org)  
512-923-6103

They can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

### **Consent to Display a Student's Original Works and Personal Information**

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes: artwork, special projects, photographs, original videos or voice recordings, and other original works. However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

### **Consent to Video or Audio Record a Student When Otherwise not Permitted by Law**

State law permits the school to make a video or voice recording without parental permission under 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;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek parental consent through a written request before making any other video or voice recording of your student. [See **Video Cameras** for more information, including a parent's right to request video and audio equipment be placed in certain special education classrooms or settings.]

Please note that in accordance with Board Policy FNCE, the district prohibits unauthorized audio or visual recordings or transmission of audio or visual recordings of other students or staff.

### **Limited Electronic Communications with Student by District Employees**

Teachers and other approved employees are permitted by the district to use electronic

communication with students within the scope of the individual’s professional responsibilities, as described by district guidelines (*e.g.*, for classroom teachers, matters relating to class work, homework and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity). Individual communications with students via text message or a similar application (*e.g.*, Remind 101) are allowed by teachers, trainers, or other employees who have an instructional or extracurricular duty to the student. For students in grades 8 and lower, the communication must include at least one other person and may not occur between the hours of 10 pm and 6 am, except for times involving extenuating circumstances (*i.e.*, health and safety or other critical or time sensitive situations). For communication with students via social networking pages, employees must create a professional page and allow administration and parents access.

A parent who does not want his or her child to receive any one-to-one electronic communications from a district employee should contact the campus principal.

## **Participation in Third-Party Surveys**

### ***Consent Required Before Student Participation in Federally Funded Survey***

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams. A parent has a right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- 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, doctors, 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.

A parent may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey. [For further information, see policy EF (LEGAL).]

### ***“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information***

The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

- Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [For further information, see policies EF and FFAA.]

A parent may inspect

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional materials used as part of the educational curriculum.

The Education Department provides extensive information about the [Protection of Pupil Rights Amendment](#), including a [PPRA complaint form](#).

## **RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES**

### **Teacher and Staff Professional Qualifications**

A parent may request information regarding the professional qualifications of his or her student’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 whether the teacher is currently teaching in the field of discipline of his or her certificate. The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to his or her student.

### **Instructional Materials**

A parent has the 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 his or her student, whether instruction is delivered in-person, virtually, or remotely. The district will provide login credentials to each student’s parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home instructional materials used by the student. The school may ask the student to return the materials at the beginning of the next school day. A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

### **Notices of Certain Student Misconduct to Noncustodial Parent**

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 his or her 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.]

### **Participation in Federally Required, State-Mandated, and District Assessments**

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state or district policy related to his or her child’s participation in required assessments.

## **Student Records**

### ***Accessing Student Records***

A parent may review his or her student's 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 school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with your student, as the term intervention strategy is defined by law,
- State assessment instruments that have been administered to your student,
- Teaching materials and tests used in your student's classroom.

### ***Authorized Inspection and Use of Student Records***

The Family Educational Rights and Privacy Act ("FERPA") affords parents and eligible students certain rights with respect to student education records. For purposes of student records, an "eligible" student is one who is age 18 or older or who is attending an institution of postsecondary education. The rights afforded to parents and eligible students, as further discussed in this section, are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. For more information about how to file a complaint, see <https://studentprivacy.ed.gov/file-a-complaint>.

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

Inspection and release of student records is restricted to an eligible student or a student's parents unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records. A parent's rights regarding access to student records are not affected by the parent's marital status.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, all rights under FERPA transfer from the parent to the student. However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When “school officials” have what federal law refers to as “legitimate educational interest” in a student’s records.
  - “*School officials*” include an employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services; an employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities; a contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and a person appointed to serve on a team to support the District’s safe and supportive school program.
  - “*Legitimate educational interest*” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility to the school and the student; or investigating or evaluating programs.
- To the authorized representative of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information designated as directory information. [See **Objecting to the Release of Directory Information** below for further information.]

Release of personally identifiable information 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 students at the assigned school.



The principal is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will be available to explain the records and to answer questions.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The addresses of the Superintendent and each campus can be found at the **Campuses** section at the beginning of this handbook.

A parent (or eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on examination is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if the board of trustees determines that the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See Finality of Grades in FNG (LEGAL).]

The district's policy regarding student records is found online at policy [FL \(LEGAL\) and \(LOCAL\)](#) or is available from the Superintendent's office.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

### ***Objecting to the Release of Directory Information***

FERPA permits the district to disclose appropriately designated "directory information" from a student's education records without written consent. "Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy and will be released to anyone who follows procedures for requesting it.

The district has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of student; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

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. Each year, during the enrollment or verification process, the district distributes a Student Directory Information Notice. You may object to the release, or limit the release, of your student's directory information by filling out this form within ten school days of your student's enrollment or verification in school.

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter.

## **REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION**

### **Religious or Moral Beliefs**

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs. The parent must present or deliver to the teacher a written statement authorizing the removal of the child from the class or other school activity.

The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. The student must satisfy grade-level and graduation requirements as determined by the school and by state law.

### **Tutoring or Test Preparation Purposes**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The schools will attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered. However, under the LTISD District of Innovation Plan, the district does allow for a waiver of the ten percent cap when a student's RTI/MTSS committee, 504 committee, ARD committee, language proficiency assessment committee (LPAC), Accelerated Learning committee, or attendance committee determines such intervention outside of the regular classroom is necessary and appropriate. Parents will receive notification of the type of support or intervention the student will be receiving.

Under State law, students with grades below 70 for a reporting period are required to attend tutorial services - if the district offers these services.

Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs offered by the school.

## **Reciting the Pledges to the U.S. and Texas Flags**

A parent may request that his or her 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, however, requires that all students participate in one minute of silence following recitation of the pledges. [See **Pledges of Allegiance and a Minute of Silence** and policy EC (LEGAL).]

## **Reciting a Portion of the Declaration of Independence in Grades 3-12**

State law designates the week that includes September 17 as Celebrate Freedom Week and requires all social studies classes in grades 3–12 provide: (1) instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution and (2) a specific recitation from the Declaration of Independence. Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if: (1) a parent provides a written statement requesting that his or her student be excused, (2) the district determines that the student has a conscientious objection to the recitation, or (3) a parent is a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK (LEGAL).]

## **STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES**

### **Children of Military Families**

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements
- Grade level, course or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is called to active duty; is on leave; or is returning from a deployment of at least four months. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

## **Parental Role in Certain Classroom and School Assignments**

### ***Multiple-Birth Siblings***

State law permits a parent of multiple-birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus to request in writing that the children be placed either in the same classroom or in separate classrooms. Written requests must be submitted no later than the 14th day after the students' enrollment. [See policy FDB (LEGAL).] Administration will approve your request unless it would require the district to add an additional class to the applicable grade level. Requests will also not be granted if a different placement has been determined by a student's ARD committee or if the student's placement is changed in accordance with the

## Student Code of Conduct.

At the end of the first grading period following the multiple birth siblings' enrollment in school, if the principal, in consultation with the teacher, determines that the requested classroom placement is disruptive to the school, the principal may determine the appropriate classroom placement for the siblings. A parent may appeal the principal's classroom placement by filing a grievance in accordance with the district's FNG (LOCAL) policy. During the appeal, the siblings shall remain in the classroom chosen by the parent.

### ***School Safety Transfer/Assignment***

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom. The board will consult with the parent of a child who has engaged in bullying before deciding to transfer the child to another campus.

Transportation is not provided for a transfer to another campus. See the principal for more information.

[See **Bullying** in this handbook and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to another district campus if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred prosecution/adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.

### ***Student Use of a Service/Assistance Animal***

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal before bringing the service/assistance animal on campus. The district will try to respond to a request as soon as possible but will do so within ten district business days. [See Board Policy FBA (LEGAL).]

### ***Students in the Conservatorship of the State (Foster Care)***

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year. The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district. The district will award partial course credit when a student only passes one half of a two-half course.

A student in the conservatorship (custody) of the state who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches

the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of any applications for admission or for financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

Please contact the Director of Health & Social Emotional Learning, who has been designated as the district's foster care liaison, at 512-533-5940 with any questions.

### **Students Who Are Homeless**

Students who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year) per State Board of Education (SBOE) rules;
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student who is homeless in grade 11 or 12 transfers to another school district but does not meet the graduation requirements of the receiving district, state law allows the student to request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a student who is homeless to remain enrolled in what is called the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG (LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

For information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, the Director of Health & Social Emotional Learning, at 512-533-5940.

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

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

#### ***Special Education Referrals***

If a parent makes a **written request** for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than **15 school days** after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating students who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

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

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

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

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

### **Contact Person for Special Education Referrals**

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

Dr. Laura Abbott  
Director of Special Services  
[abbottl@ltidschools.org](mailto:abbottl@ltidschools.org)  
512-533-6460

For questions regarding post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the district's transition and employment designee

Erika Musick-Griffin  
Transition Specialist  
[musicke@ltidschools.org](mailto:musicke@ltidschools.org)  
512-533-6153

### **Section 504 Referrals**

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

### **Contact Person for Section 504 Referrals**

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

Dr. Laura Abbott  
Director of Special Services  
[abbottl@ltidschools.org](mailto:abbottl@ltidschools.org)  
512-533-6460

### **Additional Information**

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

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)
- [Education Service Center, Region 13](#)
- Education Service Center, Region 10, State Dyslexia helpline at 800-232-3030
- Special Education Information Center at 855-773-3839 ([inquire@spedtx.org](mailto:inquire@spedtx.org))



### ***Notification to Parent of Intervention Strategies for Learning Difficulties Provided to Student in General Education***

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

### **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus. The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household. The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL).]

### **Students with Physical or Mental Impairments Protected under Section 504**

A student determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act of 1973, as amended. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the student is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as defined in federal law. [See Policy FB]

### **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 classwork 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.

## **SECTION II: INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contains important information on academics, school activities, and school operations and requirements. Take a moment with your student 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 student has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact your student's campus principal.

### **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 the required presence of school-aged children in school (*e.g.*, compulsory attendance) and the other with how a student's attendance affects the award of a student's final grade or course credit, are of special interest to students and parents. They are discussed below.

## **Compulsory Attendance**

### ***Prekindergarten and Kindergarten***

Students enrolled in prekindergarten and kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

### ***Ages 6 through 18***

State law requires that a student who is at least 6 years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19<sup>th</sup> birthday, shall 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.

State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student 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 applicable subject area state assessment.

### ***Age 19 or Older***

A student who voluntarily attends or enrolls after his or her 19<sup>th</sup> birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

## **Compulsory Attendance - Exemptions**

State law allows certain exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work (if applicable) and presents the acceptable documentation. If the student meets these requirements, the student's absence will be considered exempt from compulsory attendance and the district will still receive funding for your student for the day(s). Note, however, that the student's absence may still impact the student's ability to receive credit for the grade/course. See the Attendance for Credit or Final Grade section below for further information related to the 90% rule.

<b><u>Excused Absences</u></b>	<b><u>Acceptable Documentation</u></b>
Observing religious holy days (including one day for travel to site and one day of travel from the site.)	Note provided by parent
Attending a documented appointment with a healthcare professional licensed,	Note from health care professional that is signed and dated



certified, or registered to practice in the U.S., <u>if student commences classes or returns to school on the day of the appointment</u> . A consultation over the phone or via video (telemedicine) is considered an appointment with a healthcare professional.	
Experiencing a serious or life-threatening illness or related treatment that makes attendance infeasible.	Certification from a physician licensed to practice in Texas specifying the illness and anticipated period of absence related to the illness or treatment.
Appearing at a governmental office to complete paperwork related to student's application for US citizenship or taking part in student's own US naturalization oath ceremony	Documentation from the US Citizenship and Immigration Service Department stating that the absence was due to applying for citizenship or a copy of letter detailing the ceremony information
Receiving generally recognized services for students diagnosed with autism spectrum disorder resulting from treatment by a healthcare professional (as defined by Tex. Insurance Code §1355.015(b)) <u>if the student commences classes or returns to school on the day of the appointment</u> . A consultation over the phone or via video (telemedicine) is considered an appointment with a healthcare professional.	Note from the health care professional that is signed and dated
Visiting a college or university as a junior or senior (up to 2 days each year)	Written documentation from the college or university admissions office [See <b>College Days</b> for further information on the procedures.]
Serving as an early voting clerk or an election clerk (up to 2 days in a school year)	Note from the election clerk
Sounding TAPS at a military honor funeral held in Texas for a deceased veteran (grades 6-12)	Note provided by parent or a copy of the funeral program
Participating in a school board approved activity that is under the direction of a professional staff member	Signed permission slip for approval to participate
Participating in mentorship approved by District personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program	A signed note from the mentor sponsor stating that the student is participating in a mentorship program
Enrolled full-time in Texas Virtual School Network (TxVSN).  Students enrolled in one or more TxVSN courses but attend part of the day at a regular campus and not scheduled to be on campus during official attendance	Enrollment and approval forms from TXVSN coordinator

taking time should have their attendance taken during the part of the day they are on campus.	
Visiting a parent, stepparent, or legal guardian who is called to military duty, is on leave or immediately returned from continuous deployment of at least 4 months (for up to 5 days)	Copy of deployment order or other official military documentation
Attending required court appearances (including one day of excused travel to the site and one day of excused travel returning from site). Absences to meet with probation officers and other absences related to court-ordered activities outside of the courtroom does not qualify (exception for students in conservatorship of DFPS)	Copy of a subpoena or other court documents requiring the student to attend.
Participating in an activity ordered by court or required by a service plan, for students in the conservatorship of DFPS	Documentation from DFPS of the required activity
Pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, for students 17 years of age or older (for up to 4 days)	Signed verification of attendance from a designee of the armed services or Texas National Guard within 5 days of absence(s).
Attendance at an off-campus dual credit program course and not scheduled to be on campus during any part of the school day	Documentation of enrollment and attendance in the program by the official provider
Attendance at an off-campus work-based learning opportunity and not scheduled to be on campus during any part of the school day	Documentation of enrollment and attendance in the program by the official provider
Attendance in a short-term class that is provided by the Texas School for the Blind and Visually Impaired (TSBVI) or the Texas School for the Deaf (TSD) at a location other than the student's campus (travel days not included)	Documentation of enrollment and attendance in the program by the official provider
Participation in UIL or other board-approved extracurricular activity	A list of students participating, if the students are participating in an activity that is approved by the board and is under the direction of a professional staff member, adjunct staff member, or a paraprofessional staff member of the district.
Obtaining a learner license (1 day) or driver's license (1 day)	Documentation of the visit to the driver's license office for each absence.

### **Other Excused Absences**

The district allows for certain other temporary absences if the student presents the acceptable

documentation. Acceptable documentation must be provided to the campus within 3 days after the student returns to school. If the student meets these requirements, the student will be counted absent but the absences will be considered excused for purposes of compulsory attendance. The district, however, will not receive funding for your child for these missed days of school. Note, however, that the student’s absence may still impact the student’s ability to receive credit for the grade/course. See the Attendance for Credit or Final Grade section below for further information related to the 90% rule.

<u>Other Excused Absences</u>	Acceptable Documentation
Personal Illness	<p>Note provided by parent.</p> <p>A student absent for more than 5 consecutive days must bring a note from the doctor’s office verifying the illness or condition that caused the student’s extended absence.</p> <p>If a student has established 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 causing the absence to determine whether an absence will be excused or unexcused.</p>
Family Emergency ( <i>e.g.</i> , severe illness or death of immediate family)	Note provided by parent
Weather or road conditions making travel dangerous	Note provided by parent (with principal approval)
Participating in early and periodic screening, diagnosis and treatment program by TDHS and Medicaid eligible	Note from TDHS or the person providing services that is signed and dated

### Documentation After an Absence

Acceptable documentation must be provided to the campus within 3 days after the student returns to school.

Absences should be documented in the district’s SMART tag absences management system. Or, notes from parents may be emailed from the parent’s email address to the school’s campus attendance office. Notes signed by students, even with the parent’s permissions, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

Phone calls **cannot** be accepted as appropriate documentation for any absence.

In the event that a parent knows in advance that a student must be absent for 3 or more days, the parent or student should notify the attendance office so that the attendance clerk can notify the student’s teacher(s).

Failure to present acceptable documentation of an absence will result in the absence being counted as unexcused.

An absence from school with consent of the parent for any reason other than those listed above may be considered an unexcused absence.

## **Compulsory Attendance - Failure to Comply**

### ***All Grade Levels***

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### ***Students with Disabilities***

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

### ***Ages 6 through 18***

When a student ages 6 through 18 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is the Director of Quality Assurance. If you have questions about your student and the effect of his or her absences from school, please contact your campus administrator.

A court of law may also impose penalties against a student's parent 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 without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy FEA (LEGAL) and FED (LEGAL).]

### ***Age 19 or Older***

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

## **Attendance for Credit or Final Grade (K-12)**

To receive credit for a course or a final grade in a class, a student in kindergarten-grade 12 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 earn credit for the class or a final grade by completing 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 or final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has failed to successfully complete the plan approved by the principal, then the student, parent, or a representative may submit a written petition to the campus attendance committee requesting award of credit or a final grade. Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade.

The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days for purposes of receiving credit or a final grade. In determining whether there were extenuating circumstances for the absences, the attendance committee shall consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- If makeup work is completed satisfactorily, extracurricular absences or other excused absences listed under Compulsory Attendance-Exemptions will be considered days of attendance for purposes of attendance for credit or the award of a final grade.
- Whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.
- Any information presented by the student or parent to the committee about the absences.

The campus attendance committee shall consider the student's unique circumstances and, if necessary, shall conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

- Maintaining attendance standards for the rest of the semester.
- Completing additional assignments, as specified by the committee or teacher.
- Attending tutorial sessions as scheduled.
- Completing other instructional progress, as specified by the committee.
- Taking an examination to earn credit [see EHDB];

In all cases, the student must earn a passing grade in order to receive credit.

The student or parent may appeal the committee's decision in accordance with policy FNG (LOCAL).

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

Attendance letters and notifications will be sent to parents via electronic mail through the district's Skyward Family Access portal. Parents must enable the appropriate notifications in Skyward Family Access to ensure receipt of this information.

### **Official Attendance-Taking Time**

The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day.

**Official attendance at the elementary schools is taken every day at 10:00 am.**

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures in **Documentation After an Absence** to provide appropriate documentation of the absence.

### **Extracurricular and UIL Absences**

The district makes no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. The district does not limit an eligible student's absences related to participation in extracurricular activities. [See policy FM.]

## **ACCOUNTABILITY UNDER STATE AND FEDERAL LAW**

Lake Travis ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

This information can be found on the district's [State Accountability](#) webpage. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#).

## **ANNOUNCEMENTS**

Announcements occur daily and include important information such as directions for assemblies, meetings, activities, and safety drills. Teachers and students should listen carefully to all announcements and/or read announcements delivered via email or online newsletters.

## **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**

The district strives to prevent bullying, in accordance with the district's policies, by promoting a respectful school climate, encouraging reporting of bullying incidents, including anonymous reports, and investigating and addressing reported bullying incidents.

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal,

or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by using the District's [Cavs Who Care Tip Line](#) located on the district website and each campus website as well as the District mobile app.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments**]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

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

## **CAVS WHO CARE TIP LINE**

The [Cavs Who Care Tip Line](#) provides an easy and confidential way for students and parents to report bullying, harassment, or other personal crisis. You can leave an anonymous tip on the LTISD or any campus website 24-hours-a-day, seven days a week. However, the tip line is currently monitored during regular school business hours. The Cavs Who Care Tip Line is also available on the LTISD app.

In the event of an emergency or an immediate need, please call 911, your campus principal, or the National Suicide Prevention Lifeline at 1-800-273-TALK (8225).

## **CELEBRATIONS**

### **Birthday Recognition**

Birthdays are no longer celebrated in the classroom with food. On a student's birthday, the student will receive a birthday coupon for a treat intended to be redeemed in the cafeteria. Additionally, parents should not provide or send to school any type of party favor to be delivered or distributed to other students.



Family members are welcome to join their child for lunch, space permitting, after the first two weeks of school in accordance with the procedures found in the Lunch section in this handbook. Parents may bring meals to their own child but may not provide food items to other children at the school under any circumstances, in accordance with our wellness guidelines and Food Allergy Management Plan.

For students whose birthdays occur on a non-instructional day, they will receive their coupon on another instructional day.

## **Classroom Parties**

Elementary schools are allowed up to 6 exemption days per school year where the [USDA Smart Snacks in Schools Guidelines](#) do not have to be followed. Elementary schools will designate these exemption days and class parties will correspond with these exemption days. These parties should be planned for no longer than an hour during the day. They will be coordinated through the grade level 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. Older or younger siblings should not be allowed to attend class parties. **Students may not be released from another class to attend a sibling's classroom parties.**

Students must be in attendance for at least half the day or have a doctor's note to return to school to attend a classroom party.

Food and celebrations often go hand-in-hand and the district has developed certain procedures to promote wellness and student safety.

In accordance with the district's wellness policy and regulation, the following requirements must be followed:

- One fruit or vegetable must be present during an exempt classroom party/celebration.
- At no time may celebrations involving food or beverages compete with the school meal program, as described in the local wellness policy FFA.

In accordance with the district's [Food Allergy Management Plan](#), the following general protocols must be followed for classrooms identified as having a student with a Severe Food Allergy:

- Food brought into the classroom must be store-bought or purchased from LTISD Food & Nutrition Services. Other than fruits and vegetables, food must be delivered to the classroom in the original packaging, when possible. For bulk snack items, listed ingredients must be submitted to the classroom teacher or other staff for review.
- Teachers and/or staff assigned to the classroom will monitor the food brought in by students/parents for the identified allergen. Students/parents will not be allowed to bring in food with the identified allergen listed as an ingredient.
- **NOTE:** Individual classrooms may have other protocols and procedures in place with regard to food in the classroom based on the individual needs of students. Any additional protocols or procedures will be communicated to parents as necessary.

Deliveries of flowers, balloons, and gifts, etc. for students will not be accepted and will not be allowed to classrooms, not even for special occasions like holiday parties, birthdays, etc. (See Messages and Deliveries section of this handbook.)"

## **CELL PHONES, CAMERAS, AND OTHER PERSONAL ELECTRONIC DEVICES**

Student use of personal telecommunications and other electronic devices in school is allowed, subject to the LTISD Student Code of Conduct, LTISD Student Acceptable Use Policy, and the discretion of administration, teachers, or other campus personnel. LTISD personnel will direct students in the appropriate use of personal telecommunications and other electronic 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 telecommunications and other electronic devices, including smart watches, may not be allowed to disrupt classes or educational purposes. Personal telecommunications and other electronic devices may be collected by the teacher or other LTISD personnel to prevent disruption to the learning environment. Personal telecommunications and other electronic devices that negatively impact the LTISD computing environment or network may be shut down or blocked to prevent disruption of service to others.

A student shall obtain prior approval before using personal telecommunications or other electronic devices for on-campus instructional purposes. Included in this handbook is the district's Acceptable Use Policy (AUP) (Appendix A). Receipt and acknowledgement of this handbook constitutes acknowledgement and understanding of this additional document.

The District prohibits unauthorized audio or visual recordings or transmission of audio or visual recordings of other students or staff. [See Policy FNCE (LOCAL)]. Parents and/or students should refrain from taking pictures of other students while at school or a school-related activity without the other student's or parent's permission.

If a teacher or other LTISD personnel determines it is necessary to collect or confiscate student personal telecommunications and other electronic devices, the campus administrators will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of electronic devices in locker rooms, restroom areas, or other areas of student privacy while at school is strictly prohibited. The school is not responsible for damaged, lost or stolen items of this nature.

Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device.

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF for more information.]

## **CHANGE OF ADDRESS OR PHONE NUMBER**

The registrar's office should be notified immediately of a change of home, business, or cell phone number, change of email address, or a change of address. Up-to-date information is essential for the school to successfully handle emergencies and to maintain communication with parents. Information may be updated by accessing your student's [Skyward Family Access](#) account. For questions regarding Skyward, please contact your campus registrar.

## **CHILD SEXUAL ABUSE, TRAFFICKING, AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which includes annual all staff training and training of all substitutes, additional training for counseling staff on identifying and responding to sex trafficking, and the use of child abuse posters on campuses to increase awareness for students and staff. Trafficking includes both sex and labor trafficking.

### **Warning Signs of Sexual Abuse**

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation**; see also **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**]

### **Warning Signs of Trafficking**

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;

- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older romantic partners.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owing a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student’s caregiver; and
- A desire to quit a job but not being allowed to do so.

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**]

## **Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children**

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1 800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

## **Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children**

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Office of the Texas Governor’s Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

## **COLLEGE AND UNIVERSITY ADMISSIONS AND FINANCIAL AID**

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University’s enrollment capacity for incoming resident freshmen. Currently, the University will admit the top six percent of a high school’s graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning automatic college admission; the curriculum requirements for financial aid; the benefits of completing the requirements for automatic admission and financial aid; and the Texas First Early High School Completion Program and the Texas First Scholarship Program. Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

## **COMMUNICATIONS**

### **Parent Contact Information**

A parent is legally required to provide in writing the parent’s contact information, including address, phone number, and email address. A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district. If the parent’s contact information changes during the school year, the parent must update the information in writing no more than

two weeks after the date the information changes. Updates to parent contact information in your child's Skyward Family Access account will satisfy the "in writing" requirement.

### **Automated Emergency Communications**

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify our child's school when a phone number previously provided to the District has changed. Please see **Emergency/Crisis Communication** in this handbook for information regarding contact with parents during an emergency situation.

### **Automated Non Emergency Communications**

Your child's school periodically sends information by automated or pre-recorded messages, text message, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's principal.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. The district encourages informal resolution of concerns or complaints.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy at [FNG \(LOCAL\)](#). The complaint forms can be accessed by contacting the Superintendent's office at 512-533-6020.

To file a complaint a parent or student should complete and submit the complaint form to the Superintendent's office. The written complaint form must be submitted in a timely manner in accordance with the timeline established in the FNG (LOCAL) policy.

## **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 into the school office the form acknowledging the District's Student Acceptable Use Policy (See Appendix). 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.

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



Your student will use technology, including websites and other Internet applications operated by third party providers, as a part of the district’s educational program. One or more of these providers may require that students disclose certain personal identifying information (generally name and email address) in order to use their product or service. By signing the Acknowledgement of Receipt, you authorize the district to provide the necessary personal identifying information for your student to providers chosen by the district. You may (1) review the privacy policies for these providers on their websites; (2) contact any provider to request the information it has about your student, and/or (3) request that a provider refrain from sharing, or delete, any information it has about your student. A parent who asks a provider to delete their student’s information must notify the Executive Director of Technology in writing. This will prevent your student from participating in some of the district’s educational activities, and the district is not obligated to develop alternative activities for your student.

### **Acceptable Use of Technology Resources**

District-owned technology resources may be checked out or issued to individual students for instructional purposes. Use of the district’s network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a device checkout form (separate from this handbook) regarding use, acceptable return, and any responsibility for damages to these district resources.

Violations of the checkout agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage you to review with your child the [“Before You Text” Sexting Prevention Course](#), a state-developed program that addresses the consequences of engaging in sexting.

In addition, any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## **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 success, and recognition of success by other teachers and/or administrators.

### **Applicability of School Rules**

The board has adopted a [Student Code of Conduct](#) that defines standards of acceptable behavior—both on and off campus, as well as on district vehicles—and outlines 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.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

### **Campus Behavior Coordinator**

By law, each campus has one or more campus behavior coordinator(s) to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The Assistant Principal(s) at each campus serve as the campus behavior coordinator(s).

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. 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.
- Interference with the movement of people at an exit or an entrance to district property.
- 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 within 500 feet of district property include:

- 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 vehicles owned or operated by the district is also considered a disruption.

## **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

## **CONFERENCE PERIODS/PARENT CONFERENCES**

Teachers can be contacted through their voicemail or email to set a date and time for a conference with a teacher and/or grade level academic team. Please allow 24-48 hours for a reply.

Appointments must be made for conferences or meetings with teachers. Virtual meetings will continue to be offered as an option for parents.

## **COUNSELING SERVICES**

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate coursework and financial aid availability and requirements.

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues and substance abuse. A student who wishes to meet with the school counselor should fill out a request available in the campus counseling office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

## **CREDIT BY EXAMINATION FOR ADVANCEMENT/ACCELERATION (For a Student to Advance a Grade Level)**

A student will be permitted to take an examination to earn credit for a grade level for which the student has had no prior instruction (*i.e.*, for advancement or to accelerate to the next grade level). The examinations offered by the district are approved by the district's board of trustees. The dates on which examinations are scheduled will be published in appropriate district publications and on the district's website. The only exceptions to the published dates will be for any examinations administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an examination, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific examination only once.

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 examination, it may administer and recognize results of a test purchased from Texas Tech University or the University of Texas at Austin.

If a student plans to take an examination to advance a grade level, the parent must contact the campus to arrange for testing. This is usually done prior to the school year starting. It is not best practice to accelerate once school has begun.

For additional information, please see the [Exam for Acceleration \(Without Prior Instruction\)](#) page on the District's website and policy EHDC.

### **Kindergarten Acceleration**

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. 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.

Students must be 5 years old at the beginning of the school year and must be enrolled in kindergarten in an LTISD school before a parent can request testing for acceleration.

Lake Travis ISD's acceleration process includes a multi-phase assessment procedure. When a student fails to meet the criteria to move to the next step, the parents of the student will be informed that the child will not be assessed further. In accordance with State Board rules, the Lake Travis ISD Board of Trustees has approved the following procedures.

<b>Step</b>	<b>Process</b>	<b>Timeline</b>
1	Parent discusses the need for acceleration with the campus administrator.	First 4 weeks of school

2	Parent completes a parent nomination checklist and returns to the campus administrator.	By the fourth Friday from the first day of school
3	Staff gather language arts and math data using the universal screener for kindergarten.	By the sixth Friday from the first day of school
4	The Grade Placement Committee (GPC) reviews the data and parent nomination checklist.	By the seventh Friday from the first day of school
5	GPC determines if a student meets outlined criteria and additional testing is warranted. Parents are notified of the GPC's decision.	After the seventh Friday from the first day of school
6	Identified students are assessed with the exams for acceleration from the University of Texas in the areas of language arts, math, science, and social studies for Kindergarten. Testing is conducted at the student's campus.	During the eighth week of school
7	GPC reviews the results from the acceleration tests. Students who score at or above 80% on all four exams meet the criteria and are eligible to be accelerated to grade one. Parents are notified of the student's placement.	Before the end of the first grading period

For additional information please contact the school counselor or visit the [Exam for Acceleration \(Without Prior Instruction\)](#) page on the District's website. Appeals of the decision shall be handled in accordance with policy FNG (LOCAL).

### **Grades 1–5**

A student in grades 1-5 will be eligible to accelerate to the next grade level if (1) the student scores at least 80 on each examination in the subject areas of language arts, mathematics, science, and social studies; (2) a district administrator recommends that the student be accelerated; (3) and the student's parent or guardian gives written approval of the grade advancement. Tests for acceleration will be offered quarterly. Science and Social Studies are administered first prior to ordering Math and Language Arts assessments.

## **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, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the

district's policy is available in the Superintendent's office and on the district's website. [See policy FFH.]

## **Dating Violence**

Dating violence will not be tolerated at school. To report dating violence, see **Reporting Procedures**, below.

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.

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](#)
- The CDC's [Preventing Teen Dating Violence](#)

[See **Consent to Instruction on Prevention of Child Abuse, Family Violence, Dating Violence, and Sex Trafficking**]

## **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.

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, intimidating, or humiliating 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.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of 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.

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, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's or harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **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.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **Reporting Procedures**

Any student who believes that he or she has witnessed bullying, experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. See policy [FFH \(LOCAL\) and \(EXHIBIT\)](#) for the appropriate district officials to whom to make a report.

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven,

would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged 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 FFH.

### **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.

If law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation. During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Federal Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG (LOCAL). A student or parent has the right to file a complaint with the Office of Civil Rights.

## **DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS**

### **School Materials**

Publications prepared by and for the district or schools may be posted or distributed in digital and/or physical form. All school publications are under the supervision of a teacher, sponsor, and the principal. School publications must be sent to the principal or designee prior to distribution/posting.

Flyers are distributed electronically through [Peachjar](#), a flyer management system that sends district- and school-approved digital flyers to parents via email. Peachjar flyers are also posted to school websites and available through the district mobile app.

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



## **Non-School Materials from Students**

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing more than 10 copies of 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 the guidelines established by the district.

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

A student may appeal the principal's decision in accordance with policy FNG (LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of district facilities, and/or other 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 policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy and guidelines established by the district for distribution, as applicable. The name of the sponsoring person or organization must be submitted to the Director of Development & Corporate Relations for prior review and consideration. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA 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.

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of district facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked.

## **DRESS AND GROOMING**

The elementary student dress code is established to teach grooming and hygiene, prevent disruption, minimize safety hazards, create the proper learning environment, model good citizenship, maintain discipline, and teach respect for authority. Proper grooming, dignity of appearance, and pride all contribute to a successful learning environment. The school, students, and parents share a responsibility in proper dress.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following standards.

### **General**

Clothing, grooming, and body piercing/ornamentation must be free of any material advertising, depicting, or promoting tobacco, alcohol products, illegal drugs, violence, or material that is offensive or lewd. Offensive is defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, or advocates prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, disability, sexual orientation, or age.

All clothing must be appropriately sized and should not expose one's undergarments, chest, midriff, or buttocks.

Fabrics covering all private parts must not be seen through.

Pajamas or other bedtime attire may not be worn, except on "dress up days" approved by campus administration.

Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.

### **Shirts**

All shirts must be appropriately sized and should not expose one's undergarments, chest or midriff.

Crop tops, tube tops, strapless tops, halter tops, backless tops, and shirts with spaghetti straps (a strap less than 2") are prohibited.

Undershirts may not be worn as outerwear.

Sleeveless shirts must extend to the edge of the collarbone and fit appropriately under the arm.

Shirts or jackets, such as those that include an extended zip-up function, may not be used to cover a student's face.

### **Pants**

Pants/jeans that are ripped or have holes may not reveal the student's private areas or undergarments.



## **Shorts / Skirts / Dresses**

Shorts, skirts, dresses, skorts and the like must be of a modest length so as to not expose any undergarments or private areas of the body or to otherwise cause a distraction to the school environment.

Strapless or backless dresses and dresses with spaghetti straps (a strap less than 2”) are prohibited.

## **Shoes**

Shoes must be worn at all times and may not create a disruption or distraction to the educational environment.

Slippers are prohibited.

“Wheeled” shoes are prohibited.

## **Outerwear**

Trench coats, dusters or attire made to carry or conceal weapons are prohibited. For safety reasons, the hoods of shirts, sweatshirts or jackets may not be worn on a student’s head while inside the building. Shirts or outerwear may not be used to cover a student’s face.

## **Body Piercings / Ornamentation / Accessories**

Piercings, ornamentation, and/or accessories must be appropriate and may not create a disruption or distraction to the educational environment.

Accessories that could be considered dangerous or could be used as a weapon are prohibited.

## **Grooming**

Personal hygiene is important. Therefore, all students must maintain a clean and presentable appearance.

Hairstyles must be kept neat and clean in appearance and may not create a disruption or distraction to the educational environment.

Makeup may not be excessive or distinctive and may not create a disruption or distraction to the educational environment.

The campus administration has final authority concerning enforcement of the dress code. In addition to the specifically prohibited material outlined above, the campus administration may prohibit any clothing, grooming, or body piercing/ornamentation that they reasonably predict may cause a material interference or substantial disruption to the educational environment.

The dress code will be fairly and consistently enforced. Any student seeking an accommodation must contact his or her principal for approval.

## **Consequences**

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school and return to the

classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time. Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **ENGLISH LEARNERS**

A student who is an English learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish may be administered to an English learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **ENROLLMENT**

### **Registration Forms**

The student's parent, legal guardian, or other person having legal control shall annually complete the district's registration forms. For new students enrolling in the district, the enrollment forms and enrollment instructions may be accessed on the District's [New Student Enrollment](#) webpage. For returning students, the enrollment process is completed electronically and can be accessed on the District's [Returning Student Verification of Information](#) website page.

### **Proof of Residency**

At the time of initial registration and thereafter as required by the district, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency. Proof of residency is established by providing one residency document (*i.e.*, home sales closing documents, property tax statement, property deed, or a lease agreement) **AND** one current utility bill (*i.e.*, electric, water, or gas). The name on the utility bill must match the name

on the other proof of residence document. Documents presented must include signatures and current dates.

If a student is living apart from his/her parent, guardian, or other person having legal control under a court order and resides with a person within the district's boundaries, a notarized statement acknowledging that fact is required from the owner of the residence or manager of the apartment building.

Residency may be checked and verified by district personnel throughout the year through various means such as residence checks, talking with neighbors, confirmation with apartment managers, or talking with students. Copies of all required documents will be made and kept on file.

If mail that is sent to your address on file with the district is returned, the district will require new copies of proof of residency documentation. If you cannot produce documentation demonstrating residency within the district or within the attendance zone, you may apply for a transfer through the superintendent's office that will allow your student to remain at his or her current campus until the end of the semester.

***Presenting a false document or false records in connection with a student's enrollment is a criminal offense under Texas Penal Code 37.10 and may also result in you becoming liable to the district for tuition fees or other costs.***

### **Other Required Documentation**

In addition to proof of residency, a parent or other person with legal control of the student shall furnish to the district all of the following upon enrollment:

- The child's birth certificate, or another document suitable as proof of the child's identity as defined in the Student Attendance Accounting Handbook.
- A copy of the child's records from the school the child most recently attended if he or she was previously enrolled in a school in Texas or in another state.
- A record showing that the child has the immunizations required by Education Code 38.001, proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission. [See **Immunizations** under Health-Related Matters for information on proof of immunizations required for enrollment.]

A student will not be denied enrollment or removed solely because of a failure to provide proof of identity or copies of records from a previous school. However, these records must be provided not later than the 30th day after the date a child is enrolled. If a copy of the birth certificate (or other suitable proof of identity) is not provided after 30 days and the student is under 11 years of age, the school shall notify the appropriate law enforcement agency.

### **Homeless Students**

For information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, the Director of Health & Social Emotional Learning, at 512-533-5940.

### **EXTENDED CARE**

Extended Care is an after-school child care service provided at all Lake Travis ISD elementary schools for students enrolled in Pre-K through 5<sup>th</sup> grade. 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 operates each day school is in session. The hours are 3:00 p.m. until 6:00 p.m. Parents may choose a 4:30 p.m., 5:15pm, or 6:00 p.m. pickup time. Registration for the upcoming school year begins each July and continues through May. For more details, fees, and registration information please visit the [LTISD Community Programs Extended Care](#) webpage.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. For additional information, please review the UIL’s [Parent Information Manual](#); a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of the Texas Education Agency at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

### **Absences**

The District makes no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. The District does not limit an eligible student’s absences related to participation in extracurricular activities. [See policy FM.] An absence for participation in an activity that has not been approved will receive an unexcused absence.

A student must be in attendance at least half of the school day in order to participate in that day’s scheduled school-sponsored extracurricular activity, event, or competition.

### **Safety**

Student safety in extracurricular activities is a priority of the district. Parents are entitled to review the district’s records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

### **Standards of Behavior**

Sponsors of extracurricular activities may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization’s standards of behavior.

### **Transportation / Travel**

Participation in extracurricular activities may result in events that occur off-campus. **Students participating in a school-sponsored extracurricular activity, event or competition off campus must ride the LTISD-provided transportation to and from the**

**scheduled event unless they receive prior approval from the campus principal.**

Under extenuating circumstances, a parent may need to take his/her student directly from the activity. A note or email must be provided to the principal 24 hours prior to the activity for approval. The note or email must state the reason the parent wishes to leave with the student directly from the activity.

Any in-state or out-of-state overnight trips taken by school-sponsored organizations or groups shall require approval from the Superintendent or designee.

## **FEES**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirements. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee is required for a course taken through the Texas Virtual School Network (TXVSN).

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 a student and his or her parent or guardian must present evidence of their inability to pay to the campus principal who shall determine eligibility for a fee waiver.

## **FIELD TRIPS**

The District periodically takes students on field trips for educational purposes. A parent must

provide permission for a student to participate in a field trip. Children who are not LTISD students, including siblings or younger children of adult volunteers, cannot be included in field trips.

**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.** Under extenuating circumstances, a parent may need to take his/her student directly from the field trip. A note or email must be provided to the principal 24 hours prior to the field trip for approval. The note or email must state the reason the parent wishes to leave with the student directly from the field trip.

Students may be denied participation in field trips due to disciplinary consequences if the suspension conflicts with the field trip schedule. Excessive discipline could result in loss of field trip privileges at the discretion of campus administration.

If a parent has an objection to the field trip experience, he/she must discuss with the principal, who will provide an alternate education experience for the student. Students are required to attend school even if not attending the field trip experience.

## **FOOD ALLERGY MANAGEMENT PLAN**

District policy FFAF (LOCAL) requires the district to develop and implement a student food allergy management plan that addresses procedures to limit the risk posed to students with food allergies and procedures regarding the care of students with diagnosed food allergies who are at risk for anaphylaxis. In accordance with this policy, the district has developed its [Food Allergy Management Plan](#), which is located on the Food and Nutrition Services webpage.

## **FOOD AND NUTRITION SERVICES**

The district offers nutritionally balanced meals for breakfast and lunch at each campus. Full menus and nutrition information are available on the district's [Food and Nutrition Services](#) webpage and via a mobile app. Digital menu displays are utilized district wide to show selections and pricing for all menu options.

### **Wellness Guidelines**

The emphasis on nutritious eating is reflected in the district's health curriculum and in the selection of food sold in the cafeteria or made available during the school day. Parents are required to adhere to the LTISD Wellness Guidelines, including rules concerning Food Provided and Sold (aka Competitive Foods) on school campuses. These rules are in place to ensure the nutrition quality of the food made available to students during the entire school day. Parents may bring meals to their own child, but *may not* provide items to other children at school.

Snacks and other items are available at an extra charge. Students may charge these items to their positive-balance meal accounts. If you do not wish for your student to access meal funds to purchase the a la carte (snack) items, please complete and submit a [Lunch Account Restriction Form](#). We can then post an "alert" on the account to block this privilege.

For more information on the rules for Food Provided and Sold, please review the District's [Wellness Plan](#).



## **Free or Reduced-Price Meal Program**

Free or reduced-priced meals are available based on a student's financial need or household situation. Families can apply online at the [Federal Free and Reduced-Price Meal Program](#) page or with a paper application available at the LTISD Food & Nutrition Services office. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

A parent or student who disagrees with the District's decision on a student's eligibility for the free or reduced-price meal program is entitled to a hearing in compliance with the U.S. Department of Agriculture (USDA) requirements. A parent or student may appeal the decision of the hearing official in accordance with Board Policy FNG (LOCAL).

## **Statement Regarding Meal Account Balance**

Regardless of account standing, there is always a meal option available for students. Families are encouraged to sign up for low balance alerts via our [Online Meal Prepayment](#) page. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals according to the grace period set by the school board in Policy [CO \(LOCAL\)](#). Upon exhaustion of the grace period, the student may receive an alternate meal. The district will make every effort to avoid bringing attention to such a student. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. No fees or interest shall be charged by the District for meals purchased during the grace period.

For more information related to café meal balances, see [Meal Account Information](#) on the Food and Nutrition webpage.

## **Meal Accommodations**

Reasonable meal accommodations will be made for students who (1) have a medical disability that restricts his or her diet and (2) the disability is supported by a medical statement signed by a medical authority. Non-medical disabilities or special dietary needs may be accommodated by the FANS department as long as a reimbursable meal is served. For more information related to special dietary needs, see [Food Allergy & Special Dietary Needs](#) on the Food and Nutrition webpage.

## **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail to: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **FUNDRAISING**

All fundraising efforts of District-affiliated school-support (*e.g.*, PTO/PTA, Education Foundation) or booster organizations and student groups must comply with all applicable laws and district guidelines for the purpose of supporting the program or activity.

All organizations or student groups desiring to conduct a fundraising activity must submit a fundraising request at least 21 days prior to the start of the event. The Activity/Fundraising Request form is located on the [Community Relations](#) webpage.

Submission of a donation application is mandatory for any donations to the district or a campus with a value of \$1,000 or more or that would add a permanent or temporary structure to district property. The application is located on the [Community Relations](#) webpage.

For further information, see policy GE (LOCAL) and FJ (LOCAL) and the Parent Organization Handbook located on the [Community Relations](#) web page.

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GIFTED AND TALENTED (GT)/DISCOVERY PROGRAM**

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. Additional information can be found on the district's [Gifted & Talented](#) webpage.

## **GRADES**

### **Guiding Principles**

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

- Parents and students will be informed of student progress through progress reports and report cards that will be transmitted to parents electronically through Skyward Family Access.
- 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.
- Students must complete all assignments.
- Zeros may be recorded on interim reports, but the assignment must be completed by the end of the grading period and the zero must be replaced by a grade which reflects the student's level of mastery.

### **Weighting Grades**

Grades should carry the following weight:

Formative = 40%

Summative = 50%

Homework and/or participation = 10%

### **Late Work**

The student will be given 2-5 days to complete any late work, depending on the time needed to complete the assignment. This should occur a minimal number of times within the grading period.

### **Reteaching and Retesting**

Reteaching is an instructional practice intended to ensure mastery of content. Reteaching shall be defined as another presentation of content to provide an additional opportunity for a student to learn. Reteaching may vary from subject to subject or from class to class, and even from student to student. It may be as simple as repeating the concept. Reteaching occurs during the regularly allocated time for instruction in a particular subject or during tutorials scheduled for the subject area. Following reteaching, concepts/skills may be retested/checked and recorded in the grade book for formal assessments only. Retesting refers to the unit/chapter/ or assessments covering several instructional objectives, concepts, or skills that are not routine. Retesting is not intended to solely improve students' grades; therefore, retesting will not be offered for daily grades, routine quizzes, projects, or assessments covering few objectives (*e.g.*, spelling tests, math fact checks, routine timed quizzes, daily practice). In the event that a student fails the assignment following the reteach and reassessment opportunity, the greater of the two grades is used. Not all work assigned to students for completion will be recorded as a grade in the gradebook. If instructional efforts are unsuccessful, a campus RTI committee will review the student's data to determine whether the student needs additional support/interventions and whether or not the student should be referred for a Section 504 or special education evaluation.

## Report Cards / Progress Reports

Student progress is given to parents through report cards, parent-teacher conferences, Skyward (grade book), and progress reports. Report cards with each student's grades or performance and absences are issued once every grading period. Each grading period is approximately 9 weeks long.

During the third to fourth week and again during the six to seventh week of each grading period, parents will receive a written progress report if their student's performance in a foundation curriculum subject is unsatisfactory (*i.e.*, below a 70). To check on the progress of your student, contact the teacher via email or phone. Grades can also be viewed online via the Skyward system.

Teachers follow LTISD grading guidelines that have been approved by the District and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course.

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school. The district uses an electronic program to communicate academic information about your child, including progress reports and report cards. An electronic signature will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgement instead.

## Report Cards / Finality of Grade

State law provides that a test or course grade issued by a classroom teacher is final and may not be changed unless the board of trustees determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. The board's decision may not be appealed. [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).

## Report Card Grading

### Grades Pre-K–2

Report cards for students in grades Pre-Kindergarten through second grade are "Skills-Based", reflecting the knowledge and skills taught at the specific grade level. Both core subject area skills (e.g., math, reading, science, and social studies) and enrichment classes (e.g., social/emotional skills, art, music, and physical education) will be reported using a rubric of 1-4 reflecting the following:

Grade	Description
1	Skill/Concept: Exhibits with direct assistance / Behavior: Rarely exhibits
2	Skill/Concept: Exhibits with continued support/Behavior: Sometimes exhibits

3	Skill/Concept: Exhibits with minimal guidance / Behavior: Frequently exhibits
4	Skill/Concept: Exhibits mastery independently at expected level / Behavior: Consistently exhibits

### **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. Report cards for students in grades third through fifth use a numeric system of 0% - 100% to indicate the degree of mastery of district curriculum for the core subject areas (e.g., math, reading, science, and social studies).

#### Achievement Grades:

90-100	A
80- 89	B
70-79	C
69-Below	F Failing
I-Incomplete	Incomplete work to be completed

For enrichment classes (e.g., art, music, and physical education), report cards reflect a more holistic rubric as follows:

Grade	Description
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

### **Transfer Grades**

Students enrolling in a Lake Travis ISD school after the beginning of a grading period will receive reported 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 grading 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.

### **HAZING**

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation

into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** and policies FFI and FNCC for more information.]

## **HEALTH - PHYSICAL AND MENTAL**

### **Illness**

When your child is ill, please contact the school to let us know he or she will not be attending that day, and send the required documentation explaining the reason for the absence.

According to state law, students that have or are suspected of having a communicable disease or condition must be excluded from attendance until the readmission criteria for the condition are met. Parents of students with a communicable (contagious) disease or infestation are asked to notify the school nurse or principal so that other students who have been exposed to the disease can be alerted, as permitted by law. .

**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 99.5° 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 student. **Students should be fever, vomiting, and diarrhea 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.) or anti-nausea or diarrheal medication before returning to school.**

A parent must contact the school nurse if a student has been test-confirmed to have COVID-19. Parents and students must follow all other required COVID-19 safety protocols as published in other district guidance or regulations.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these reportable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

## **Immunization**

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 (TDSHS), Immunization Branch, can be honored by the district. You may access the [DSHS exemption form](#) online or by writing to this address:

Texas Department of State Health Services  
Immunization Section, Mail Code 1946  
P.O. Box 149347  
Austin, Texas 78714-9347

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, pertussis; polio; measles, mumps, and rubella; hepatitis B; varicella (chicken pox); meningococcal; and hepatitis A.

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

An acceptable proof of immunization must include: student's full name and date of birth, name of vaccine with exact date (MM/DD/YY) it was given, and physician validation by signature or rubber-stamp. Because of this, the school may not be able to accept patient-portal printouts from home.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

For information on immunization against bacterial meningitis and college enrollment and attendance, see **Bacterial Meningitis** below.

[For further information, see policed FFAB (LEGAL) and the [Texas School & Child Care Facility Immunization Requirements](#).]

## Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a plan for treatment with an FDA approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

Notice will also be provided to parents of elementary school students in an affected classroom without identifying the student with lice. [See policy FFAA.]

More information on head lice can be obtained from the TDSHS website [Managing Head Lice](#).

## Medicine at School

The term medication includes both nonprescription 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, ibuprofen, Benadryl, aspirin, or topical creams such as hydrocortisone or antibiotic ointment. If a student must take medication during school hours, the student's parent must provide it. 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. Request for Medication Administration 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, ADHD, controlled medicines, and over-the-counter medicines given in doses that exceed label directions or that are given for a period longer than ten 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 disciplinary action for your student. 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.

The district will not purchase medication to give to a student, except as otherwise allowed by local policy FFAC.

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

- Prescription medication in accordance with legal requirements.
- Non prescription medication, upon a parent's written request, when properly labeled and in the original container.
- Herbal substances and dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

The district shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if (1) the district has prior written consent for medication to be administered; and (2) the administration of the medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in Texas.

Additionally, properly trained school employees in accordance with policy FFAC are authorized to administer an epinephrine auto-injector to any person who is reasonably believed to be experiencing anaphylaxis on a school campus.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school. For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so. If sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

### **Asthma and Severe Allergic Reactions**

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 a prescription and a 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.

### **Mental Health Support**

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;



- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

The district’s social emotional learning is both embedded in our academic curriculum as well as implicitly taught through Second Step at the elementary level, district-created lessons at the middle school level, and School Connect in 9th grade. Staff are trained to identify and support students at risk of mental health concerns, trauma, substance abuse, and suicidal ideation

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student’s return to school. Please contact the district’s mental health liaison or a school counselor for further information.

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 psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

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. [See policy FFEb for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service** for the district’s procedures for recommending a mental health intervention and the mental health liaison’s contact information;
- **Counseling Services** for the district’s comprehensive school counseling program;
- **Physical and Mental Health Resources** for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** for board-adopted policies and administrative procedures that promote student health.

## **Physical Activity Requirements**

### ***Elementary School***

The district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at EHAB, EHAC, EHBG, and FFA.

For additional information on the district’s requirements and programs regarding elementary school student physical activity requirements, please contact your campus principal.



### ***Temporary Restriction from Participation in Physical Education***

Students who are temporarily restricted from participation in physical education will remain in the class and shall continue to learn the concepts of the lessons but not actively participate in the skill demonstration.

### **Physical Fitness Assessment**

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

### **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 student 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 keep your emergency information up-to-date in Skyward. 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. If an elementary student requires transportation by ambulance, the student will be accompanied by at least one adult familiar to the child or the parent. The nurse will determine if the student is to stay at school or go home, and will contact the parent if a student must be picked up from school. **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.

### **Physical Health Screenings / Examinations**

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

### ***Spinal Screening Program***

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact your school nurse or see policy FFAA(LEGAL).

## ***Vision and Hearing Screening***

Vision and Hearing screening is required for all newly enrolled students and students in grades kindergarten, first, third, fifth and seventh grades.

## ***Acanthosis Nigricans (AN) Screening***

In accordance with Health and Safety Code, Chapter 95, children in public and private schools must be assessed for the risk of developing Type 2 Diabetes. This is accomplished by visual screening for Acanthosis Nigricans (AN). (AN) screening is required for all students in grades first, third, fifth and seventh 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.

## **Special Health Concerns**

### ***Bacterial Meningitis***

Please see the district's website [Required Postings](#) for information regarding meningitis.

**Note:** Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

### ***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).]

### ***Food Allergies***

The district requests to be notified after any diagnosis of a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as providing an emergency action plan signed by a physician. Please contact the school nurse or campus principal if your student has a known food allergy or as soon as possible after any diagnosis of a food allergy. You may access the district's food allergy packet on the district's [Food Allergy & Special Diet Information](#) webpage.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at [Allergies and Anaphylaxis](#).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's Food Allergy Management Plan can be accessed on the district's [Food Allergy & Special Diet Information](#) webpage.

## **Seizures**

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** and contact the school nurse for more information.]

## **Tobacco and E-Cigarettes Prohibited**

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarette), or any other electronic vaporizing devices, while on school property at any time or while attending an off campus school-related activity. The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes or any other electronic vaporizing devices, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

## **Notice to Parents Regarding Emergency Administration of Epinephrine Auto-Injectors**

In accordance with Chapter 38, Subchapter E of the Texas Education Code, the Lake Travis Independent School District school board adopted a policy that will allow authorized school personnel who have agreed in writing and have been adequately trained to administer an unassigned epinephrine auto-injector to any person who is reasonably believed to be experiencing an anaphylactic reaction on a school campus.

An “unassigned epinephrine auto-injector” is an epinephrine auto-injector prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector.

Epinephrine auto-injectors include brand-name devices such as EpiPens®.

Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The district will ensure that at each campus a sufficient number of school personnel are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

Regular on-campus school hours are as follows:

- Elementary Schools           7:40 a.m. to 3:00 p.m.
- Middle Schools               8:50 a.m. to 4:10 p.m.
- High School                   8:50 a.m. to 4:10 p.m.

If you have any questions regarding this notice, please contact the Director of Health & Social Emotional Learning, at 512-533-5940.

## HEALTH-RELATED RESOURCES, POLICIES, AND PROCEDURES

### Physical and Mental Health Resources

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The district's Director of Health & Social Emotional Learning at 512-533-5940.
- The district's Licensed Clinical Social Workers and Licensed Masters of Social Workers at 512-533-6360, 512-645-4928, 512-912-1369, 512-658-9735, 512-923-6103.
- The district's Lead Nurse at 512-533-6015.
- Your campus school counselors and [nurses](#).
- The local public health authority, Austin Public Health, which may be contacted at 512-972-5082.
- The local mental health authority, Integral Care, which may be contacted at 512-472-4357.

### Policies and Procedures that Promote Student Physical and Mental Health

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the [district's policy manual](#).

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

Please contact the Assistant Superintendent for Curriculum & Instructions at 512-533-6049 for further information regarding these procedures and access to the District Improvement Plan.

### School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council (SHAC) held 5 meetings. Additional information regarding the District's SHAC is available from the District's Director of Health & Social Emotional Learning.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district's [SHAC webpage](#).

## **Student Wellness Policy/Wellness Plan**

Lake Travis ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA (LOCAL) and [corresponding regulations](#) to implement the policy. You are encouraged to contact the Director of Health & Social Emotional Learning or the Director of Food & Nutrition Services with questions about the content or implementation of the district's wellness policy and plan.

## **HOME SCHOOLING**

When the district becomes aware that a student is being or will be home-schooled, the Superintendent or designee will request in writing a letter of notification from the parents of their intention to home-school using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship. If the parents refuse to submit the letter of notification or if the district has evidence that the school-age child is not being home-schooled within legal requirements, the district may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law. A written notice of home schooling should be completed prior to withdrawal.

## **INVITATIONS**

Invitations to outside student parties may only be handed out at school if **ALL** class members receive an invitation. Teachers are not responsible for distributing contact information for the purpose of inviting students in the class.

## **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, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal or designee will:

- 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.
- Ordinarily shall make reasonable efforts to notify the student's parent or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, the parent shall not be notified.
- Ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identify, where the student may have engaged in conduct indicating a need for supervision, such as running away.
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court 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 and then shall deliver over the student.

The principal shall immediately notify the Superintendent or designee and ordinarily shall notify the parent or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal shall not notify the parent. Because the principal does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

### **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 taken into custody, 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 has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see GRAA (LEGAL).]



## LEAVING CAMPUS

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For students in elementary school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. The parent or other authorized adult must follow the sign-out procedures as listed above. Under no circumstances will a student in elementary school be released unaccompanied by a parent or adult authorized by the parent.

At any other time during the school day, students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

## LOST AND FOUND

All clothing, lunch sacks, kits, and other personal items should be labeled with the student'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.

## LUNCH

Parents and other family members are welcome to eat with their students as space permits **after** the first two weeks of school.

The following guidelines apply to lunch-time visitors:

- May not enter the building more than a few minutes prior to his/her student's lunch period and must go directly to the lunchroom;
- May bring outside food for his/her student;



- May not share outside food with any other students; and
- May stay for his/her student's lunch period only and then leave campus, unless another appointment has already been scheduled.

Visitors who want to dine with his/her student are encouraged to support the healthy school meal program. Adult-size meals are available daily through the Food and Nutrition department. [See **Food and Nutrition.**]

Through the district's [Food Allergy Management Plan](#) general procedures will be implemented in all elementary cafeterias to reduce the risk of exposure to common food allergens. [See **Health Related Matters / Food Allergies.**]

## **MAKEUP WORK**

### **Makeup Work Because of Absence**

Makeup work is available to all students. For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing makeup work in a satisfactory manner and within the time specified by the teacher. A student will be allowed at least one day for each day of absences to make up the assigned work.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school. With limited exceptions, all absences count for the 90 percent threshold set in state law regarding attendance for credit or final grade.

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

### **In-school Suspension (ISS) and Out-of-School Suspension Makeup Work**

#### ***Alternative Means to Receive Coursework***

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

#### ***Opportunity to Complete Courses***

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

## **MESSAGES AND DELIVERIES**

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

## **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 [School Matters](#). For further information regarding campus newsletters and other ways to receive campus news, please visit About / Connect With Us on each campus website.

## **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 a dispute about access to children at school, the district will follow the terms of the most recent signed court order that has been provided to the school, and as applicable, the requirements of the Family Code and of the Education Code.

## **PARENT-TEACHER CONFERENCE**

Parent-teacher conferences are conducted to develop a better understanding between the home and the school for the benefit of the student. 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.

## **PE NON-PARTICIPATION**

A written excuse is required if a student is not able to participate in physical education. If a student is excused from physical education participation, **he/she will also be excused from recess**, unless the PE restrictions are related to a student's disability. If a student is to be excused from PE longer than three school days, a note from the doctor will be required.

## **PETS**

It is very important that parents plan with the teacher before a student brings a pet to school. With prior arrangements made with the teacher and principal, parents may bring safe pets for a one time "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 MINUTE 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.

State law requires that one minute of silence 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. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC (LEGAL) for more information.]

## **PRAYER**

Each student has a right to pray individually, voluntarily, and silently or to 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.

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. In making promotion decisions, the district will consider:

- Teacher recommendation;
- Grades;
- Scores received on any criterion-referenced or state-mandated assessment; and
- Any other necessary academic information as determined by the district.

### **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.

Promotion to the next grade level shall be based on an overall average of 3 on a scale of 1-4 based on course-level, grade-level standards (essential knowledge and skills) for language arts and mathematics.

If this standard is not met, the teacher will communicate with the principal and parent(s) regarding the development of an intervention plan for the next grade.

### **Grades 3–5**

In grades 3-5, 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;
- 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;
- 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.

### **Parental Choice for Retention**

A parent may request in writing that a student repeat Prekindergarten, kindergarten, or grade 1, 2, or 3. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate.

### **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/or paid memberships provide the organization with resources, which are expended annually for the use and benefit of the children.

### **SAFETY**

Student safety on campus, at school-related events, and on district vehicles 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 is expected to:

- Avoid conduct that is likely to put the student or others 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 any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by using the district's [Cavs Who Care](#) tip line.
- Students are encouraged if they see something, say something.
- 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.

### **Preparedness Drills: Evacuations, Severe Weather, and Other Emergencies**

The elementary schools conduct fire, tornado, evacuation, lockdown, and other emergency preparedness 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.

### **Insurance for Career and Technical Education (CTE) Programs**

The district may purchase accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

## **Preparedness Training: CPR and Stop the Bleed**

The district will annually offer instruction in CPR at least once to students enrolled in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

## **Emergency Medical Treatment and Information**

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.).

The district may consent to medical treatment, which includes dental treatment, if necessary, for a student if (1) the district has received written authorization from a person having the right to consent; (2) that person cannot be contacted; and (3) that person had not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student's parent or authorized designee is unable to be contacted. A student may provide consent if authorized by law or court order.

## **Emergency/Crisis Communication**

When a decision is made to delay school, dismiss school early, or cancel school due to inclement weather or other emergency situations, the District's Executive Director of Communications will first notify parents using the Blackboard Mass Notification System. Parents will receive a combination of automated phone messages, emails and/or text messages depending on the circumstances. Parent or guardian contact information provided at the time a new student is enrolled—or when a parent or guardian updates his/her contact information during the back-to-school returning student process each summer—will automatically be used for notifications through the Blackboard system. State law requires parents to update contact information within two weeks after the date the information changes.

The automated phone message, email and text message notification system is just one method Lake Travis ISD uses to inform parents of changes to the instructional day caused by inclement weather or school-related emergency. Parents are also advised to check the Lake Travis ISD website, as well as each campus website, for detailed information. District officials will attempt to post information in Spanish when possible.

Information about school delays, early dismissal or school closures will also be communicated through the traditional media sources and the district's social media accounts.

## **Student Identification Badges**

### ***All Students***

The district wants its students, staff, and parents to know the priority it places on safety and security. The ability to identify authorized staff, students, and visitors are a part of the district's

overall safety and security plan. Therefore, the district has adopted student identification card requirements.

Each student grades Pre-K through 12 will receive a SMART Tag photo ID badge and breakaway lanyard at the beginning of the school year at no cost. Each campus may utilize the badges for purposes such as checking out library books and textbooks, purchasing food items in the cafeteria, purchasing school activity tickets, checking in and out of the extended care program, and providing easy identification of students in common areas of the school. The ID cards are not used to track a student's location in a building or the district.

If a student loses, damages, or has a SMART Tag ID badge stolen, a replacement must be purchased promptly from the designated school office/location. There will be a \$5.00 replacement fee for the ID badge and \$2.00 for the lanyard, subject to applicable fee waiver requirements.

## **SCHOOL FACILITIES**

### **Asbestos Management Plan**

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings. The District's Asbestos Management Plan is available in the Superintendent's office. If you have any questions, please contact the Director of Maintenance & Operations at 512-533-6065.

### **Pest Management Plan**

The District is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have further questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact Gary Puryear, the district's IPM coordinator, at 512-533-6065.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct before, during, or after school or school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any other higher standards of behavior established by the sponsor for extracurricular participants.

## **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass or restroom pass to be outside the classroom for any purpose. Failure to obtain a pass may result in disciplinary action in accordance with the Student Code of Conduct.

## **SCHOOL POLICE OFFICERS**

The Lake Travis Independent School District Police Department has specially trained and qualified officers on Lake Travis Independent School District elementary and secondary school campuses. Specifically, the police officers are responsible for, but not limited to, creating a safe learning and working environment for students, teachers, administrators and visitors by developing and maintaining programs designed to encourage positive behaviors to prevent illegal behavior. [See **Searches** for further information.]

## **SEARCHES**

### **District Property**

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item—found in district property provided to the student—that is prohibited by law, district policy, or the Student Code of Conduct.

### **Searches in General**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may occasionally conduct searches.

District officials may conduct searches of students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

### **Trained Dogs**

The district will use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area



that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

## **Telecommunications and Other Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF (LEGAL) for more information.]

## **SKATEBOARDS AND ROLLERBLADES**

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 PROGRAMS**

The District provides special programs for gifted and talented students, students who are homeless, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Curriculum & Instruction Department at 512-533-6023.

The Texas State Library and Archives Commission's [Talking Book Program](#) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

## **STANDARDIZED TESTING**

### **State of Texas Assessments of Academic Readiness (STAAR)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take a state-mandated assessment called STAAR: State of Texas Assessment of Academic Readiness.

#### ***Grades 3-8***

The following state assessments are required:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress in Grades 3-5.

### ***Failure to Perform Satisfactorily on STAAR***

If a student in grades 3-5 does not perform satisfactorily on the state assessment, the district will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements.

For a student who does not perform satisfactorily on the math or reading assessment in grades 3 or 5, the district will establish an accelerated learning committee (ALC), which includes the student's parent, to develop an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the next school year. The district will document the educational plan in writing and provide a copy to the student's parent.

The parent of a student in grades 3 or 5 who fails to perform satisfactorily on the math or reading may

- Ask that the district consider assigning the student to a particular classroom teacher in the applicable subject area, if more than one classroom teacher is available.
- File a grievance or complaint regarding the content or implementation of the ALC's educational plan.

### ***Standardized Testing for a Student Enrolled Above Grade Level***

If a student in grades 3-5 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled unless otherwise required to do so by federal law.

A student in grades 3-5 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

### ***Standardized Testing for a Student in Special Programs***

Certain students - some with disabilities and some classified as English Language Learners - may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or Director of Special Services.

## **STUDENTS IN FOSTER CARE**

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact the Director of Health & Social Emotional Learning, who has been designated as the district's foster care liaison, at 512-533-5940 with any questions.

## **STUDENTS WHO ARE HOMELESS**

You are encouraged to inform the district if you or your student are experiencing homelessness.

District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, please see the [Programs and Services for Homeless Students](#) webpage or contact the district's Liaison for Homeless Children and Youths, the Director of Health & Social Emotional Learning, at 512-533-5940.

## **TARDINESS**

Each student should enter the building ready to begin work before the tardy bell rings. The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Tardiness or early release hinders the proper conduct of such activity, imposes a distraction that leads to a loss of instructional time for students properly in attendance. Tardies or early sign-outs may be considered absences for compulsory attendance purposes and can be considered truancy in accordance with the standards set by state law.

Students who are not in the building by 7:40 a.m. must check in at the front office and will be considered tardy. The student should present his or her tardy pass to the teacher upon entering the classroom. Exceptions for tardies may be approved by the campus principals.

## **TELEPHONE**

The telephones at school are for business and emergency use only. 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. Students need to make prior arrangements for social occasions and cannot use the business telephones for making arrangements.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat any instructional materials with care, as directed by the teacher.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **TRANSFERS**

### **Classroom Transfers**

The campus principal is authorized to transfer a student from one classroom to another on the same campus.

### **Intradistrict Transfers**

A student shall be assigned to a school in the attendance zone in which he or she resides. Except as required by law or as permitted by policy FDB (Local), no intradistrict transfer shall be approved. A student who wishes to attend a school other than as assigned shall submit a transfer request form to the Superintendent or designee.

In approving transfers, considerations include, but are not limited to, availability of space; programming; instructional staff; and the student's disciplinary, academic, and attendance history.

The district shall accept no responsibility for transportation for a transfer student, except as provided by statute or policy.

### **Interdistrict Transfers**

A nonresident student shall not be permitted to attend district schools except as provided by policy FDA (Local). A student who wishes to attend a school within the district's boundaries shall submit a transfer request form to the Superintendent or designee.

In approving transfers, considerations include, but are not limited to, availability of space, programming, instructional staff and the student's disciplinary, academic, and attendance history.

The District shall accept no responsibility for transportation for transfer students, except as provided by statute or policy.

[See **Bullying and Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services** for other transfer options.]

## **TRANSPORTATION**

Students who plan to ride the bus to and from school must register for transportation services. For more information, please contact the LTISD Transportation Department at 512-533-6070 or by visiting the [Transportation](#) webpage. Transportation services are not provided to students that are enrolled at a campus that is not located in their attendance zone/boundary, unless otherwise required by law or policy. The parent or guardian of a student enrolled outside of his or her local school attendance boundary shall provide their own transportation to school.

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 [Transportation](#) webpage.

Students shall observe the following school bus rules of conduct in addition to all the rules indicated in the Student Code of Conduct. 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**

- Observe same conduct as in the classroom.
- No profane language, inappropriate behavior or vandalism.
- No food, gum or drinks (water only).
- Footballs, basketballs, volleyballs and skateboards must be kept in backpack.
- No tobacco, e-cigarettes, alcohol, drugs or weapons.
- No screaming, yelling or horse playing.
- Stay in your seat, face forward and buckle up at all times.
- Keep head, hands, feet and objects to yourself and inside the bus at all times and out of the aisle.
- No pens, pencils or sharp objects.
- Follow driver's instruction, driver is authorized to assign seats.
- No electronic video/audio recording or pictures.
- Headphones or earbuds are required while listening to electronic devices.
- Students can have only one designated stop in the morning and one in the afternoon.
- Students K-2nd must have a parent, guardian, babysitter, sibling 3rd - 5th grade, etc to exit the bus at their designated bus stop. If no one is able to accept K-2nd, the student will be returned to the campus. If the student has been returned to the campus three (3) times, transportation services are no longer available for the semester.
- Board and leave the bus at designated stops only.
- Ride only the bus to which you are assigned.
- Only in emergency situations may a student ride a bus to which he/she is not assigned. The campus must be notified by 1:00 p.m. A temporary bus pass will be issued to the student.
- Students may be required to walk up to ½ of a mile to arrive at the bus stop.
- Students must have a SMART Tag ID badge issued by the district to board and disembark the bus. Please see section below regarding SMART Tag information and rules.

## **Procedures for Waiting for the Bus**

- Be at the bus stop at least five (5) minutes prior to scheduled pick-up time. The driver will not wait or honk the horn.
- Stand on the sidewalk or back from the roadway while waiting for the school bus. When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop.
- If you miss the bus, go home immediately.
- Parents should instruct their child on what procedures to follow if the bus is missed.
- Parents are responsible for providing transportation to school if a student misses the bus.

## Rules for Loading the Bus

- Do not push or shove.
- Use the handrail and steps.
- The bus driver will assign seats.
- Go to your seat; the bus will not move until all are seated.
- For your own safety buckle up.

## Rules for Students While on the Bus

- While on the bus, rules for classroom conduct shall be followed, except that conversations in ordinary tones are permitted.
- Students must load and unload from the front door only.
- Students must sit in their assigned seat as soon as they get on the bus.
- Students must sit in their assigned seat each day. The driver may change the seating arrangement at any time, as he/she deems necessary.
- Keep all parts of the body inside the bus and feet on the floor.
- 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.
- Keep the aisle clear of books, packages, band instruments, etc.
- Do not throw anything onto or out of the bus.
- Do not eat or drink while on the bus (exception: students are permitted to drink water from plastic containers).
- All students must remain seated while the bus is in motion.
- Students shall not talk with the driver while the bus is in motion, except when necessary.
- Students must be absolutely quiet while approaching and while stopped at a railroad crossing.
- 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.
- No glass containers.
- No live animals or insects.
- No eating or chewing gum.
- Electronic devices are allowed. Pictures, videoing, etc. is **not allowed**. Bus drivers have the authority to take up the device if it becomes a safety issue or if inappropriate. Student will receive electronic device back when student disembarks.
- Students shall wear their seat belts at all times.

## Rules After Unloading the Bus

- Cross the road in front of the bus only after checking traffic and after a signal from the driver to proceed.
- Do not attempt to re-board the bus after unloading.
- Be alert for the danger signal from the driver.
- 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 campus 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 School-Sponsored or Extra-Curricular 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.

## 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 Transportation Director has the authority to take these steps out of sequence for serious violations and to repeat them if the misconduct is a serious safety violation. Infraction of any bus rules that could endanger the health and safety of students will result in the immediate removal of the student’s bus riding privilege for the remainder of the school year. Students are subject to arrest by authorities and or removal from the bus if they refuse to follow the directions of the school bus driver.

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 may request a conference with the Director of Transportation and the campus administrator to resolve the matter.



## **Request to Ride Another Bus**

Students can ride another bus in emergency situations only. Emergency bus transfer requests for a student to ride a different school bus should be made in writing with a parent signature or made through Campus Dismissal Manager. The student should deliver the note to the main office of his/her campus before the start of school. The campus will issue a Bus Pass to the student in emergency situations only and the student will need to give the pass to the Bus Driver. 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.

## **SMART Tag**

The Lake Travis Independent School District has the tremendous responsibility of transporting approximately 5,000 students on school buses each day to and from school. Ensuring the safety and security of the students riding on buses is our highest priority. LTISD Transportation Department officials have identified a system called SMART Tag which places a tablet computer on each bus that is equipped with an RFID (Radio Frequency Identification Device) reader, mobile connectivity and GPS. Students will place their SMART Tag ID badges on the sensor of the computer tablet when loading and unloading their bus. This ensures accountability for all riders. No student information is stored on the SMART Tag ID badges.

All students registered for transportation services will receive a plastic SMART Tag ID badge. SMART Tag ID badges will be required each time a child enters and exits the bus. We ask parents and guardians to help enforce this requirement so that students may take advantage of the privilege to ride the bus.

LTISD drivers will not leave students unattended at their bus stop if a student forgets or loses his/her SMART Tag ID badge. However, a lost SMART Tag ID badge must be replaced immediately. Failure to use the supplied SMART Tag ID badge will ultimately result in disciplinary action.

If a student does not have his/her SMART Tag ID badge for three (3) consecutive days, Lake Travis ISD Transportation Department personnel will contact the parent. When a student receives the maximum number of warnings allowed, the student will be suspended from transportation services for the afternoon (PM) bus route only. Below is the maximum number of warnings allowed:

- Elementary students will receive three (3) warnings (9 consecutive days)
- Middle and high school students will receive two (2) warnings (9 consecutive days)

Example: If a high school student does not have his/her SMART Tag ID badge for three (3) consecutive days, the student will receive a warning and his/her parent will be contacted. If the student does not have his/her SMART Tag ID badge for the next three (3) consecutive days (days 4, 5, and 6), the parent will be contacted again and informed that the student will be suspended from transportation services if the student does not obtain a replacement SMART Tag ID badge within the next three days (days 7, 8, and 9). The student will not be allowed back on the bus until he/she has obtained a replacement SMART Tag ID badge.

To purchase a replacement SMART Tag ID badge, parents should contact their child's respective campus front office or the Lake Travis ISD Transportation Department at 512-533-6070. Replacement badges are \$10.00 each.

Parents must register on the [SMART Tag portal](#) to receive text alerts or emails when their student's bus is 7-10 minutes away from the bus stop, to see the location of the bus, to add or amend guardians, and to receive notifications if the bus is delayed.

### **Video / Audio Recording**

For safety purposes, district school buses are equipped with video cameras that will record the conduct of the students and any verbal communication between student and driver. This recording may be used for disciplinary purposes. See **Video Cameras** below.

### **TUTORIAL ASSISTANCE**

Tutorials may be provided for those students needing academic assistance. Arrangements should be made with the student'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, damaged, or stolen items.

### **VANDALISM**

Littering, defacing, or damaging school property is not tolerated. Students will be subject to disciplinary consequences, and may be required to pay for the damages. Students may also be subject to criminal consequences for such behavior.

### **VIDEO CAMERAS**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including 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 and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which your child receives special education services. For more information or to request the installation and operation of this equipment, contact the principal or the Director of Special Services, who the district has designated to coordinate the implementation of and compliance with this law.

[See EHBAF(LOCAL).]

## **VISITORS TO THE SCHOOL**

### **Escorting Students to Class**

All parents may escort their student(s) to the classroom the first day of school. After the first day of school, parents of Kindergarten students may continue to escort their Kindergarten student to the classroom for the remainder of the first week of school. After the first week of school, parents will no longer be allowed to escort their students to the classroom. Students who continue to need assistance will be supported by campus staff. Newly enrolled students throughout the school year will operate on these same basic requirements.

### **General Visitors**

Parents and others are welcome to visit district schools. Visitors, other than a student's parent or legal guardian, must have the written permission of the parent or legal guardian before they will be allowed to visit a student at school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the campus main office. All visitors must sign in using the district's Raptor system. After checking in, visitors will be given a badge to wear throughout the duration of the visit. Badges should be returned to the office when the visitor signs out.

- Visitations are limited to areas approved during check-in.
- Parents or other visitors must have a previously-scheduled appointment to meet with teachers or other staff.
- Parents and other visitors may not attend recess.
- 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 preschoolers distract students, teachers, and parents.
- Parents or other family members may attend lunch with his/her student as space permits after the first two weeks of school in accordance with the procedures discussed in the Lunch section of this handbook.
- Visitors are not permitted to shadow LTISD students during the instructional day, unless a specific exception has been approved by the campus administrator.
- Visitors to campus shall not interact with other students in an attempt to resolve a negative situation. All parents are directed to report problems to the teacher, staff, and/or campus administration in lieu of personal intervention.

In unusual situations, a visit to a classroom may be warranted. To ensure the confidentiality of all students and the continuity of instruction, the following guidelines will be observed. Visits to individual classrooms during instructional time are permitted only with approval of the principal after consultation with the teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

The following Guidelines apply to classroom visits/observations:

- Written approval from the campus principal will be obtained in advance. Prior notice will be given to the teacher (minimum 2 days) with his/her concurrence regarding scheduling.
- The visitor must sign in at the school office. The campus administrator or designee will serve as escort for the entire visit. If the escort or teacher determines that the presence

of extra adults in the classroom is disruptive to the instructional process, either may terminate the observation.

- Names of students in the classroom will not be revealed. The observing person will not interact with students or staff in the class.
- An appointment for a conference with the teacher must be during the teacher's conference period or before/after school.
- Audio and/or visual recording is not permitted.
- The length of the visit will be determined by the campus administration, but shall not exceed one hour.
- The campus principal may, at his or her discretion, make special exceptions to these requirements to accommodate visitors for special events in classrooms.

## **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

## **Visitors Participating in Special Programs for Students**

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

## **VOLUNTEERS**

Opportunities are available throughout the year for parents or interested community members to assist as part of the volunteer program. Adults are welcome to help in the classroom at the teacher's request.

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-school aged siblings who are accompanied by their parents are welcome to eat lunch with their student, space permitting after the first two weeks of school and in accordance with the procedures found in the Lunch section in this handbook.

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.

Volunteers must check in at the front office to Raptor in, receive and wear a badge while on school campuses.

For more information, visit the [LTISD Volunteer Program](#) webpage.

## **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 at crosswalks.
- Skateboard and rollerblades, and Heelys (shoes with wheels) are prohibited.

The school is not responsible for a lost or stolen bike.

## **WITHDRAWING FROM SCHOOL**

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

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

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

**Accelerated learning committee (ACL)** is a committee that must be established when a student does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8. The committee includes district personnel and the student's parent and develops an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the end of the next school year.

**ACT**, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ARD** stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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 or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**DFPS** stands for the Texas Department of Family and Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**DSHS** stands for the Texas Department of State Health Services.

**ED** stands for the U.S. Department of Education.

**EOC (end-of-course) assessments** are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

**ESSA** is the federal Every Student Succeeds Act.

**FERPA** refers to the federal Family Educational Rights and Privacy Act, which 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 years of age or older directs the school not to release directory information.

**IEP** stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services. .

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**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.

**PGP** stands for personal graduation plan, which is required for high school students and for any student in middle school 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.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

**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 help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

**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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** 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 Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress. This is only available in grades 3-5.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.



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

**TAC** stands for the Texas Administrative Code.

**TEA** stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

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

**TSI** stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TXVSN** stands for 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 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.

## **APPENDIX A - LAKE TRAVIS ISD ACCEPTABLE USE POLICY (AUP)**

Located on the District Website under Departments > Technology & Information Systems > Technology Links > Student Links

[https://www.ltisdschools.org/cms/lib/TX01800016/Centricity/domain/27/documents/Student\\_AUP\\_for\\_handbook.doc](https://www.ltisdschools.org/cms/lib/TX01800016/Centricity/domain/27/documents/Student_AUP_for_handbook.doc)

## **APPENDIX B - FFI (LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING**

**Note:** School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [Board Policy FFI Online](#). Included is the text of Lake Travis ISD's policy FFI(LOCAL) as of the date this handbook was finalized for this school year.