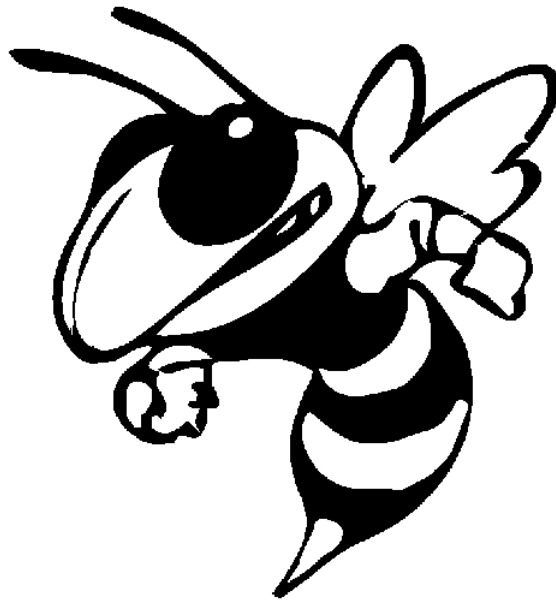


Packsaddle Elementary School

150 Pioneer Lane
Kingsland, TX 78639
(325) 388-8129

2011-2012 Student Handbook



lil stingers

Llano Independent School District

PACKSADDLE ELEMENTARY STUDENT HANDBOOK

Llano ISD Mission Statement

"To improve the academic performance of all students"

Llano Independent School District

200 E. Lampasas Street

Llano, Texas 78643

Phone: 325.247.4747

Fax: 325.247.5623

Website: www.llano.k12.tx.us

Superintendent: Dennis Hill

Assistant Superintendent: Tim Glover

Chief Financial Officer: Jill Minshew

Board of Trustees: Ronnie Rudd, President

Mike Center, Vice President

Becky Robinson, Secretary

John Buttery

Steve Haverlah

Donna Kaszynski

John Moran

Recording Secretary: Gena Schuessler

Regular LISD Board meetings are held the fourth Monday of the month at 6:00 pm in the Llano ISD Board room, unless otherwise noted.

Packsaddle Elementary School Mission Statement

The mission of Packsaddle Elementary School is to improve the academic performance of all students.

Packsaddle Elementary School

150 Pioneer Lane

Kingsland, Texas 78639

Phone: 325. 388.8129

Fax: 325. 388.7000

Principal: Dale Mason

Packsaddle Elementary Office Staff:

PEIMS/Records: Lisa Hicks

Finance/Accounting: Diana Linney

Receptionist: Melissa Pike

Llano Independent School District

200 East Lampasas • Llano, Texas 78643 • (325) 247-4747 • Fax: (325) 247-5623

Dear Families

We are asking for your help. Please be sure your children do not bring weapons of any kind or weapon look-a-likes to school. Also, discuss with them that any threats to others on campus for any reason will be taken seriously. The school district is taking this stance because we want your children to be safe at school. Our society has experienced a significant increase in violence of all kinds as well as an increase in the number of students bringing weapons or look-a-like weapons to school. We do not want weapons on our school grounds at any time, and we want to take a proactive step before a serious problem develops.

School district policy requires that a student who is caught with a weapon on district property or at a district function be subject to **expulsion**.

You can help ensure the safety of all students in the following ways:

- Talk to your children about situations that would make them feel they need protection.
- Counsel your children that violence does not solve problems; it only creates more problems.
- Ensure that any weapons you keep in your home are not accessible to your children. According to national statistics, an estimated 80 to 90 percent of students who carry guns bring them from home.
- Monitor the movies and television shows your children watch. Research indicates that many of the popular violence-prone movies and television shows send children a message that violence is the way to solve problems; it is not.
- Continue to develop your child's positive self-esteem so he/she can make good choices and avoid potentially dangerous associations or situations.
- Notify authorities if your child knows about any threats or weapons being brought to school or call our anonymous student tip line at **1-877-552-6647**.

I can assure you that we will do all we can to provide a safe environment for your children in our schools. I ask that you, too, do all you can to help.

Sincerely,



Dennis R. Hill
Superintendent

DRH:gs

Packsaddle Elementary School

Dale Mason, Principal
150 Pioneer Lane
Kingsland, Texas 78639



'lil stingers

Llano Independent School District

Office (325) 388-8129
Fax (325) 388-7000

Dear Packsaddle family,

Wow, here we are at the beginning of another school year. I hope the summer break was refreshing and enjoyable for you and your families.

We are proud of the accomplishments made by students last year and we expect to see even greater strides made this year. With the implementation of the State of Texas Assessments of Academic Readiness (STAAR) that replaces the TAKS tests, it will be even more imperative that we guard instructional time closely. The rigor and expectations have dramatically increased, so students are faced with an even greater challenge to perform at state mandated levels. As such, we will continue to do all we can, with all that we have, to provide your child a top notch education.

Regarding children, if there are any special needs your child has, please communicate that with his/her teacher so that we may have all the necessary tools to meet them where they are and lead them to where they need to be. Together, we can form an alliance that will bring great benefit to the one that we both are so interested in, your child!

Please read through this handbook as it provides useful information about campus and district policies and procedures. If you have any questions, please don't hesitate to contact me and I will do everything possible to help you.

I look forward to a wonderful year as we work in conjunction to help your child to succeed.

Sincerely,

Dale Mason, Principal
Packsaddle Elementary
dmason@llanoisd.org
325-388-8129

Packsaddle Elementary School Goals

- Goal #1** Parents will be full partners with educators in the education of their children.
- Goal #2** Students will be encouraged and challenged to meet their full educational potential and educators will prepare students to be thoughtful active citizens in a democratic society.
- Goal #3** Through enhanced dropout prevention efforts, all students will remain in school until they obtain a high school diploma and attain/maintain a 94% attendance for all students and student groups.
- Goal #4** A well-balanced and appropriate curriculum will be provided to all students and age-appropriate career education will be provided to all students [TEC Sec. 11.252(3)(G)].
- Goal #5** Qualified and highly effective personnel will be recruited, developed, and retained.
- Goal #6** The state's students will demonstrate exemplary performance in comparison to national and international standards.
- Goal #7** School campuses will maintain a safe and disciplined environment conducive to student learning. Appropriate programs will be provided to all students demonstrating need in suicide preventions, conflict resolution, violence prevention/and /or discipline management. [TEC Sec. 11.252(3)(B)(E)]
- Goal #8** Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
- Goal #9** Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

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PREFACE

We Believe.....

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

To Students and Parents:

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

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the Central Office in Llano or on-line through the LISD web site www.llano.k12.tx.us.

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

Llano ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. The following District staff member has been designated to coordinate compliance with these requirements: Title IX and Section 504 coordinator: Tim Glover, 200 E. Lampasas St. Llano, Texas 78643. (325) 247-4747 (See policy FB [LOCAL]).

ATTENDANCE

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

Compulsory Attendance

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

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

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

- Is absent on three or more days or parts of days within a four-week period. (See policy FEC)

Attendance for Credit

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

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

When a student must be absent from school, the student – upon returning to school – must bring a note signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, **will not** be accepted. Principals have the authority to declare certain cases "extenuating circumstances" and will exercise reason in their determination to excuse individuals on a case by case basis.

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

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

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

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

Tardy Guidelines

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

All students must report to the **office** and sign in any time they enter the building after class has started.

Three (3) unexcused tardies to a given class within each six weeks period equals one unexcused absence in that particular class.

Every student is expected to be in the class when the tardy bell rings at the beginning of each period. Teachers should end class at the bell. Students are considered absent if they enter class after 1/2 of the period has passed. The absence will be counted against the 90% minimum required attendance law, which may be reviewed by the Attendance Review Committee. Students are subject to disciplinary action for excessive tardiness. It is important for students to be at school on time daily and remain until dismissal.

Documentation

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

Perfect Attendance Awards

To be eligible for perfect attendance awards, a student must be on campus the entire school day. (See School Times, page 18)

BACTERIAL MENINGITIS

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

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children and adults may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of meningitis is based on a combination of symptoms and laboratory results. If

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

Bacterial meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as kissing, sharing drink containers, utensils, etc.). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks, or even months. Do not share food, drinks, utensils, toothbrushes, etc. If you think you or a friend might have bacterial meningitis, seek prompt medical attention. You may also call your local health department or regional Texas Department of Health office. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov, and the Texas Department of Health: www.tdh.state.tx.us. [Senate Bill 31, 2001]

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Contact Donna Meyers at Llano ISD at 248-2493 to apply.

The Food Service Department will accept checks only for the amount of the meal or for deposit into the student's or personnel's computer account. Prepaying for more than one day is encouraged because it speeds up the breakfast/lunch lines and it also eliminates the need to send money each day. Money may be placed in a school-provided envelope with the appropriate information filled out and returned to the teacher. This is necessary to ensure the reports that are run daily are accurate. **Low/negative balance notices** are usually sent home with your child once a week. All campus cafeterias shall not issue more than three charges to any student or personnel. The principal may issue emergency charges. If a student has three charges and no money, the cafeteria will furnish the child with an alternate meal and milk. We do not allow them to go without a meal. Packsaddle Elementary Food Service may be contacted at 248-2272.

CAR RIDERS

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

1. Please **no parking** in the drop off/ pick-up driveway through the campus or in the bus turnaround and parking area. The first five spaces closest to the front door are reserved for visitors.
2. If you are going to stop, get out of your car, and/ or park, please do so in one of the **two parking lots**.
3. Do not park or drive on the lawn. This may damage the submerged sprinkler heads.
4. Do not jump the line. This may cause an accident or injury to a child who is walking to meet a parent.
5. Please note – The flow of traffic from 7:30-8:30 a.m. and 2:45-3:45 p.m. is **ONE WAY** west to east exiting on Euel Moore Drive.

CELL PHONES

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

CHILD NUTRITION PROGRAM REGULATIONS

Texas Public School Nutrition Policy Summary

Elementary Campus (updated June 2010)

Outside Foods

There are no restrictions to what a parent may provide for their own child's consumption. They **MAY NOT PROVIDE MEALS TO OTHER STUDENTS.**

Snacks

Snacks are allowed under the teacher's supervision one time a day either morning or afternoon. This snack is the only food that may be made available to elementary students on campus during the school day with the exception of birthday parties and school food service. Prepackaged snacks must comply with the fat and sugar limits of the Texas Public School Nutrition Policy, and must be single-size servings. All snacks (homemade and prepackaged) may not contain any FMNV or consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.)

Birthday Parties

All foods are allowed. TDA recommends that the parties be scheduled after the end of the last lunch period so they do not replace a nutritious lunch.

Pizza Parties

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

Candy at School

No candy may be provided to students except during birthday parties and the three scheduled events determined by campus principal. Examples are field day, winter party, etc.

School Fundraising

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

Water and Juice

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

If you have questions, comments or concerns please feel free to call Lajuana Wimberley at 248-2263. Thank you for your cooperation.

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

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”

COMMUNICABLE DISEASES/ CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse at 248-2268 or principal 248-2267 so that other students who **may** have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Hepatitis, Viral A	Rubella (German Measles)
Campylobacteriosi	Impetigo	including congenital Salmonellosis,
Chickenpox	Infectious mononucleosis	including typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease	Measles (Rubeola)	Shigellosis
(Erythema Infectsum)	Meningitis, Bacterial	Streptococcal disease
Gastroenteritis, Viral	Mumps	Tuberculosis, Pulmonary
Giardiasis	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)
Head Lice (Pediculosis)	Ringworm of the scalp	[See policy FFAD]

COMPUTER RESOURCES

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

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

[See policy CQ]

CONDUCT

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

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regular and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress. See page 9.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Follow these high expectations by the principal:
 1. Be prepared for class daily
 2. Have all the necessary “tools” to do the job right
 3. Always listen attentively to all instruction
 4. Do class work/homework on a regular basis
 5. Always check the accuracy of the work
 6. Study to learn and improve
 7. Be obedient to those in authority
 8. Keep a positive attitude about school, family, community, and country.
- Avoid violations of the Student Code of Conduct (found in the back section of this handbook).

We retain the right to have the consequence appropriate to the facts and/or act. You have the right of appeal to the Board of Trustees.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Packsaddle Elementary School rules and discipline will apply:

- During the regular school day or while a student is going to and from school on District transportation (i.e. school bus).
- During dining periods.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

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

CORPORAL PUNISHMENT

The principal chooses **not to use** corporal punishment (swats) as a discipline management technique.

COUNSELING

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

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

[See policy FFE]

CREDIT BY EXAMINATION—If You’ve Taken the Course

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

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

[See policy EEJA]

CREDIT BY EXAMINATION—If You’ve Not Taken the Course

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

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

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

[See policy EEJB]

DELIVERIES

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

DISRUPTIONS

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

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

DISTRIBUTION OF MATERIAL**School Materials**

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

Non-school Materials

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

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

DRESS FOR SUCCESS POLICY

A student's personal appearance is most important since it represents him/her as an individual to other students and the faculty. Cleanliness, modesty, safety, and appropriateness are the standards that should be observed by all students in their personal guidelines when making decisions on appropriate dress for school.

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

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

It is the sincere hope of the school that the appearance and dress of each student will be of such a nature that it will be a credit to the student, to his/her family, and to the school.

EARLY RELEASE / LATE START OF THE SCHOOL DAY

Occasionally it may be necessary to alter the normal school day due to weather events (delay start of school) and / or early dismissal possibly due to the start of a long holiday or other reasons. (See Emergency School Closing Information, page 17)

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

During early release from school (usually 12:30 pm), lunch schedule will be altered to accommodate the shortened day. Afternoon Pre-kindergarten classes **will not meet**.

GRADING GUIDELINES

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

- **Pre-kindergarten and kindergarten:** achievement is reported as letter grades.
- **Grades 1-5:** achievement in the core subjects (math, reading, language, spelling, science, and social studies) is reported by numerical grades. Art, physical education, music, and citizenship (conduct) will be reported as letter grades (E, S, N, U).

HEAD LICE

The District shall ensure that a student with head lice be treated so that the infestation is not spread to other students or other campuses within the District. When the school nurse or health service extender determines that a student has active lice the school nurse or designee shall:

1. Send the student home with instructions for proper treatment.
2. Require that any student sent home because of head lice return to school at the beginning of each subsequent school day to be reexamined by the nurse or designee. The student must be free of lice before being readmitted.

HOMEWORK

Learning experiences will be provided so that each student has the opportunity to develop skills necessary to master the curriculum knowledge and skills. The academic progress a student makes during a school year is determined by the number of days a student attends school and the effort he/she is willing to put forth in each subject. Students have the responsibility of being prepared for each class with appropriate materials and assignments. Students may be assigned work to do outside of class. Homework reinforces skills taught in class. Students are responsible for completing this assigned work and turning it in when it is due. If homework is not completed and turned in by the due date, it could lead to a grade of zero. Additional disciplinary actions could be taken.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: invasive pneumococcal, diphtheria, rubeola (measles), rubella, mumps, tetanus, pertussis, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history or illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the child is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

[See policy FFAB]

INTERNET ACCESS

Parent Information

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

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

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

Acceptable Use

1. Student centered activities and research in support of Llano I.S.D.'s educational objectives. Access at the secondary level must be under the supervision of a sponsoring educator or under the supervision of another qualified staff member.
2. Research and communications by Llano I.S.D. Staff members that have fulfilled the training requirements and have been granted access.
3. The District's system(s) will be used for administrative and instructional purposes consistent with the District's mission and goals.

Inappropriate Use – Prohibited Activities

1. Transmission or access of any material in violation of any U.S. or state regulations, including, but not limited to, obscene or threatening material, copyrighted material, or material protected by trade secret. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for the use of a publicly owned and operated vehicle.
2. Use for commercial activity, product advertisement or political lobbying.
3. Installing or running Internet client applications in order to send abusive, threatening, or profane messages.
4. Students may not incur or attempt to incur any financial liability. This includes, but is not limited to, accessing any fee based services.
5. Elementary students access without direction of a qualified staff member.
6. Secondary students access without supervision by a qualified staff member.
7. Research and communication by Llano I.S.D. staff members that have **NOT** fulfilled training requirements and been granted access.
8. Students should abstain from using email unless the Llano I.S.D. staff has provided it for them.
9. The use of chat rooms is prohibited.
10. Students should not play games on the Internet or download games to the computers.
11. Students should not download music from the Internet unless a qualified staff member approves it and it is for an educational purpose.
12. Students must have ID card on the monitor where the instructor specified or in visible site for any LISD employee to see.
13. System users may not use another person's ID or password therefore, must be logged in as themselves to both the network and Internet.
14. Students should not intentionally disrupt information network traffic or crash the network and connected systems.
15. Students should not steal data, equipment, or intellectual property.
16. Students should not gain unauthorized access to the files of others, or vandalize the data or files of another user.
17. Students should not try and gain or seek to gain unauthorized access to resources or entities.
18. Students should not forge electronic mail messages, or use an account owned by another user.
19. Students should not invade privacy of individuals.
20. Student should not post anonymous messages.

21. Students should not possess any data, which might be considered a violation of these rules in paper, magnetic disk, or any other form.
22. **Absolute** privacy cannot be guaranteed in a network environment. So, all need to think carefully about what he/she says and how he/she says it. If there is a problem or if he/she feels uncomfortable with the information someone is giving him/her, tell any teacher, computer lab operator, or his/her site supervisor immediately.
23. Any type of computer piracy, hacking, or tampering with hardware or software is forbidden.
24. No one may use the network to annoy, harass or otherwise offend people.
25. Students should not tie up the network with idle activities.

Consequences for Improper Use

1. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws. Violations can lead to prosecution. The District will cooperate fully with the local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).
2. All users should be aware that Llano I.S.D. retains the right to withdraw account privileges at any time for any reason.
3. All users be aware that the district electronic information resources that are accessed through the Llano I.S.D. property or procedures may be monitored. This is not a violation of either an individual student's or teacher's right to privacy.

Right to Examine All Data

Llano I.S.D. reserves the right to examine all data stored in all district computer systems to make sure that all users are in compliance with these regulations. Llano I.S.D. also reserves the right to use electronic means to restrict access to questionable material and to track and monitor use of the Internet.

Copyright

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

Warning

1. System users and parents of students with access to the District's electronic communication system(s) should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.
2. If objectionable material is found, it is the user's responsibility to notify a librarian, teacher, technology coordinator, or administrator immediately.
3. Users of the District's system(s) should never post personally identifiable information, such as name, address, phone numbers, or age, on the Internet.
4. Confidentiality of the user's password is the responsibility of the user. Users should not reveal passwords to anyone.

Internet Conduct

Users will abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Use appropriate language. Use of vulgar language that does not conform to established Code of Student Conduct and may result in disciplinary action.
- Illegal activities and use of the Internet in furtherance of illegal activities are strictly forbidden.
- Use of the Internet for financial gain via District-owned equipment is also strictly forbidden.

Liability

The District makes no warranties of any kind, expressed, or implied, for Internet services. Use of any information obtained via the Internet is at each user's risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

LAW ENFORCEMENT

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.

- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

[See policy GRA]

MEDICINE AT SCHOOL

Llano Independent School District Medication Policy

A student who must take a prescription or nonprescription (including Tylenol) medicine during the school day must send it from the home with a written request from his/her parent and the medicine in its original bottle with the child's name on it to the nurse. LISD does not maintain or provide any oral medications. All parent supplied over-the-counter medications must be in the original manufacturer's package, with the dosage specified by age and/or weight. The nurse will give the medicine to the student at the proper time. **Students may not carry medicines of any kind during the school day.** Failure to follow these procedures may result in severe disciplinary action.

1. A parent note and a physician note are required for any prescription medication.
2. Prescription medication must be in the original prescription bottle with the current and correct label, showing the student's name, medication name, dispensing instructions, physician's name, and recent date. Ask the pharmacist to prepare two labeled containers, one for school and one for home.
3. Medications (controlled substances) will be counted upon arrival in the nurse's office and documented as to the number of pills received. It is strongly recommended that medications (controlled substances) be delivered by the parent/guardian.
4. All over-the-counter medications must be in the original manufacturer's package with the dosage specified by age and/or weight. A parent note is required. Any over-the-counter medication needed for longer than 15 days must have review and approval of the school nurse and may require a physician order.
5. Any change in the dosage amount or frequency of administration of prescription medication will require an updated parent note and physician note. Once a medication has been discontinued, it cannot be restarted without new physician and parent notes.
6. A physician order is required of any injectable medication.
7. Allergy shots **will not** be given.
8. All medications are to be brought to and kept in the school nurse's office. Please contact the school nurse if your student must carry an inhaler. A physician and parent note is required.
9. The first dose of any new medication may not be given by school staff.
10. Medications from Mexico or any other foreign country may not be administered by school staff.
11. Herbal or homeopathic products will not be given.
12. School personnel are not to be held responsible for any ill effects that might occur from medication that is requested to be given by a parent.
13. Medications may not be released to the student for transport from school to home. Parents must arrange for pick-up of any unused medication. Any unused medication that is not picked up by 7 days after the last day of school may be destroyed.

Please contact the school nurse at 248-2268 if you have any questions regarding the district medication policy.

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

[See policy FFAC]

PARENT INVOLVEMENT POLICY

1. The Parent Involvement Policy (Family-School-Compact) is to be distributed the first week of school. Please read, review, sign and return it to the school.
2. It is the responsibility of school staff to establish a two-way communication process with parents and families regarding their children's progress. This includes, but is not limited to progress reports, report cards, telephone calls, notes, and newsletters.
3. During the first six weeks of school, parents of students in grades 1-3 will be provided information regarding their child's individual reading assessments. Parents of kindergarten students will receive similar notice in January. TAKS results will be sent home as soon as they are received on campus. All parents will receive a copy of the AEIS School Report Card as soon as it is available.

4. The school will make every effort to communicate with parents in a language that is understandable. Communication with parents may include homework folders, telephone calls, electronic mail, newsletters, and meetings.
5. The school will hold an annual meeting during the first six weeks of school to discuss the Title I school-wide program.
6. Parents will be encouraged and given the opportunity to provide input and make recommendations regarding the Campus Improvement Plan, the Title I program, and the Parent Involvement Policy through the SBDM representatives and/or at parent meetings.
7. In order to meet the changing needs of our school, the Parent Involvement Policy will be reviewed and updated during the annual Campus Improvement Plan revision process.

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

1. Review your child’s student records when needed. You may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, and other medical records teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments administered to your child.
2. Become a school volunteer. For further information, contact the school secretary at 388-8129.
3. Discuss, teach, explain, or whatever it takes to communicate to your child, the “non-acceptance” of the following offenses while on school property:
 - Disrespect or insubordination towards teachers, principal, or other school employees
 - Immoral conduct
 - Indecent language, behavior, or gestures
 - Sexual harassment
 - Theft
 - Violence or the threat of violence directed toward other students, teachers or designated authority
 - Physical or verbal intimidation of other students
 - Persistent disobedience or disorder
 - Vandalism
 - Sale, possession, or use of alcohol, drugs, substances represented to be drugs or alcohol, substances for huffing, or drug paraphernalia

These offenses will be dealt with on a timely basis and the parent will be involved in consequences for student actions.
4. Your child will not be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education, that concerns:
 - Political affiliations.
 - Mental and psychological problems potentially embarrassing to the student or family.
 - Sexual behavior and attitudes.
 - Illegal, antisocial, self-incriminating, and demeaning behavior.
 - Criticism of other individuals with whom the student or the student’s family has a close family relationship.
 - Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
 - Income, except when the information will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

PARENTS’ RIGHTS

As a parent of a student at Packsaddle Elementary School:

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

- Whether the teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Dale Mason, Packsaddle Elementary School principal, at 325-388-8129.

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

PERSONAL ITEMS

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

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

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

[See Education Code 25.901 and FNA (LEGAL)]

PRE-KINDERGARTEN DROP OFF AND PICK-UP

Morning Pre-kindergarten students are to be brought into the cafeteria **no earlier than 7:30 a.m.** Release of the morning class will be at the front of the north building at **11:00 a.m.** Afternoon Pre-kindergarten students are to be brought into the cafeteria **no earlier than 12:00 p.m.** The afternoon class will begin at **12:30 p.m.** Release of the afternoon class will be at the front of the north building at **3:30 p.m.** Cars need to be parked in the 2 parking lots only, **NOT** in the driveway.

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of 70 or higher based on course-level or grade level standards for all subject areas and a grade of 70 or above in three of the following areas:

- Language Arts
- Mathematics
- Science
- Social Studies

In addition, at certain grade levels a student – with limited exceptions – will be required to take the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the STAAR is administered the first time.

In addition, students in grade 5 must meet promotion standards established by the District in order to be promoted.

RADIOS, CD PLAYERS, AND OTHER ELECTRONIC DEVICES AND GAMES

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

RELEASE OF STUDENTS FROM SCHOOL

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

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

Students riding the school bus will be put on the bus unless the office has a **written note** signed by the parent stating other arrangements have been made, or in case of emergency, phone calls will be acceptable.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

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

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

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

Parent Portal

Parents can access student grades at any time using the parent portal link on the district website www.llano.k12.tx.us.

SAFETY

Accident Prevention

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

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

Accident Insurance

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

Emergency Medical Treatment and Information

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

Drills: Fire, Tornado, and Other Emergencies

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

Emergency School Closing Information

During inclement weather or other emergencies, please tune in to radio stations: KBAY, KHLB, and Austin television stations KVUE, KXAM, KEYE, and KTBC for emergency updates. Local newspapers may also contain updated information. Contact information needs to be kept current with office staff, since you will be notified by phone through “AlertNow”.

Searches

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

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

SCHOOL FACILITIES

Use by Students Before and After School

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

Conduct Before and After School

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

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

Library

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

Vandalism

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

Pest Control Information

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact LISD Maintenance at 247-5347.

SCHOOL TIMES

Packsaddle Elementary students need to be at school by **7:50 a.m.** each day and will be released at **3:30 p.m.** There is **no adult supervision before 7:30 a.m. No students will be permitted on campus prior to this time.** Students are considered tardy and need to be checked in by an adult if they arrive after 8:00a.m(see tardy guidelines pg. 5). The office will be open from 7:30 a.m. to 4:00 p.m.

SEXUAL HARASSMENT/ SEXUAL ABUSE

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

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

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible, but not later than seven calendar days of receipt of the complaint. The principal (or designee) or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint by the principal (or designee) or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent (or designee). Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal (or designee), or Title IX coordinator.

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

SITE-BASED DECISION-MAKING TEAM

The purpose of the site-based decision-making (SBDM) team is to direct and support the improvement of student performance for all Packsaddle Elementary students. Members are involved in decisions in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization according to established administrative procedures. Packsaddle Elementary SBDM team members for 2010-2011 are:

Kristi Moore

Jane Price

Elois Melton

Debbie Hastings

Shelley Kizer
Misti Atkinson
Dale Mason

Lendy Duncan
Jennifer Lindner
Kim Stence

Ursula McClendon
Sharon Zyetz
Darlene Shannon

Kayla Chtiwood
TBD

The SBDM team represents parents, business and community members, and staff members. If you have concerns or questions you would like addressed by the SBDM team, please contact any of the members.

SPECIAL EDUCATION SERVICES

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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

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

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

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

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

Contact Person: Sheila White, special Education Director
Phone Number: 325-247-3790

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

Si un niño experimenta dificultades de aprendizaje el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (RtI, por sus siglas en inglés). La implementación de la RtI tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades.

El padre o la madre tiene derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un período razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre.

Si el distrito determina que la evaluación no es necesaria, el distrito le entregará al padre o la madre una notificación por escrito donde explique por qué el niño no será evaluado. Esta notificación incluirá una declaración en la que se le informa sobre sus derechos, si éste/a no está de acuerdo con el distrito. Además, la notificación deberá informarle al padre o la madre cómo obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derechos de los Padres de los Estudiantes con Discapacidades* (Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities).

La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Nombre de la persona: Sheila White, Special Education Director

Número de teléfono: 325-247-3790

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Dennis Hill at the LISD Administration building at (325) 247-4747.

STUDENT AND PARENT COMPLAINTS

The purpose of this policy is to secure at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Except as provided below, all student or parent complaints shall be presented in accordance with this policy. A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's Web site at www.llano.k12.tx.us.

Certain Complaints

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

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

General Provisions

Unless otherwise provided by a policy referenced above, students or parents shall be entitled to informal conferences with administrators to resolve their complaints. In most circumstances in which a complaint involves a problem with a teacher, the student or parent shall be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.

The student may be represented by an adult at any level of the complaint.

For purposes of this policy, "days" shall mean calendar days.

Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level One

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

Level Two

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

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

Level Three

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

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

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

Closed Meeting

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

[See policy FNG (LEGAL)]

STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. Sec. 1232g

Notice of parent and student rights

The Llano Independent School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

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

The addresses of the principals' offices are:

Packsaddle Elementary – Dale Mason – 150 Pioneer Lane, Kingsland, Texas 78639

Llano Elementary – Keeva Frazier 1600 Oatman St, Llano

Llano Junior High – Nicole Smith– 400 Hwy 71 East, Llano

Llano High School – James Scott – 2509 Highway 16 South, Llano

Special Education Department – Sheila White – 200 E. Lampasas, Llano

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the district, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Records also are released pursuant to court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District shall make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

Section 9528 of the ESEA, 20 U.S.C. 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by 544 of the *National Defense Authorization Act for fiscal Year 2002*, require Llano ISD to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listing to military recruiters, when requested, unless a parent has opted out of providing such information.

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

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

Copies of student records are available at a cost of 0 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the records will be provided at no charge.

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

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

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

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

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

Los DERECHOS EDUCATIVOS FAMILIARES Y ACTO del RETIRO, 20 U.S.C. Sec. 1232g

El Aviso De Padre Y Derechos Del Estudiante

El Llano el Distrito Escolar Independiente mantiene archivos de educación generales requeridos por la ley. Los archivos escolares de un estudiante son privados y son protegido de inspección desautorizado o uso. Un registro cumulativo se mantiene para cada estudiante del tiempo que el estudiante entra en el Distrito hasta que el estudiante retire o gradúa. Este registro mueve con el estudiante de la escuela a la escuela.

Por la ley, ambos padres, si casado, separado, o se divorció, tenga el acceso a los archivos de un estudiante que es un menor o una persona a cargo para los propósitos del impuesto. Un padre cuyo se han terminado los derechos legalmente se negará el acceso a los archivos si la escuela se da una copia del orden judicial que termina estos derechos.

El principal está custodio de todos los archivos para los estudiantes actualmente enrollados en la escuela asignada, y para estudiantes que han retirado o han graduado. Pueden repasarse los archivos durante las horas escolares regulares. Si las circunstancias ellas impiden eficazmente a un padre o a la estudiante elegible inspeccionar los archivos, el Distrito o proporcionará una copia de los archivos pedidos, o hace otros arreglos para el padre o estudiante repasar los archivos pedidos. El custodio del registro o designee responderán a las demandas razonables para la explicación e interpretación de los archivos.

Las direcciones de las oficinas de los principal son:

La albarda Elemental. Dale Mason. 150 del de Senda Pionero, Kingsland, Texas 78639,

Llano Elementary. Keeva Frazier. 1600 Oatman St, Llano,

Llano Junior Alto. Nicole Smith. 400 Hwy 71 Este, Llano,

La Escuela secundaria de Llano. James Scott. 2509 Carretera 16 Sur, Llano,

El Departamento de Educación especial. Sheila White. 200 E. Lampasas, Llano,

Los padres de un menor o un estudiante que es una persona a cargo para los propósitos del impuesto, el estudiante (si 18 o más viejo), y los oficiales escolares con los intereses educativos legítimos son las únicas personas que tienen el acceso general a los archivos de un estudiante. Los oficiales escolares con los intereses" educativos legítimos incluyen a cualquier empleado, agentes, o Fideicomisarios del distrito, de cooperativas de que el Distrito es un miembro, o de medios con que los contratos Distrito para la colocación de estudiantes con las invalideces, así como sus abogados y consultores que son (1) trabajando con el estudiante; (2) considerando acciones disciplinarias o académicas, el caso del estudiante, o un plan de educación individual (IEP) de un estudiante con las invalideces; (3) compilando los datos estadísticos; o (4) investigando o evaluando los programas.

Ciertos otros oficiales de las varias agencias gubernamentales pueden haber limitado el acceso a los archivos. El Distrito remite los archivos de un estudiante en la demanda a una escuela en que un estudiante busca o piensa enrollarse sin la necesidad del permiso del padre. También se sueltan consiguiente los archivos para cortejar el orden o legalmente emitieron la citación. A menos que la citación se emite para la entrada en vigor de la ley propone y los órdenes de la citación que sus volúmenes, existencia, o la información buscaron no se descubran, el Distrito hará un esfuerzo razonable para notificar al padre o el estudiante elegible de antemano de complacencia. El consentimiento paternal se exige soltar los archivos a nadie más. Cuando el estudiante alcanza 18 años de edad, el derecho para consentir soltar de traslados de los archivos al estudiante.

Sección 9528 del ESEA, 20 U.S.C. 7908, como enmendado por el NCLB, y 10 U.S.C. 503, como enmendado por 544 del Acto de Autorización de Defensa Nacional durante el Año 2002 fiscal, exíjale a Llano ISD que les dé el mismo acceso a los reclutadores militares a los estudiantes de la preparatoria como con tal de que a las instituciones del postsecondary o a los patrones probables; y proporciona los nombres de estudiantes, direcciones, y teléfono que listan a los reclutadores militares, cuando pidió, a menos que un padre ha optado fuera de proporcionar la tal información.

El derecho del padre o estudiante de acceso a, y copias de, los archivos del estudiante no se extienden a todos los archivos. Materiales que no son considerados los archivos educativos, como las notas personales de un maestro en un estudiante que sólo es compartido con maestro del suplente y archivos en los estudiantes anteriores después de

que ellos no son ningún estudiante más largo en el Distrito, no tenga que ser hecho disponible a los padres o estudiante.

Los estudiantes encima de 18 y padres de estudiantes menores pueden repasar y pueden inspeccionar los archivos del estudiante y pide una corrección si los archivos son inexactos, mientras desencaminando, o por otra parte en la violación de los derechos del retiro del estudiante. Si los desechos Distrito la demanda para enmendar los archivos, el requestor tiene el derecho para pedir un oído. Si los archivos no se enmiendan como resultado del oído, el requestor tiene 30 días de la escuela para ejercer el derecho para poner una declaración que hace un comentario sobre la información en los archivos del estudiante. Aunque inadecuadamente grabó pueden desafiarse las calidades, no se permiten a los padres y a estudiantes disputar la calidad de un estudiante en un curso a través de este proceso. [Vea FNG(LEGAL) Y (LOCAL) para el procedimiento de la queja aplicable]. Padres o estudiantes tienen el derecho para archivar una queja con el Departamento americano de Educación si ellos creen que el Distrito no es conforme a la ley con respecto a los archivos del estudiante.

Las copias de archivos del estudiante están disponibles en un costo de _0___ por la página, pagable de antemano. Pueden negarse los padres las copias de los archivos de un estudiante (1) después de los alcances del estudiante edad 18 y es ningún más largo una persona a cargo para los propósitos del impuesto; (2) cuando el estudiante está asistiendo a una institución de educación poste-secundaria; (3) si el padre no sigue los procedimientos apropiados y pagar el cargo copiando; o (4) cuando el Distrito se da una copia de un orden judicial que termina los derechos paternos. Si el estudiante califica para los almuerzos del precio libres o reducidos y los padres es incapaz de ver los archivos durante las horas escolares regulares, en la demanda escrito del padre, que una copia de los archivos se proporcionará a ningún cargo.

Cierta información sobre los estudiantes Distrito es considerada la información del directorio y se soltará a cualquiera que sigue los procedimientos por pedirlo, a menos que el padre objeta al descargo de cualquiera o toda la información del directorio sobre el niño. Esta objeción debe hacerse por escrito al principal dentro de diez días de la escuela después de la emisión de este aviso.

La información del directorio para los estudiantes del distrito se ha clasificado en dos categorías separadas: 1. Artículos para el uso solamente para los propósitos escuela-patrocinados; y 2. artículos para el resto de los propósitos. Para el siguiente escuela-patrocinado' propo'sito-todas publicaciones de la escuela y la información del aviso-directorio incluirá el nombre del estudiante, dirección, listado del teléfono, dirección del correo electrónico, fotografía, los honores y las concesiones recibidos, las fechas de la atención, nivel del grado, participación en actividades y los deportes oficialmente reconocidos, y peso y altura de los miembros de equipos atléticos. Para el resto de los propósitos, la información del directorio incluirá nombre del estudiante, la dirección, y el listado del teléfono, tan bien como honra y las concesiones recibidas; fechas de la atención; nivel del grado; participación en actividades y deportes oficialmente reconocidos; y peso y altura de los miembros de equipos atléticos así como la mayoría de la institución educativa reciente atendida.

La política completa del Distrito que considera los archivos del estudiante está disponible de la oficina del principal o Superintendente.

SUMMER SCHOOL

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

TEKS- THE HEART OF SCHOOL ACCOUNTABILITY

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

Senate Bill 1 outlined a required curriculum made up of two parts—the Foundation Curriculum and the Enrichment Curriculum. The Foundation Curriculum includes mathematics, English/language arts, science, and social studies, the subject areas tested on the TAKS test. The Enrichment Curriculum includes languages other than English, health, physical education, fine arts, economics, career and technology education, and technology applications. The

TEKS for Foundation Curriculum subjects are mandatory, whereas the TEKS for Enrichment Curriculum subjects will be guidelines for schools to follow. State law requires revisions be made to the state-adopted curriculum at least every five years.

TESTING

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

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

(See “Promotion” section of this handbook)

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

[See policy EIF and EKB]

TEXTBOOKS

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

[See policy CMD (LEGAL)]

TRANSPORTATION RULES AND GUIDELINES

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

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

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

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

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

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

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

State law requires that there be no standees on the bus and that the aisle must remain clear of all obstructions. Students need to be sitting in the seat, facing forward with their feet and knees in front of them, not sitting sideways with their feet in the aisle or turned around sitting backwards, on their knees, or sitting on their books. Students can bring band instruments on the bus only if they can hold them in their lap without bothering their seatmates or obstructing the drivers view.

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

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

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

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

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

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

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

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

Fred DeBusk-Transportation Director-247-5347
James Scott-Llano High School Principal-247-4187
Nicole Smith-Llano Junior High Principal-247-4659
Keeva Frazier-Llano Elementary School Principal-247-5718
Dale Mason-Packsaddle Elementary Principal-388-8129
Tim Glover- Assistant Superintendent-247-4747
Dennis Hill-Superintendent-247-4747

School Sponsored

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

Buses and Other School Vehicles

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

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

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

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

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

VIDEOTAPING OF STUDENTS

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

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

[See policy FO (LOCAL) and FFFF (LOCAL)]

VISITORS

Parents and others are welcome to visit District schools and especially Packsaddle Elementary School. For the safety of those within the school, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. We request parents and visitors to sign-in/out at the office when visiting our campus.

[GKC (LEGAL) and GKA (LEGAL)]

WILDLIFE CONTACT

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

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school only by the parent that enrolled the student. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. The withdrawal form must be presented to the teacher for current grade averages and book clearance; to the librarian to assure a clear library record; to the cafeteria to determine if there are any charges or refunds due to the student. A copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

LLANO ISD

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STUDENT CODE OF CONDUCT