Leander ISD Vision
Encourage, inspire, achieve for lifelong success.

Leander ISD Goals
1) Maximize academic growth for each student.
2) Prepare each student for college and career success.
3) Inspire the whole child.
4) Engage each student in relevant learning.
5) Ensure a world class workforce focused on student achievement.
6) Manage district resources effectively.
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Welcome to Leander Independent School District!

As parents and students, you have an interest in the policies and procedures which govern the schools of the District. Policies are established with the purpose of creating an orderly, friendly, academically superior environment for each student.

*This handbook contains a great deal of required and useful information for a large number of students and parents.* It cannot be as personal as we would like. Therefore, we address students, not directly as "you" but rather as "the student," "student," or "children." The term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. This handbook is intended to communicate basic information concerning the operation of the District's schools. The information provided should assist parents and students in learning about the schools and knowing what the schools expect of students.

The school program and facilities exist for the students' use. It is hoped that students will use them to the fullest extent.

**Policies**

*Much of the information in this handbook is based on policies adopted by the Leander ISD Board of Trustees.* Copies of these policies are available from the campus principal. They may also be obtained through the LISD website, [www.leanderisd.org](http://www.leanderisd.org).

*This handbook is required reading for all students.* The information is also made available to parents to keep them informed about District procedures. More information on District policies and guidelines is available from school principals. Questions regarding this handbook or its contents should be directed to the campus principal.

The Student Handbook is available through the Leander ISD website at [www.leanderisd.org](http://www.leanderisd.org). In addition, upon request, hard copies of the 2018-2019 Student Handbook may be obtained through the office of the Assistant Principals.

References made to District policies in the student handbook consist of summaries or partial excerpts from the complete policy text. The official policy manual adopted by the Board of Trustees remains the authoritative reference. Any policy change adopted during the life of this handbook will take precedence over any conflicting statement in this handbook. A copy of the policy manual is available on each campus and in each department.

Leander Independent School District  
P.O. Box 218  
Leander, TX 78646-0218  
(512) 570-0000
THE LEANDER WAY

BUILD
- Relationships
- Trust
- Ethical Behavior

THINK
- Students First
- Systems
- Continuous Improvement

CREATE
- Passion for Working/Learning Excellence

LEANDER ISD
LEADING TO A BRIGHT FUTURE
GRADUATE PROFILE

The six key characteristics shown below represent the Leander ISD Graduate Profile, a document that lists the skills and abilities each LISD student will know and be able to demonstrate upon graduation. To view this document in its entirety, please visit www.leanderisd.org.

In LISD, everything we do and every learning activity is focused upon meeting our district vision and upon guiding our students toward acquiring the skills and competencies listed in Leander ISD’s Graduate Profile. This is the singular purpose of our existence.

ACADEMICS

CHARACTER DEVELOPMENT

COMMUNICATION

EFFECTIVE, PRODUCTIVE & LIFELONG LEARNING

PERSONAL GROWTH & EXPRESSION

SOCIAL AWARENESS, CONTRIBUTION & STEWARDSHIP

LEANDER ISD
LEADING TO A BRIGHT FUTURE
10 Ethical Principles

1. Honesty
   telling the truth

2. Integrity
   doing the right thing

3. Promise-keeping
   doing what you say you are going to do

4. Loyalty
   supporting someone or something

5. Concern for Others
   caring for and helping others

6. Law-abidance/
   Civic Duty
   obeying rules and laws/making the world a better place

7. Respect for Others
   being polite and kind to everyone and everything

8. Fairness
   treating everyone equally

9. Pursuit of Excellence
   doing everything the best you can; looking for ways to improve

10. Accountability
    admitting to what you do wrong, and taking pride in what you do right

Leander ISD
Leading to a Bright Future
Dear Parents and Students:

This handbook is dedicated to you. It is your school’s goal to provide the best possible education to you. To make things run as smoothly as possible, and to protect the safety of everyone, there are rules and procedures that every student must observe. To find answers to your questions about your school, please read this handbook carefully.

Thank you, from your campus staff.

Helpful District Numbers

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Notice of Non-Discrimination

Notice of Non-Discrimination
Leander 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 Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Contact:

- Bryan Miller, Title IX Coordinator, for concerns, regarding discrimination on the basis of sex.
- Tara Stewart, Section 504 Coordinator, for concerns regarding discrimination on the basis of a disability.

Leander Independent School District does not discriminate on the basis of disability by denying access to the benefits of District services, programs or activities of a public entity, or be subjected to discrimination by any public entity.
RESPONSIBILITIES

Everyone involved in a student's school program, including the student himself, has responsibilities. When the following responsibilities are assumed by each group, student learning can be maximized.

Campus Staff Responsibilities
- Create and maintain a campus atmosphere conducive to learning.
- Balance the needs of individual students with the needs of the whole student body.
- Encourage parent communication with the school, including participation in all scheduled conferences.
- Establish a safe, orderly environment.
- Serve as appropriate role models for the students on their campus.
- Practice Ethical Principles.
- Report to campus and perform assigned duties.
- Be punctual and in regular attendance.
- Comply with District policies, school rules and regulations, and administrative directives.
- Establish rapport and an effective working relationship with parents, students, and other staff members.
- Use discipline management techniques that teach students to strive toward self-discipline.
- Encourage good work habits that will lead to productive citizenship.
- Believe in each student's ability to learn.

Parent Responsibilities
- Encourage their child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Make every effort to provide for the physical needs of their child.
- Help their child understand the need to pay attention and obey rules.
- Ensure their child attends school regularly, on time, and remains in compliance with Texas state law. (Board Policy FEA)
- Report and explain their child’s absences in writing within 48 hours of return to school.
- Encourage and assist their child to develop proper study habits at home.
- Participate in all scheduled conferences to discuss their child's school progress and welfare.
- Stay informed of school policies and academic requirements of school programs. Discuss any questions about placement, assignment, and options available with the appropriate school personnel.
- Be sure their child is dressed in compliance with District Dress Code while attending school.
- Monitor academic progress and contact teachers as needed.
- Discuss report cards and school assignments with their child.
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
- Maintain up-to-date home, work and emergency telephone numbers and other pertinent information.
- Be sure their child attends school tutorials when required or as needed.
- Maintain communication with school administrators and teachers.
- Exercise parental control. (Under the Family Code, a parent is legally liable for property damage caused by the negligent, willful or malicious conduct of their children.)

Student Responsibilities
- Come to school regularly, on time, and remain in compliance with Texas state law. (Board Policy FEA).
- Report to class prepared and ready to learn.
- Participate in learning activities.
- Practice ethical principles in all areas of the school day, including non-class time.
- Follow Student Code of Conduct and campus expectations.
- Communicate with parents and school staff (school assignments, homework, projects, report cards, cafeteria charges, etc.).
- Work with school staff in taking ownership for their own learning.
- Dress in compliance with Leander ISD Dress Code.
- Interact with other students appropriately.
- Report any unsafe situations to school authorities.
Decision-Making

The quality of life at school depends on the decisions students make. If they make good decisions, then they can avoid troublesome situations at home, at school, or with friends. Making decisions can often be difficult because others may try to talk our children into doing something wrong. They may dare them, tease them, or even call them names if they don’t go along with the crowd. Students can use this four-step formula for making responsible decisions. Stop, Think, Evaluate, Proceed.

- STOP. Take time to look around you. Know where you are and who is with you. Stand straight. Appear self-confident. Look the other person in the eye.
- THINK. To think clearly: Listen carefully to what the other person is saying. Hear what is actually being suggested to you or asked of you. Realize whether the situation or suggestion has potential for trouble.
- EVALUATE. What will the consequences of my actions be? Ask yourself: Will I cause someone else to get hurt or to get into trouble? Will my action break a school rule? Will my action break a law? What GOOD things can happen? What BAD things can happen? Is it worth it in the long run?
- PROCEED. Respond or act in a way that will avoid the trouble. Remove yourself from the situation. Leave. Change the subject. Make another suggestion. Ignore what was said or suggested. Make a joke of it. Say: “Friends don’t ask friends to do something that will get them into trouble.” Say NO! You are important. There is only one of you in the whole world. You don’t need to wait for others to make your decisions for you. If you think you are right and try to be honest and fair, you will probably choose the right way to act. You are the one who can make your school days happy days.

Self-Discipline

One important lesson students learn in school is self-discipline. Self-discipline is the key to good conduct and proper consideration for other people. For those who do not exercise self-discipline, the following alternatives may be used/assigned by school officials:

- Community Service - a task assigned as a result of failure to show respect for people or property.
- Counseling - a conference with a teacher, counselor, or principal.
- Withdrawal of Privileges - a time apart from classmates for a portion of a day or more.
- Parent Conference - a discussion with the student, his/her parents, the teacher, a counselor, and/or the principal.
- Detention - a period of time assigned during recess, lunch, before or after school. Parents will be notified.
- Suspension - a serious disciplinary measure that results in the loss of the privilege of attending class or school for a designated period of time.
- Alternative Education - a placement in the Leander Extended Opportunity Center. This is a highly structured environment for students who are not experiencing success in the regular classroom.
- Expulsion - a serious disciplinary measure that results in the loss of the privilege of attending school for the remainder of the semester or school year.
- Judicial Proceeding - a legal measure that may be taken if necessary.
- Peer Mediation - a conflict resolution approach to problem solving between students.
- Individualized behavior plan – a contract based on student behaviors.

Please see Student Code of Conduct for other disciplinary management techniques.

Opportunities for Involvement: Campus Involvement

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. The school is always happy to have visitors. Anyone, including parents, who wishes to visit our school should first come to the office to sign in. Scheduled visits may be prearranged with the teacher. Parents are partners with teachers, administrators, and the Board, and are encouraged to:

- Encourage children to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the Student Handbook (especially the Student Code of Conduct) with your child (located at www.leanderisd.org under “Parents and Students” tab). Parents with questions are encouraged to contact the campus administration.
- Become familiar with all of your child’s school activities and with the academic programs offered in the District. Discuss any questions with school personnel.
- Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Review your child’s student records when needed. Leander ISD’s txConnect program gives parents an opportunity to view information online about their student’s academic progress and attendance. Parents of LISD students in grades 2 – 12 can use txConnect to access their student’s grades, while all LISD parents (kindergarten – grade 12) can use txConnect to check their student’s attendance. Grades are updated on a weekly basis. The txConnect link can be
Temporarily remove your child from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by TEA.

Become a school volunteer. For further information, contact the school office.

Participate in the Parent Teacher Association. For the name of the membership chairperson, contact the school office.

Participate with your child in campus activities such as barbecues, campus fairs/celebrations, festivals, carnivals, school lunches on special occasions, kindergarten role model, Small Business Fair, Pioneer Days, Book Fair, skating parties, music programs, etc.

Campus Site-Based Planning Committee
The Campus Site-Based Planning Committee is an advisory group that addresses the improvement of educational opportunities for all students. For further information, contact the school office.

District-Wide Committees
At various times, District-wide committees are formed to address different needs/issues. Announcements for these committees may come through campus and/or District newsletters.

Board of Trustees Meetings
Unless otherwise provided in the notice for a meeting, the following schedule shall apply to meetings of the Leander ISD Board of Trustees. Board Workshops shall be held at 6:15 p.m. on the first Thursday of each month at Support Services Complex, 1900 Cougar Country Drive, Cedar Park, Texas 78613. Regular Board Meetings shall be held at 6:15 p.m. on the third Thursday of each month at Support Services Complex, 1900 Cougar Country Drive, Cedar Park, Texas 78613. If the time or date of a workshop or meeting changes, the notice for that meeting shall reflect the changed date or time.

ACADEMICS

Supportive Learning Environment
Every student is encouraged, supported and challenged to achieve the highest levels of knowledge, skills and character. Students and parents are encouraged to discuss any learning concerns with the teacher. There may be additional ways to meet a student's needs including flexible grouping, opportunities for small group instruction or the initiation of the Response to Intervention (RtI) process.

Advanced Academic Programs Overview
In addition to flexible grouping and opportunities for small group instruction, high-ability students’ needs may also be served through PACE, QUEST/GT and Destination Imagination (DI). Additional information for the below programs can be found on the district website, http://www.leanderisd.org/cms/one.aspx?pagId=327120

• PACE (Programs for Advancement, Challenge and Enrichment) Students qualify for PACE Math or PACE Language Arts through district screening processes.

  o **PACE Math** is designed to meet the needs of elementary students who excel or show potential to excel in mathematics. This program provides opportunities for students to challenge their thinking by delving deeper into concepts, enriching and extending their mathematical understanding, and accelerating designated math skills at the next higher grade.

  o **PACE Language Arts** is a program for students who are advanced learners in the areas of reading and writing. The goal is to provide instruction to continue developing advanced proficiencies. Advanced instruction for PACE students focuses on more challenging materials with complex plots and developed characters, facilitates critical and creative reading, has flexibility in assignments, and nurtures a student's divergent and diversified interests. PACE Language Arts students are identified for enriched reading and writing lessons that occur during small group or individual instruction within each classroom.
• **QUEST/GT** is designed to meet the needs of identified gifted students who demonstrate: 1) high general-intellectual ability at the 95th percentile; and 2) above-average creative/productive thinking. Identified QUEST students in grade K-5 weekly participate in various interdisciplinary, project-based units of study under the direction and facilitation of the campus QUEST-G/T specialists. They also have access to support from the QUEST-G/T teachers through QUEST Lab, as available.

• **Destination Imagination (DI)** is an extracurricular, school-sponsored program that fosters creativity and team-based problem-solving and life skills for students in grades 3-5. Team members engage in creative problem solving and teamwork through DI Challenges, which they showcase at the Regional Tournament. Please contact the campus QUEST-G/T teacher for more information or visit the website [http://www.leanderisd.org/cms/One.aspx?portalId=79318&pageId=327253](http://www.leanderisd.org/cms/One.aspx?portalId=79318&pageId=327253).

**Promotion**

In kindergarten–grade 3, promotion to the next grade level shall be based on demonstrated proficiency in language arts and mathematics essential knowledge and skills, as outlined on grade-level, skills-referenced report cards. In addition, satisfactory performance is required in all other subject areas.

In grades 4-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts (average of reading & writing), mathematics, science, and social studies.

In addition, all students must have attended classes for at least 90 percent of the school year.

The final decision on grade placement for students rests with the school principal. The principal will review the records (including student’s grades, assessment scores, recommendation of the student’s teacher, and other necessary academic information) of all students who do not meet the requirements for promotion listed above. If a student does not meet these requirements, the student’s parents will be notified.

**Additional Promotion Requirements**

Students enrolled in the fifth (5) grade will be required to meet the passing standard on the statewide assessment in reading and math in order to be promoted to the sixth grade. The Student Success Initiative (SSI) criteria will apply to all 5th grade students. Information regarding SSI may be found at: [http://www.tea.state.tx.us/student.assessment/ssi/](http://www.tea.state.tx.us/student.assessment/ssi/).

**Exam for Acceleration (EA) Process**

For more information about or to register students for EA, please contact your campus counselor.

• **Kindergarten Exam for Acceleration**
  Highly advanced kindergarten students who are currently enrolled in kindergarten in LISD can accelerate to 1st grade ONLY if they qualify through the Kindergarten Exam for Acceleration (EA) process. Kindergarten EA is administered during July and the first 9 weeks of kindergarten.

• **Grades 1-5 Exam for Acceleration Criteria**
  Students in grades 1-5, who have not received instruction at the grade level tested, accelerate to the next grade level by taking four EAs (language arts, math, science and social studies), scoring 80% on each one. The District provides several testing dates throughout the year.

For more information, please go to the District website or contact your campus counselor. [http://www.leanderisd.org/cms/One.aspx?portalId=79318&pageId=327512](http://www.leanderisd.org/cms/One.aspx?portalId=79318&pageId=327512)

**Grade Reporting**

All students, pre-kindergarten through grade 5, receive a report card every nine weeks. The report card is one form of communication between parents and teachers (academic progress, as well as effort).

• Report cards will be sent home shortly after the end of each grading period. Report cards must be signed by parents and returned to teachers.
• Progress reports will be sent at the midpoint of a grading period or anytime thereafter if a student’s performance is consistently unsatisfactory in an academic area.
• Parents are encouraged to schedule an appointment with teachers to discuss progress.
Progress Reports and Report Cards Available in Electronic Format

Parents of elementary students in fourth and fifth grades have the option to view and print their child(ren)’s interim progress reports and report cards by using txConnect, rather than receiving paper copies in their student’s Wednesday folder. To receive electronic grade reports, parents must follow two steps. First, parents will need to set up or login to their txConnect account, and second, register to receive these reports by following the instructions (also available at www.leanderisd.org and on your child’s campus website). If parents select this option, parents will be notified by email as soon as the interim progress reports and report cards are available in txConnect. These reports will be replaced every grading period when new reports are produced. The grade reports on txConnect will look identical to those that are sent home. If you have any questions or concerns, please contact your campus registrar.

Grading Guidelines

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed and approved by the campus principal. These guidelines establish the categories and weights of assignments, projects, and assessments required for each grading period. Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an assessment for which the student originally made a failing grade.

District Guidelines to Redo or Retake a Failed Assignment/Assessment

LISD Board Policy EIA (Local) states “The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.” The grade level/collaborative teams shall outline which assignment(s) and or test(s) are eligible for redo or retake opportunities. These guidelines must be consistent by campus, or grade level or course. The following criteria must be met for the student to be eligible to redo an assignment or retake an assessment:

- Students must complete the retake or redo opportunity within five school days of the notification to the student of a failing grade.
- Students must participate in any re-teaching or review activities assigned by the teacher in preparation for redoing an assignment or assessment.

Homework

When a teacher assigns homework, it is to provide additional practice for lessons already taught and to build good study habits. Students are encouraged to always complete homework assignments to the very best of their ability.

Purpose of Homework

- To improve achievement
- To nurture the development of good study habits
- To familiarize parents with their child(ren)’s work and give parents a chance for involvement
- To provide more time for in-class instruction

Guidelines Teachers Follow in Assigning Homework

- Students should have prior instruction.
- Homework should be directly related to classroom instruction.
- The purpose of homework should be clearly identified and articulated to the student.
- Homework should be promptly reviewed and returned to the student with descriptive feedback.
- Teachers should consider the availability of resources at home before assigning homework.
- Assignments should take no more than the "suggested time frame" to complete.

What Students Are Expected To Do

- Promptly inform parents of the homework assignment
- Make an effort to understand the assignment
- Make a consistent effort to complete the assignment
- Take responsibility for turning in the assignment

What Parents Can Do To Help

- Provide structure in the home, including time, place, and proper environment for completing homework
- Should your child not have a specific assignment,
  1. Encourage your child to read silently or orally for the "suggested time frame," or
  2. Read to your child, or
  3. Talk to your child about the day’s activities.
Suggested Time Frames – 4 nights a week (Monday – Thursday)

- Grade K – 1: 10-15 minutes each day
- Grades 2 - 3: 15-30 minutes each day
- Grades 4 – 5: 30-45 minutes each day

This time could be spent having students read from their library books, practice math facts, practice spelling words, work on projects, or complete assignments from the school day. Also, this time is an average; some nights might require more time, other nights less time.

Make-up Work
In order to be successful in school, students are expected to turn in work on time. If a child is absent, every effort will be made to help him/her make up missed work. Students will be helped by following these guidelines:

1. When a child returns to school, it is his/her responsibility to ask the teachers what assignments were missed. The student will have one day of make-up time for each day of absence. (Example: One (1) day absent - one (1) day to make up work.)
2. If a child would like assignments before returning to school, parents are asked to call the office before 9:00 a.m. to request make-up work. Assignments will then be ready to be picked up in the school office between 2:30 and 3:30 p.m.
3. Make-up work for prearranged absences should be requested from the classroom teacher.

Scholastic Honor Recognition
Our schools are proud of our students’ academic achievements. A student will be eligible for the "A" Honor Roll if he/she earns a grade of 90 or above in all subject areas. A student will be eligible for the "A-B" Honor Roll if he/she earns a grade of 80 or above in all subject areas.

If parents request that LISD not release any directory information about their student, that student’s name will not be released for publication in the newspaper for Honor Roll.

Physical Education
In accordance with Board Policies EHAB, EHAC and FFA, Leander ISD ensures that elementary and middle school students engage in at least the amount and level of physical activity required by TEC 28.002(1).

The commissioner of education for the Texas Education Agency has adopted an assessment instrument, Fitnessgram, to be used by school districts is assessing student physical fitness. Assessment results will be distributed to parents by the end of the school year.

Health Excuses for Physical Education
Physical Education is a required course, and all students must participate. When a child is at school, but his/her parents believe he should be excused from P.E. activities, the request to be excused must be in writing. If it is to be excused for more than three (3) days, the note must be from a doctor. Repeated requests to be excused from P.E. will not be honored without a note from a doctor. On the days that a child does not participate in P.E. class, he/she will also not participate in recess. Other P.E. programs will be provided for students unable to participate in the regular P.E. program.

Human Sexuality Curriculum
Leander ISD provides human sexuality instruction to all students grades 4-12 in accordance to Board policy (EHAA, Legal) and state law (Ed Code 28.004 (c)). The content of the curriculum includes instruction related to human sexuality, sexually transmitted diseases, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS). State law requires districts that provide instruction on human sexuality to focus the curriculum on abstinence as the preferred choice of behavior for unmarried persons of school age.

Human sexuality instruction in Leander ISD will be limited to the content, courses, and guidelines specified in the LISD - Human Sexuality Curriculum. Participation in the human sexuality instruction is voluntary and students can be removed from participating in the instruction by written request of a parent or legal guardian. Parents or legal guardians will receive notice in the form of a letter about the teaching of the curriculum. Parents or legal guardians are provided an opportunity to preview the curriculum document and teaching materials by contacting the campus. Parental input to the development and/or review of the human sexuality curriculum can be made to the LISD School Health Advisory Council (SHAC). For information about the LISD SHAC or grievance procedures, contact Assistant Athletic Director, Kimberly Davies, at P.O. Box 218, Leander, Texas, 78646, (512-570-0172) or Sr. Executive Director, Brad Mansfield (512-570-0163).
School Health Advisory Council
Leander ISD has established a School Health Advisory Council (SHAC), in accordance with the state (19 TAC 74.31) and
district (EHAA (Legal)) policy, to ensure that local community values are reflected in the District’s health education
instruction. The council’s duties include making recommendations on the number of hours of health instruction,
curriculum related to the prevention of obesity, cardiovascular disease, and type 2 diabetes, human sexuality and the
coordinated school health program. For information about the LISD SHAC or membership procedures, contact Assistant
Athletic Director, Kimberly Davies, at P.O. Box 218, Leander, Texas, 78646, (512-570-0172).

ATTENDANCE
Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher –
led 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 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 the attendance for course credit – are of special interest to students and parents. They are listed below under
Compulsory School Attendance Laws and Attendance for Class Credit or Final Grade.

TxConnect Program
Leander ISD has a useful tool to help parents and students track their attendance along with grades. The txConnect
program allows parents an opportunity to view this information online. The txConnect link can be found on every page of
the District website www.leanderisd.org under the “Quick Links” section. In addition, parents will be notified when their
child is absent through the District’s communication system. As a parent of a student in Leander ISD, you are already a
part of the communication system, so there is no need to subscribe. If you need to correct your contact information in the
Parent Link system, please contact your child's campus registrar with the updated information.

Campus Truancy Prevention Measures to Improve Attendance
truancy court or revoking a students’ enrollment in the case of students who attend school after their 19th birthday. These
steps may include, but are not limited to:
1. Daily attendance calls and/or emails when students are absent.
2. Alerts sent through the TxConnect system.
3. Attendance warning letters for excessive unverified/unexcused and excessive excused absences.
4. Invitation to Truancy Prevention Session
5. Referral to school and community resources.
6. Notification of hours owed to regain credit.
7. Behavior/Attendance Improvement Plan.

Laws To All Parents/Guardians of LISD Students:
The attendance section serves as the official required WARNING NOTICE per Texas Education Code for parents and/or
students who might have non-compliance attendance related issues. School districts are required to provide parents with
information regarding the Compulsory School Attendance Laws.

If a student is absent for ten (10) or more days or parts of days in a six-month period in the same school year:
1. The student’s parent is subject to prosecution under of the Texas Education Code; and
2. The student is subject to a referral to Truancy Court under of the Texas Education Code.

It is the parent’s duty to monitor the student’s school attendance and require the student to attend school. Parents may
request a conference with school officials to discuss absences.

The fact that a parent did not receive an additional notice from the school does not create a defense to prosecution. In
this section, "parent" includes a person standing in parental relation. Legal action may be filed against the child, the
parent(s), legal guardian(s) and/or any person(s) standing in a parental relation to the child.

The law in the State of Texas requires a child to attend school. Texas Education Code states:
(a) A child who is required to attend school under this section shall attend school each school day for the entire period the
program of instruction is provided.
(b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six
years of age and has previously been enrolled in first grade, and who has not yet reached the child’s 19th birthday shall
attend school.
(c) On enrollment in prekindergarten or kindergarten, a child shall attend school.
(d) Unless specifically exempted by Section 25.086, a student enrolled in a school district must attend:

(1) an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under Section 29.084;
(2) an accelerated reading instruction program to which the student is assigned under Section 28.006(g);
(3) an accelerated instruction program to which the student is assigned under Section 28.0211;
(4) a basic skills program to which the student is assigned under Section 29.086; or
(5) a summer program provided under Section 37.008(l) or Section 37.021.

(e) A person who voluntarily enrolls in school or voluntarily attends school after the person’s 18th birthday shall attend school each school day for the entire period the program of instruction is offered. A school district may revoke for the remainder of the school year the enrollment of a person who has more than five absences in a semester that are not excused under Section 25.087. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school district grounds for purposes of Section 37.107.

Attendance for Class Credit or Final Grade
Per Texas Education Code §25.092, to receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan approved by the principal that allows the student to fulfill the instructional requirements for the class.

Official Attendance Taking Time
In Leander ISD, the official attendance taking time for the District to receive state funding is as follows:
Elementary – One hour after the beginning of the student’s school day
Secondary – Ten (10) minutes into second/sixth period
Leander Extended Opportunity (LEO) – 9:45 a.m.

Absence Classifications
Whether for full days or parts of days, the following information about absences applies:

Excused Absences:
Excused absences are not viewed as days a student is entitled to take. Excused absences include, but are not limited to personal illness, funeral/memorial, quarantine, or weather or road conditions that make travel dangerous. Students are required to attend at least 90 percent of the days the class is offered. The student will be required to make up excessive excused absences.

Unexcused Absences:
An unexcused absence is any absence that does not meet the definition of an excused absence (examples: personal business, vacation, traffic, car trouble, etc.).

State Approved Non-Absences:
The following absences are considered “State Approved Non-Absences” if the proper documentation is provided by the student and/or parent/guardian within two (2) days of the student’s return to school. A “State Approved Non-Absence” is one for which the District still receives funding and the student is marked in the attendance system with a code that is equivalent to present.

Absences for Religious Holy Days
The District shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of the faith that the student must be absent from school during such time. The District shall excuse the student for days on which the religious holy days are observed and for one day on which the student must travel to and one day on which the student must travel from the site where the holy days will be observed. A written note with a parent signature must be turned in within two (2) days of a student’s return to school to mark the absence as excused. It is preferable for a family to submit the written note prior to the student’s absence.

Absences for Military Dependents
A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences to visit with the student’s parent or legal guardian relative to such leave or deployment of the parent or guardian. See Policy FEA (LEGAL), §25.087 Texas Education Code for additional
Absences for College Visits
The District may excuse a student from attending school to visit an institution of higher education accredited by a generally recognized accrediting organization during the student’s junior and senior years of high school for the purpose of determining the student’s interest in attending the institution of higher education. The District may not excuse more than two (2) days during the student’s junior year and two (2) days during the student’s senior year. Official verification of the absence from the institution of higher education must be provided within two (2) days of the student’s return to school.

Other State Approved Absences
Please see Texas Education Code §25.087 for a complete list of state approved excused absences.

Medical Absences: A student may be excused for a temporary (partial day) absence due to an appointment with health care professionals for either the student or the student’s child if the student begins classes or returns to school on the same day of the appointment/treatment.

Tardies: If a student arrives after the start of school, the student must check in at the attendance office. At the level, if a student is late to class within the first ten (10) minutes of the class, the student is marked tardy. If a student is more than ten (10) minutes late to class, the student will receive an absence. At the elementary level, a student is considered tardy if they arrive to school after the start of the school day. If a student is more than one (1) hour late to school, he/she will be counted absent for the entire day.

Failure to Attend: A student fails to attend school when the student misses a class or classes without parental consent (often called “skipping”). A student who fails to attend school is subject to campus disciplinary consequences.

Hours Owed/Make-up Attendance Hours
Any student who does not attend 90% of the days a class is offered (excused or unexcused) will be required to make-up attendance hours. Students and/or parents will be notified of the hours a student owes and a plan will be developed with the administration on acceptable ways the student may make-up the hours owed.

Verification of Absence
All student absences must be verified in writing by a parent/guardian. All absences are documented as unverified-unexcused until written verification is received from the parent/guardian by the school attendance office. Written verification of the absence must be received by the school attendance office within two (2) days of a student’s return to school. It is best to submit a hand-written note directly to the attendance office. However, an e-mail, from the parent’s email address, with an attached note that includes a parent/guardian signature will be accepted. Upon receipt of written verification from a parent/guardian, the unverified-unexcused absence will be updated.

All notes from parents/guardians should include the following:
1. Full legal name of student
2. Student’s ID number
3. Student’s grade
4. Date(s) of absence
5. Reason for absence
6. Parent’s signature
7. Parent’s phone number
8. Current date

Important: When the student returns to school on the day of or after a medical appointment, it is best if the student presents written verification of the medical appointment from the medical office. The above information can be added to the notice from a medical provider. Parent/Guardian notes will also be accepted within two (2) days of the student’s return to school.

As per LISD Board policy FEC (LOCAL): If a student has established a questionable pattern of absences, the principal or attendance committee may also require that the student present a physician’s or clinic’s statement of illness after a single day’s absence as a condition of classifying the absence as one for which there are extenuating circumstances (state approved non-absences).
If your child has a chronic health condition that requires frequent absences or medical appointments, it is the parent’s responsibility to communicate this information to the school attendance office or administration. The parents will be asked to provide supporting documentation from medical professionals annually. If the student is 18 years old or older or has been declared an emancipated minor by the court, the student may sign in place of a parent or guardian. Parents/Guardians will be notified by the school when their child is absent. If parents do not want to receive the notifications, they may contact their child’s campus Attendance Office.

Absences for Special Events
The attendance section of this handbook should be reviewed before making plans to miss school for any reason. A parent/guardian may obtain a form from the attendance office to notify the campus of an absence. An absence for a special event may be coded as excused or unexcused.

Attendance and School Related Activities
If a student is absent (full or partial day) on the day of a school-related event (i.e.: dance, theater performance, volleyball/football game), the student may not be able to participate without a valid written excuse from a physician.

Absences for Extracurricular and UIL (University Interscholastic League) Activities
Please see LISD Board Policy FM (local) for details. Any absence resulting from a student’s participation in an activity for an organization not school related is considered unexcused.

Procedures to Follow When Leaving Early
Because class time is important, appointments should be scheduled if possible, at times when the student will not miss instructional time. However, if a student should need to leave early for an appointment, please contact the campus’ attendance office for the procedure to follow.

Making Up Missed Work
Students who are absent for any reason must make up the work they missed.

It is the student’s responsibility to check with each teacher the day the student returns from an absence to determine the:
1. Make-up assignments,
2. Specific dates for completing the work, and
3. Dates to complete any missed tests.

Assignments that were due on the day of the absence will be due on the day the student returns to school. The student is allowed one (1) day for each day of an absence to make up the assigned work. One (1) day of make-up time is allowed for each day of absence (Example: 2 days absent – 2 days to make up work; 4 days absent – 4 days to make up work, etc.).

Obtaining Assignments:
1. If a student is absent due to an extended illness (five (5) or more days) and wishes to get assignments before returning to school, the student and/or family may contact the classroom teachers to request assignments. A minimum two (2) days is needed to obtain work.
2. There may be instances when work is needed before an absence occurs (e.g. scheduled surgery). In order to obtain this work, a parent may submit a note to the teachers explaining the reason for the absence and the dates of the absence. A minimum of two (2) days is needed to obtain work.
3. If a student is absent on the day a major assignment is due (e.g. senior project), it is the student’s responsibility to contact the teacher by phone or e-mail to make arrangements to turn in the assignment.
4. Students who miss class due to extracurricular activities are required to obtain assignments prior to the absence. The work is due the next time the student attends the class.

“Take Your Child to Work” Day
Leander ISD observes “Take Your Child to Work” day during the summer. Absences will be unexcused if a student observes this event during the school year.

Attendance Appeals
A parent who wishes to appeal make up hours may write a letter of appeal to the campus assistant principal and turn it in to the registrar. Letters may be submitted at any time during the semester but no later than ten (10) calendar days after the last day of classes for that semester.
The assistant principal will review the appeal request with the student’s teacher and additional teachers (as appropriate) to determine whether the student should be eligible for amended make up hours. The assistant principal may take into consideration attendance records, doctor’s notes, prior arrangements with school administration, extenuating circumstances, educational performance and behavior.

After review of the case, the assistant principal will decide to uphold, modify or waive make up hours. The completion of make-up hours is a factor in student promotion. The parent may choose to appeal the decision to the campus principal.

Absences for Transfer Students
Students who enroll in a class during the semester from outside Leander ISD will have attendance prorated based on the number of days remaining in the semester. Students must attend classes 90 percent of the time classes are offered while enrolled to obtain credit for the class(es).

Students transferring out of the District who have exceeded the number of absences allowable for credit will not receive credit. Transcripts sent to other school districts will reflect no credit because of excessive absences. Students may petition for credit by mail or in person with the same opportunities to present their case as all other students.

Withdrawals
We are always sorry to have a student move from our school. If a family must move, parents are reminded to call the school office a day or two ahead of time so that records will be in order the day of departure. All lunch charges and lost library/textbook fees must be paid before departure.

Change of Address, Telephone Numbers
Please notify the school as promptly as possible of any changes in home, work or emergency telephone numbers. If you have changed your address, you must provide proof of residency and proof of identity to the school.

Leander ISD Attendance Codes

<table>
<thead>
<tr>
<th>A</th>
<th>Absence-Excused</th>
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<tbody>
<tr>
<td>C</td>
<td>Co-curricular School Related Absence (not UIL)</td>
</tr>
<tr>
<td>D</td>
<td>Absent w/Doctor Note</td>
</tr>
<tr>
<td>E</td>
<td>Election/Voting Clerk</td>
</tr>
<tr>
<td>G</td>
<td>Other Instruction on Campus</td>
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<tr>
<td>H</td>
<td>Homebound/CEHI</td>
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<tr>
<td>I</td>
<td>ISS Placement</td>
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<tr>
<td>J</td>
<td>Homebound Non-Serviced Day</td>
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<tr>
<td>M</td>
<td>Medical Appointment – Doctor Note</td>
</tr>
<tr>
<td>N</td>
<td>Funeral/Memorial</td>
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<tr>
<td>O</td>
<td>Unverified – Unexcused</td>
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<td>P</td>
<td>Present</td>
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<tr>
<td>R</td>
<td>Nurse Sent Home</td>
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<tr>
<td>S</td>
<td>Suspended</td>
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</tbody>
</table>

T  Late to Class but Present
U  Unexcused Absence
V  Military recruitment Visit
X  Extra-Curricular School Related Absence
Y  Leave Early
1  College Visit
2  Testing
3  State Approved Non-Absence
5  Late Excused Absence
6  Late Unexcused Absence
8  District Approved
9  Absent from Sub Campus
0  Military Deployment

HEALTH AND SAFETY

Clinic
Leander ISD is committed to providing quality health care for all of our students. Students who become ill or injured at school will be evaluated to determine the need for further treatment. The clinic staff do not diagnosis illnesses or injuries, but take notes of the symptoms and notify parents of the observations, if needed. Students with special health needs should be discussed with the clinic staff. Due to the variety of illnesses and injuries seen in the clinic, students are not allowed to remain in the clinic in lieu of going to recess or PE.

A student who is ill needs to stay home until the student is without fever of 100.0 Fahrenheit or above and without other symptoms, (vomiting, diarrhea, etc.) for twenty-four (24) hours, and without the use of medications. If a student has been hospitalized, a note from the student’s physician stating the date the student is allowed to return to school is required.
Immunizations needed for school by logging onto www.dshs.state.tx.us/immunize or by checking the District’s website at

Leander Independent School District Elementary School Handbook
Students who come to school with an injury requiring interventions such as surgery, casts, crutches, wheel chairs, etc., must have a physician’s note prescribing what activities the student is/is not allowed to do while under the physician’s care for the injury.

Emergencies, Injuries and Illnesses at School
When your child is ill, please contact the school to let us know he or she won’t be attending that day. It is important to remember that schools must exclude students with certain illnesses from school for periods of time as identified in state rules. A full list of conditions for which the school must exclude children can be obtained from the school nurse. If a student becomes ill during the school day, he or she must receive a pass from the teacher before reporting to the clinic. If it is determined that the child should go home, the clinic staff will contact the parent. The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) and/or our local/regional health authority. The clinic staff follows the recommendations and provides information according to the TDSHS and/or local/regional health authorities. Contact the campus clinic if you have questions or if you are concerned about whether or not your child should stay home.

Leander ISD is not responsible for costs of treating injuries or EMS calls and cannot assume liability for any other costs associated with an injury.

Medication at School
The clinic does not furnish any medication. All medication must be provided to the clinic by the parent or guardian. Students are not allowed to carry medications, over-the-counter or prescription (see self-carry exception below). All medication must be in the original container and unexpired. Prescription medication must have the pharmacy label attached, and have a written request signed by both the parent/guardian AND THE PHYSICIAN. Physician’s orders are valid for one (1) school year. A physician’s written order is required for any medication change. Over the counter medications must have written instructions and be signed by the parent/guardian. Over the counter medications that are given more than 10 consecutive school days will need an order from the physician. Clinic personnel are only allowed to follow the dosage directions on the bottle/box unless a physician order states otherwise. Medications that are ordered by the physician to be given once, two, or three times per day will not be administered at school unless a specific time is requested by the physician. Medication forms can be downloaded from the clinic’s website. A student with asthma or severe allergies may be permitted to self-carry and use prescribed asthma and/or severe allergic reaction (anaphylaxis) medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. Self-carry forms and guidelines can be found on the clinic website. Narcotics are not routinely administered at school. Please see clinic personnel for additional medication guidelines and procedures. LISD has opted to provide unassigned epinephrine according to Texas Legislation. Each campus clinic will have a limited supply of unassigned epinephrine for use during the school day for individuals who may experience an anaphylactic reaction and who do not have a medical diagnosis. Families of students with an anaphylactic diagnosis are encouraged to continue bringing their assigned epinephrine and physician orders. For more questions, please refer to TDSHS Epinephrine.

Head Lice
Head lice are one of the nuisances that parents of students occasionally find themselves dealing with. Leander ISD follows the Department of State Health Services recommendations. Individual head checks are performed on an as needed basis. Mass screenings will not be conducted. Parents are encouraged to periodically check their student’s head for lice. When live lice are discovered at school the parent or guardian will be contacted to treat their student. See the school clinic or visit TDSHS Website for additional information.

Health Excuses for Physical Education
Physical Education is a required course, and all students must participate. When a child is at school, but his/her parents believe he should be excused from P.E. activities, the request to be excused must be in writing. If it is to be excused for more than three (3) days, the note must be from a doctor. Repeated requests to be excused from P.E. will not be honored without a note from a doctor. On the days that a child does not participate in P.E. class, he/she will also not participate in recess. Other P.E. programs will be provided for students unable to participate in the regular P.E. program.

Immunization Requirements
The school’s clinic personnel can provide information on state immunization requirements or you can find a list of all immunizations needed for school by logging onto www.dshs.state.tx.us/immunize or by checking the District’s website at
www.leanderisd.org. A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school. (Rule §97.61-97.69 29 Tex Reg 3188 - adopted effective April 1, 2004)

Acceptable evidence of documentation includes records with the signature or stamp of the physician/designee, and or public health personnel; official record from state or local health authority; or record received from school officials. All vaccines shall include the month, day, and year each vaccine was administered.

**Exemptions:** The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Up-to-date list of students with exemptions will be kept, as they may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com. Only completed, original notarized form will be accepted as proof of conscientious/religious exemption. Religious and conscientious exemptions will be valid for only two years.

Medical exemptions must be signed by an MD or DO that is licensed to practice in the U.S. In the statement, it must state that the vaccine required is medically harmful or injurious to the health and well-being of the child. Unless it is written in the statement that a **lifelong** condition exists, the exemption is only valid for one year from the date the physician signed it.

**Provisional Enrollment:** The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule and is currently on track with the series of immunizations. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of the vaccination to the school. The catch-up schedule can be found on the clinics website. A school nurse, clinic personnel, or school administrator (or designee) shall review the immunization status of a provisionally enrolled student at least every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from attendance until the required dose is administered (and proof of immunization brought to the school.) A student can be enrolled provisionally for no more than 30 days if she/he transfers from one Texas school to another, and is awaiting the transfer of immunization records.

Students who are not current with immunizations will be excluded from school until their immunizations are current as per state law (Rule §97.61-97.69 29 Tex Reg 3188). One (1) day of absence will be excused to allow the family time to get necessary immunizations. Each day of absence thereafter will be an unexcused absence. Unexcused absences are reported to the proper authorities and may result in judicial proceedings.

When your student is due for an immunization, an immunization due letter will be mailed. Student immunization records are available online using the txConnect account. Immunization record copies are no longer available in the clinic.

**Vision and Hearing Screening**

In accordance with the Texas Department of State Health Services, vision and hearing screening exams are performed. When a student’s initial enrollment in Leander ISD is also the student’s initial enrollment in any Texas school, the student shall be screened for possible vision and hearing problems. The student or minor student’s parent, managing conservator, or guardian, may elect to substitute one or more professional examinations for the required screening tests. Students in kindergarten and grades pre-k, 1, 3, 5, and 7, shall be screened for vision and hearing problems.

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The student or minor student’s parent, managing conservator, or guardian shall submit to the clinic on or before the day of admission an affidavit stating the objections to screening.
Spinal Screening
Spinal screenings are done in accordance with the Texas Department of State Health Services. Girls will be screened two times, once at age 10 and again at age 12. Boys will be screened one time at age 13 or 14. This requirement may be met by a professional examination performed by a state-licensed practitioner with expertise in diagnosing spinal deformities. A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The student or minor student's parent, managing conservator, or guardian shall submit to the clinic on or before the day of admission an affidavit stating the objections to screening. Health and Safety Code 36.005(b), 37.002(b)

If the screening indicates the student may have an abnormal spinal curvature, the nurse or clinic personnel shall send the original of the screening report to the student's parent, managing conservator, or guardian along with a letter advising of the parent’s responsibility to select an appropriate health practitioner for an examination. 25 TAC 37.148 (e)

Acanthosis Nigricans Screening
The law requires Acanthosis Nigricans screening of students in grades 1, 3, 5, and 7. “Acanthosis Nigricans” means a light brown or black velvety, rough, or thickened area on the surface of the skin that may signal high insulin levels indicative of insulin resistance. This screening will be performed at the same time hearing/vision screening or spinal screening is performed. If the screening indicates the student meets state specified criteria, a letter will be sent to the student’s parent, managing conservator, or guardian advising of the parent's responsibility to select an appropriate practitioner for an examination. For questions about Acanthosis Nigricans, you may go to the TDSHS Website.

Bacterial Meningitis Education Code 38.0025
What is Meningitis?
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the Symptoms?
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both child and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

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

How is Bacterial Meningitis spread?
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can Bacterial Meningitis be prevented?
Bacterial meningitis can be prevented by limiting the number of people you kiss and by not sharing food, drinks, utensils, toothbrushes, or cigarettes. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. A vaccine that can prevent meningitis in adolescents and adults is state mandated for students in grades 7-12 and unvaccinated first year college students ages 19-21. Administer booster dose if most recent dose given was when the student was younger than 16. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days.

What should you do if you think you or a friend might have bacterial meningitis?
FOR MORE INFORMATION
Your campus clinic staff, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases and vaccines. Additional information may also be found at the websites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

SAFETY
No matter how a student arrives or leaves school, keep in mind there will be no adult supervision before 7:25 a.m. or after 3:05 p.m.

Preparedness Drills: Evacuation, Severe Weather and other Emergencies
Several times during the year, students will take part in preparedness drills. Your child’s teacher will show the students what to do. It is very important to follow the teacher’s instructions. Classes will not be dismissed unless authorized by the District administrators.

Pesticides
The District periodically applies pesticides. Information concerning these applications may be obtained from the LISD Plant Services Department at 512-570-0637.

Asbestos
LISD strives to comply with all mandated Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the clinic office at each campus. If you have any questions or would like to examine the district’s Asbestos Management Plan in more detail, please contact the district’s Asbestos Designated Person in Risk Management at 512-570-0136.

Animals on Campus
Only animals approved by the campus administrator can be allowed on campus for curriculum purposes. Safety for students and staff will be a primary factor in the approval and decision process.

Service Animals on Campus
Service Animals are allowed on campus in accordance with the Americans with Disabilities Act. An employee or student who wishes to bring a service animal to campus must seek approval by the campus administrator, in consultation with Legal Services. The use of a service animal must follow District guidelines always. See Board Policy FBA (Legal), FBA (Regulation). Visitors with service animals should be allowed access in accordance with law.

Visitor Management System (Raptor)
To protect students, staff and visitors, LISD has installed Raptor, visitor management system for tracking and checking against public sex offender database information. Any visitor requesting to go beyond the front office must provide a state issued driver’s license or photo identification for scanning against the database and for printing a temporary badge with picture. This is not a criminal background check; no other information is searched, provided, or stored.

Walking to and from School
If students are walking to and from school, it is important to obey traffic rules. If your school has safety patrols, students should follow their suggestions for safety. They are there to keep students safe. Children should discuss with their parents the best route to take to and from school. Practice traveling the route and watching the time is encouraged, so that children will know when to leave home to arrive at school on time. Students should always go straight home from school.

Bicycles
If a student rides a bike to school in the street, he/she must obey the same traffic rules that apply to automobiles. The student should ride in single file WITH the traffic, stop for lights, signal for turns, give pedestrians the right of way, and watch out for his/her safety and the safety of others. Students should walk bikes across the crosswalks and on school property. Students should discuss with their parents the best route to take to and from school. Practice traveling the route and watching the time is encouraged, so that they know when to leave home to arrive at school on time. Students should
always go straight home from school. Students are asked to secure bikes with a lock. The school cannot be held responsible for lost or stolen bikes.

**Voluntary Student Accident Insurance**

Important notice: Texas public school districts are immune for bodily injury to students and the public (except for limited liability for an employee’s negligent operation of a motor vehicle) as provided in the Texas Tort Claims Act, section 101.001 et seq. of the Texas Civil Practices and Remedies Code. The District does not assume liability for any costs associated with an injury or for personal property that is lost, stolen or damaged.

Leander ISD makes available accident insurance designed to assist parents/guardians with medical expenses for students. Two plans are offered for parents/guardians to purchase: At School Protection or 24-Hour Coverage. Plans and enrollment information are available online at www.mmc-ins.com or call 1-800-662-2778. Enrollment is easy if your student needs coverage. Throughout the year parents may call 512-570-0135 for additional information.

**GENERAL INFORMATION**

**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 day.

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.

**Enrollment Procedures**

The law requires that a school district record the name and address of the person enrolling a child. In order to avoid disruptions to students in classes, new students are urged to enroll before the school day begins. The following items need to be submitted on the day of enrollment:

1. A complete immunization record.
2. The law requires identification of each public-school student by the student’s legal surname as it appears on the student’s birth certificate or suitable proof of identity, or in a court order changing the student's name.
3. A copy of the driver’s license or some type of photo ID of the person enrolling the student.
4. Student records from the previous school and official withdrawal paperwork.
5. Proof of residency.
6. A copy of the student’s social security card.

At the school office, parents will be asked to complete the following items:

1. Student Enrollment Form
2. Home Language Survey
3. Request for transfer of records from previous school
4. Migrant survey
5. Health History Form
6. Free and Reduced Lunch Form (optional)
7. Student Residency Questionnaire
8. TEA Ethnicity and Race Questionnaire

Students that are new to Leander ISD may use our parent portal, txConnect and register online at https://itccsgb.esc20.net/PALN/Login.aspx.

**Open House**

At the beginning of the school year, all Leander ISD campuses host an Open House. Parents are invited to visit their student’s school where they will have an opportunity to meet their student’s teachers and be given orientation to the contents and requirements of each course.

**Parent Involvement**

Leander ISD encourages parents to become knowledgeable about and involved in their students’ education through LISD’s Volunteer and Mentor programs as well as Parent Teacher Associations (PTA) and booster clubs. Each year
parents and community members volunteer tens of thousands of hours for Leander ISD students. Information regarding these programs is available in the campus office.

Parents may also be interested in serving on the Campus Site-Based Planning Committee. This advisory group of teachers, parents, and community members works with the principal on certain campus-based concerns.

Another way that parents can become involved in their students’ education is by taking the time to talk about school and by asking to see homework and graded papers.

Leander ISD’s txConnect program gives parents an opportunity to view information online about their student’s academic progress and attendance. Parents of Leander ISD students in grades 2 – 12 can use txConnect to access their child(ren)’s grades, while all Leander ISD parents (kindergarten – grade 12) can use txConnect to check their child(ren)’s attendance. Grades are updated on a weekly basis. The txConnect link can be found on every campus website. The txConnect system will NOT replace current paper Report Cards and/or Progress Reports, unless you opt in and request electronic copies of your student’s report card. Otherwise, report cards will still be distributed to Leander ISD parents (secondary) or sent home with students (elementary).

Counseling Services
Our school counselor is here to help students. Using the framework of the American School Counselor Association the school counselor conducts guidance lessons and activities, helps students with organization and study skills, and serves an advocate for students. A student may ask to see the counselor, or the parent/guardian, or teacher may also request that the counselor visit with the child.

Licensed Professional Counselors and Licensed Clinical Social Workers are available to assist students with short term counseling. Their services may be accessed by receiving a referral from the school counselor.

Library Services
Libraries of Leander Mission Statement: Our mission is to lead our school communities in an environment that challenges students to explore opportunities, imagine possibilities and connect with the future and the world.

Student Access: The library is an important part of each student’s learning experience. LISD ensures students are given opportunities to use the library and its resources on campus and at home, for pleasure, interest and research. Libraries are open to students before and after school each day and individual campuses may offer extended hours for additional student access. Hours of operation vary among campuses, so schedules are posted at each library and on campus library websites. Students can also access many electronic library resources, assignment guides, Destiny, the library online catalog, and Overdrive, the virtual digital library from home by going to the campus library web page. Contact the campus librarian for usernames and passwords needed to access subscription resources from home.

Borrowing Materials: Students accounts are safely and efficiently accessed through student library cards, or student ID numbers for library checkouts. While the length of time students may keep items can vary, two weeks is common for most books. Generally, students may renew items during the initial loan period for an additional two weeks. Magazines and other high demand items may have shorter circulation periods and renewals on these items may be limited. Students borrow from the library with the understanding that they are responsible for any materials borrowed.

Fines: Students receive overdue/fine notices regularly; students may be charged the replacement cost for lost items and fines for damaged items. There is no fine charge for overdue books. Refunds can be made for lost items returned prior to the close of the current fiscal school year; fines for damaged items cannot be reimbursed.

Internet: All students are welcome to uses the internet in accordance with the acceptable use guidelines printed in this handbook.

Interlibrary Loan (ILL): Students may request to borrow materials from any library in Leander ISD unless a parent requests that this privilege be restricted (please see the Parental Input section below). All ILL requests are made through student’s home campus librarian, and all items will be checked out and returned through the student’s home campus library. ILL items may only be renewed once and lending libraries may deny renewals for high demand items. Students who fail to return interlibrary loan items on time may have ILL privileges restricted or denied.

Parental Input: Book purchases are made in accordance with Leander ISD Board Policy; Library collections are developed to meet the diverse needs and interests of our students. While we try to ensure that every reader is able to find the right book, not every book is right for every reader. The librarians in Leander support and encourage parental guidance for children in making selections they deem appropriate for their family, and are happy to visit at any time and how we can
Technology Use and Data Management Regulations
The District has established specific guidelines for the use of technology, including the Internet. A complete copy of the Acceptable Use Guidelines is found in the Appendix. All students are responsible for abiding by these guidelines. Special attention must be paid to the issues of:

- Consent Requirements
- Account and Password Requirements
- Prohibition on Vandalism Web Publishing Standards
- Availability of Access
- Acceptable Use
- Internet Safety/ Digital Citizenship
- Prohibited Activities
- Intellectual Property Rights and Privacy
- Google Apps for Education
- Use of Personally Owned Technology Devices (BYOT)

A detailed explanation for computer use is required reading. See Appendix B for Acceptable Use Guidelines.

Damage to School Property
Each one of us is proud of our school buildings, furniture, and buses. Should a student damage school property, he/she and his/her parents will be responsible for paying for the cost of repairing the damage.

Check Policy
Checks written to the school or any school organization must include on the front of the check the driver’s license number and a valid telephone number. Post-dated and temporary checks are not accepted.

In the event that a check written to any Leander ISD campus, club, or organization is returned unpaid by a bank, Leander ISD or its agent will redeposit your check electronically. Additionally, Leander ISD may electronically collect a returned check fee of $30.00 plus applicable sales tax. This fee is in addition to any fees your bank may charge. The use of a check for payment is your ACKNOWLEDGEMENT AND ACCEPTANCE of this policy and its terms.

Waiver of Fees
A deposit or fee, which a student and his or her parent or guardian are unable to pay, may be waived. Procedures for waiver of fees or deposits shall be posted in a central location in each school and shall be included in the District’s policy manual and student handbooks.

Upon receipt of reliable proof that a student and his/her parents or guardian are unable to pay a deposit or fee required by the school, the deposit or fee shall be waived. The student and his/her parents should present evidence to the principal of their inability to pay. The principal will decide upon the eligibility for the waiver.

Lost and Found
There are many items misplaced at school each year. Lost items are easily returned if they are labeled with a name. Please label all personal items clearly. We must respect the property of others. Students should turn in any item found (such as money, clothing, lunch boxes, books, etc.). If a student loses something at school, he/she should check with the classroom teacher and then check the lost and found. This check may have to continue for several days.

Parents are asked to help their child(ren) by coming to the school and looking through the lost and found collection. Periodically, unclaimed articles in the lost and found will be donated to a local charity or LISD clothes closet.

Parties
There will be two (2) official school parties per year for each class to be determined by the individual campus. A student’s classmates will recognize him/her on his/her birthday and make the student feel special. Because learning is our most important job, we will not take time out from our class time to share balloons or other party favors on birthdays. Out of
respect and concern for others, invitations to private parties may not be distributed at school unless distributed to the entire class.

Fund Raising
Student clubs or classes, outside organizations, and/or parent groups will occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the District administration, and the fund-raising must be approved before it begins. Except as approved by the principal, fund raising is not permitted on school property.

Toys
Only with prior approval from school personnel may students bring toys to school. Toys can be confiscated if rules are not followed. Schools are not responsible for the loss or damage to these items.

Telephones
Telephones in school offices and classrooms are for school use only. Students may only use the phone for extreme emergency purposes. Students will not be called from class to answer a phone call except in case of emergency. A student may not leave class to use the phone unless it is an emergency.

Meals and Cafeteria
The school kitchen prepares nutritious breakfasts and lunches daily. Students may also bring lunch from home and buy milk or other extra items at school.

Menus are posted on the Leander ISD website, in each school and are available as handouts in the cafeteria. School facilities do not ordinarily prepare individual specialty diets. If a child needs a special diet, please contact the Child Nutrition Services at 512-570-0670 and the school clinic.

Parents and relatives are welcome to have breakfast and lunch with students any day. Breakfast is served at all campuses preceding the beginning of each school day.

Parents may provide food for their own child’s consumption, but they may not provide food items for other children.

The meal program is maintained in all District schools on a self-supporting, non-profit basis as an optional service to LISD students. Prices are subject to change, but typically do not change during the school year. Each school will provide parents with information on current prices.

The District offers a program of free and reduced meal prices based on a student’s financial need. Information on this program is available in the school office or on the Leander ISD website, www.leanderisd.org. (Choose Departments, Child Nutrition Services).

Meals may be purchased on a daily, weekly, monthly, or yearly basis. Prepayments can be accepted at any time with cash, check or online through the Leander ISD website. The money is kept on the student’s account and debited with each meal or extra item purchase. If a parent wishes to limit the dollar amount their student may spend on extra items, they may complete a Snack Limit Form posted on the Child Nutrition website, found by visiting www.leanderisd.org.

If elementary school students do not have breakfast or lunch money available, they may charge up to $10.00. All meal charges must be repaid the next school day. Should unpaid charges accumulate past the four meal limit, students will be provided with an alternative meal.

All foods sold during the school day (defined as midnight to 30 minutes after the last bell) must meet Smart Snack regulations. For more information, go to www.squaremeals.org. You may reference our Wellness Policy for district-specific guidance on competitive foods by grade level.

Healthy, Hunger-Free Kids Act
The Healthy, Hunger-Free Kids Act sets standards for school meals and aims to create healthier meals for kids across the nation. The goal is to build a healthy future for kids by making school meals as nutritious as possible. Some of the guidelines include:

• Offering both fruits and vegetables every day
• Serving whole grain foods (breads, rolls, brown rice, tortillas, cereals, breading on nuggets, etc.)
Leander Independent School District                                                                 Elementary School Handbook

- Offering only fat-free and low fat milk
- Limiting calories and portion sizes based on the age of the children
- Reducing sodium, saturated fat, and trans fats

The meal pattern consists of five components – Meat/meat alternate, grain, fruits, vegetables, and milk. LISD schools follow the “offer vs. serve” program to help decrease food waste and give students a choice at mealtimes. Students may select three or more of the above components, but one must be a fruit or vegetable. The only item that is required of all five components is a fruit or a vegetable.

Textbooks
All textbooks are the property of Leander ISD. The use of these textbooks is the right of every student. This right carries with it the basic responsibility of proper use and good care. A student who is issued a damaged textbook should immediately report that fact to the teacher. In the event textbooks are lost, new ones cannot be issued until payment has been made. However, a student will be provided textbooks for use at school during the school day.

Payments for lost textbooks are due within three (3) days. Refunds will be given through the close of the last school day of the current school year. After this date the textbooks will become the property of the student.

Lockers
Lockers used by students remain under the jurisdiction of the school. No personal locks may be used. Searches of lockers may be done at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Parents will be notified if prohibited items are found in the student’s locker.

Visitors
The school is always happy to have visitors. Anyone, including parents, who wish to visit our schools must first come to the office to sign in. Visitors will be required to present their current state identification and obtain a visitor pass. Scheduled visits must be prearranged with the teacher and/or campus administration. On testing days visitation may be limited on campuses.

Questions, Concerns, Complaints
All questions, concerns, or complaints should be addressed to the staff member involved in the issue. i.e. teacher, counselor, coach, etc. If the issue is not resolved at this level, then the student/parent should contact the assistant principal who works with the student. If the assistant principal cannot resolve the issue, the student/parent should contact the campus principal. If the issue involves the assistant principal then the campus principal should be contacted. Student Support Services may be contacted if the student/parent does not get resolution of the issue after meeting with the campus principal.

If the informal meetings fail to reach the outcome requested by the student or parent, the student or parent may initiate the formal process by timely filing a written complaint (board policy FNG). Formal Level I parent/student grievances should be directed to the campus Principal and Student Support Services. During this process that complaint will be thoroughly reviewed and researched.

If the parents’/student’s needs are not met following a level I grievance, then a level two grievance can be filed. Should the results at level two not satisfy the parent/student then a level III grievance may be referred to the Superintendent and Board and Trustees.

Below you will find additional information regarding the grievance process.

1. Parent/student complaints and concerns should be addressed in accordance with Policy FNG (LOCAL). A copy of the policy may be obtained from an administrator’s office or found on the Leander ISD website at www.leanderisd.org.
2. A student and/or parent with a complaint regarding possible discrimination on the basis of sex, in any school program, should contact Bryan Miller, Title IX coordinator.
3. A complaint or concern regarding a student with disabilities or about the District’s programs and services available to the student, should contact Kendra Winans.

Harassment
Harassment will not be tolerated by the District. 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 encourages parental and student support in its efforts to address and prevent harassment in any form 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 the office of Student Support Services, 512-570-0150.

**Harassment on the Basis of Race, Color, Religion, National Origin, Sex, Sexual Orientation, or Disability**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to any campus administrator or staff member. The allegations will be investigated and addressed.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). Also see policy FNG (EXHIBIT).

**Sexual Harassment/Sexual Abuse**

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 any 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.

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, Bryan Miller, 512-570-0150.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FFH (LOCAL).

**TRANSPORTATION**

The LISD Transportation Department is committed to ensuring the safety and well-being of each student. In the interest of safety, students are expected to behave on the school buses and at bus stops just as they do at school. All school rules of conduct apply to students while they are being provided transportation. Riding in a District transportation vehicle is a PRIVILEGE offered to eligible students who reside within the district. Procedures and safety rules, combined with campus standards of conduct, help ensure the safety and protection of each student. Failure to meet these standards or follow these safety rules and procedures may result in student conflicts or injuries and also cause delays or distractions to the driver. Those students who consistently fail to abide by these rules, procedures, and standards may lose their riding privilege to ride any LISD bus for a period of time determined by each individual school.

Drivers of school passenger transportation vehicles are responsible for the safe operation of their vehicles. They have the authority to enforce the rules and procedures and also give directions to students concerning standards of conduct. Seating is determined by each driver and may be divided into sections according to campus. Assigned seats within any section are required by the Transportation Department.

For safety reasons, animals or other living things, glass containers, large band instruments, and any other object that, due to its size, would obstruct an aisle or emergency exit, prevent correct student seating, or obstruct the driver’s views are not allowed on the bus. To the extent possible, band instruments or athletic equipment will be in the seat with the student. If items carried on the bus cannot safely ride in the student’s seat it will not be allowed on the bus. Telecommunication devices may be used on the school bus, by the owner only, if their use does not create problems. Headphones must be
Discipline and Student Management

Overview - Students are expected to:

- Abide by all procedures and rules including those set forth by LISD Student Code of Conduct.
- Respect district property.
- Avoid physically or emotionally harming themselves or others.
  - Refrain from any behavior that distracts the driver.
  - Note the more in-depth discussion for the conduct of students riding Leander ISD transportation vehicles that is found in the “Student Bus Rider Handbook”, a separate document distributed to all bus riders at the beginning of the school year. Note that a portion of the handbook is to be detached and returned to the bus driver, acknowledging the receipt and understanding of the handbook’s information by the student and the parent/guardian.

Students will be held accountable for their own behavior.

Discipline Management Techniques

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

Because of these factors, discipline for a particular offense, including misconduct in a District vehicle owned or operated by the District, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Since the Districts primary responsibility in transporting students in District vehicles is to so as safely as possible, the operator of the vehicle must focus on driving and no have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student’s transportation privileges, in accordance with law.

The District shall provide transportation to the DAEP for students in a Disciplinary Alternative Education Program. However, if a student placed in the DAEP violates District transportation rules, the student may be denied transportation provided by the District.

A bus driver may refer a student to the principal’s office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student’s bus riding privileges.

Safety Rules and Procedures

LISD Bus Safety Rules

- Stay seated in your assigned seat.
- Keep your whole body inside the bus.
- Do not throw anything from the bus.
- Get on and off only at your assigned stop.
- No pushing, shoving, fighting, shouting, or inappropriate language.
- No eating, drinking, smoking, spitting, destruction of property, or possession of harmful objects.
- PLAIN, UNFLAVORED, UNSWEETENED, DRINKING WATER IN PLASTIC CONTAINERS IS THE ONLY LIQUID OR FOOD ALLOWED.
- Do not bother other students or their belongings.

While waiting to load - to avoid injury:

- Arrive at the stop 5 minutes earlier than the scheduled loading time. Remain out of the street and don’t create a problem for the owner of the property where the stop is located.
- When the bus approaches, stay away from the curb and the front wheel of the bus. Wait until the bus has come to a complete stop, and wait for the driver’s signal to cross/board.
• Board carefully and use the handrail. Be courteous and do not push or shove. Move directly to your assigned seat.

While riding:
• Remain completely seated, facing forward, with all body parts inside the bus, backpack in lap, and arms, feet, and torso out of aisle. Standing or moving from seat to seat is not allowed.
• As required by law, should the bus be equipped with three-point seatbelts, all students on board are required to use the seat belt.
• Respect the rights of other students. Do not violate their space, nor physically or emotionally harm them.
• Do not participate in any event, which causes the driver to be distracted from driving.
• Never allow baggage to block an exit window, door, or any part of the aisle. In an emergency, no time is available to clear the path to safety.

While unloading:
• As the vehicle approaches your stop, gather your belongings, but remain seated until the vehicle has come to a complete stop.
• Move to the door quickly so other traffic will not be delayed. Use the handrail while descending the stairs.
• Step down to the ground carefully and walk directly away from the vehicle at least two steps before turning left or right. Never walk alongside the vehicle or anywhere within 3 feet of the rear tires.
  • If you must cross the street, move at least 15 feet in front of the vehicle and wait for the driver's signal to cautiously move into the roadway, stopping directly in front of the driver's side of the bus. You will check left-right-left yourself and wait for the driver's second signal to cross the remainder of the roadway.

Discipline: Drivers will make on-the-spot corrections and may assign specific seating to students who are misbehaving. When students do not respond to the driver's initial efforts to correct misbehavior, a formal Bus Conduct Report will be given to the campus administration. Campus administration will address the student misbehavior using any of the techniques outlined in the LISD Student Code of Conduct. Student discipline management procedures will consider the severity of the offense, the maturity of the student, and the student's past conduct on the bus.

Changing Routes, Stops
Students who want to go to a destination other than their regular destination must obtain a Rider's Permit from the campus office. To obtain a permit, parents may send a note to school, phone, or request in person. The student will then give the permit to the driver who will retain the permit and will deliver the student to the requested regular stop. Bus passes for students going home with regular riders will be honored only if there are seats available on the bus. Bus drivers do not have the authority to allow students to ride without a rider permit.

Parents or others may not remove a student from the bus without permission and may not, by law, board the bus at any time. To ensure the safety of our students, in order to remove a student already on the bus, parents must contact the campus administrator for clearance. Identification may be requested prior to the student being removed from the bus.

Extracurricular Trips
School trips will be arranged through the office. A sponsor will be on each vehicle. Students may not be released to friends or any person except the sponsor or student's parent unless prior arrangements have been made with campus personnel prior to the trip. While the driver is responsible for the overall safety of each student, the sponsor is responsible for the management of the students while at the event or en route. Students should contact their sponsor for details of the trip.

Video Cameras
Video camera recording of the ride has proven to be a valuable tool in maintaining safe student conduct. In the event that an incident occurs, videotapes will be retained, and segments may be provided to the campus administrator. Due to legal reasons, the data on the videotape is considered confidential information and, as a matter of privacy, is not released outside the campus/department without the appropriate legal document.

Shuttle Service
In order to improve the timeliness of service, some routes will include a short shuttle to or from some campuses. Routes selected for shuttle will take advantage of the time differences between secondary and elementary bell times.

Crossing Guards
Crossing guards are provided at the elementary and middle schools at designated streets and intersections. To ensure a safe route to school, students must obey all procedures and rules provided by crossing guards at all crosswalks and intersections.
Notice of Parent and Student Rights

Family Educational Rights and Privacy Act, 20 U.S.C. Sec.1232g

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

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Leander ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Leander ISD has designated the following information as directory information: student’s name, address, telephone listing, photograph, honors and awards, received dates of attendance, grade level, most recent school attended/attending, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

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

- The parents – whether married, separated, or divorced – unless the school is given a copy of a court order terminating parental rights or the right to access a student’s educational records. Federal law requires that, as soon as a student becomes 18 years old or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student's records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as Board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the District has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; a parent or student assisting a school official or staff in the performance of his or her duties or various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school, and for students who have withdrawn or graduated.

Request to view records can be made at: student.records@leanderisd.org. A parent or (or eligible student) may inspect the student’s records during regular school hours. If circumstances effectively prevent a parent (or eligible student) from inspecting the records, the District will make alternate arrangements to review the requested records. The records custodian or designee will respond to a reasonable request for explanation and interpretation of the records.

Copies of student records are available for a fee. Request for copies of student records can be made at student.records@leanderisd.org.

The addresses of the principals’ offices are found at the back of this handbook.

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

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW Washington, DC  20202

5. For additional information, please refer to Leander ISD Board Policies FL (Legal) and FL (Local).

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

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

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school’s overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.
Special Education Referrals:
If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

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

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

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

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

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

Contact Person for Special Education Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:
Contact Person: Sandy Kelly-Khan
Phone Number: 570-0300

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

Contact Person for Section 504 Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:
Contact Person: Tara Stewart
Phone Number: 570-0311

Additional Information:
The following websites provide information and resources for students with disabilities and their families.
- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First
Special Education Records

Personally identifiable information that is maintained to provide educational services to students with disabilities will be destroyed seven years after the student has been dismissed or graduated, unless the parent notifies the District otherwise. Two public notices are made one week apart and at least 30 calendar days prior to the destruction of any records, during which time parents of students with disabilities or adult persons with disabilities may notify the District should they want records to be maintained.

Student Rights, Safety and Discipline

Protection of Student Rights under 20 U.S.C. Sec.1232h

Suicide Prevention and Early Mental Health Intervention

Leander ISD promotes the prevention of suicide through the Comprehensive Guidance Curriculum and through the support for campus activities and groups, such as No Place for Hate, that promote the well-being of our students. Faculties are provided access to a Gatekeeper Training to recognize signs that may indicate the need for early mental health intervention, as well as a compulsory training based on the ASK about Suicide model. The campus counselor is the liaison for identified students. A student who is referred to a counselor following a report of suicidal ideation is screened by the counselor with a non-medical assessment instrument. Parent contact is made following the screening of any student. Parent involvement is required for any further interventions, which may include contact with the Williamson County Mobile Outreach Team or Travis County Psychiatric Emergency Services.

Parental Rights

- To inspect all instructional materials, textbooks, and other teaching aids used in the classroom of the parent’s child, and to review each test after it has been administered to their child.
- To access of all written records of a school district concerning the parent’s child.
- To request information regarding the professional qualifications of their child’s teachers.
- To inspect a survey created by a third party before the survey is administered or distributed to their child.
- To grant or deny any written request from the district to make a videotape or voice recording of the child. State law, however, permits the school to make a videotape or voice recording without parental permission when it is used for school safety, relates to classroom instruction or a co-curricular or extracurricular activity, or when it relates to media coverage.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the state flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.
- To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

Persistently Dangerous Schools

Any student who attends a school that has been designated as persistently dangerous as determined by the Texas Education Agency, or any student who becomes a victim of a violent criminal offense while in or on the grounds of the public school that the student attends, will be allowed to transfer to another school within the District upon request. See Board Policies FDE (Legal), FDE (Local).

Prior Parental Consent Needed

Students shall not be required to participate in a survey, analysis, or evaluation as part of any program that reveals information concerning the following topics without prior written consent of parents. Parents will be able to inspect such material.

1. Political affiliations or beliefs of the student or the student’s parents
2. Mental and psychological problems of the student or the student’s family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incriminating, and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have a close family relationship
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
7. Religious practices, affiliation, or beliefs of the student and the student’s parent
Opting Out of Surveys and Activities
Parents have the right to receive notice and opt their child out of:

- Participation in any survey concerning the information listed above,
- School activities involving the collection, disclosure, or use of personal information collected from their child for the purpose of marketing or selling that information,
- Any non-emergency, invasive physical examination or screening as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Student Right to Pray
The school recognizes a student’s right to voluntarily pray or meditate in school in a manner that does not disrupt instruction 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.

Student Religious Expression in Classroom Assignments
Students may express their beliefs about religion in their school assignments to the same extent that non-religious expression is allowed. Assignments should be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical criteria identified by the school.

Services for the Homeless
For information regarding Homeless services under the McKinney-Vento Homeless Education Assistance Act, please reference the district website. Lori Traynham, the District Homeless Liaison for Children and Youths, can be reached at 512-570-0310.

Services for Students in Foster Care
For Information regarding Every Student Succeeds Act and the Education of Students in Foster care, please contact Lori Traynham at 512-570-0310.
The information on the following pages is VERY important! Please make certain that you read and understand the Student Code of Conduct section. For assistance with the Student Code of Conduct, you may call 512-570-0150.

**PURPOSE**

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior.

The Student Code of Conduct is the District's response to the requirements of Chapter 37 of the Texas Education Code and is subject to change as the result of changes in the law or legislative action.

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

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

This Student Code of Conduct has been adopted by Leander ISD's Board of Trustees and developed with the advice of the District-level committee. This Code provides information to parents and students regarding the standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside of the school year until an updated version is adopted by the Board becomes effective for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be posted on the District's Web site @ [http://www.leanderisd.org](http://www.leanderisd.org).

Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

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

**Please Note:** The discipline of all students with disabilities who are eligible for services under federal law (Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.
INDEX
This code contains the following topics:

Section I: Ethical Principles/Expected Behaviors
- Ethical Principles
- Standards of Student Conduct

Section II: School District Authority and Jurisdiction

Section III: Dress Code

Section IV: General Misconduct Violations
- Mistreatment of Others
- Misuse of Property
- Possession of Prohibited Items
- Misuse of Technology
- Misuse of Illegal Prescription and/or Over the Counter Drugs
- Safety
- Miscellaneous Offenses
- Discipline Management Techniques
- Students with Disabilities
- Discipline Management Techniques
- Out-of-School Suspension
- Notification
- Routine Referral
- Regular/Formal Educational Removal
- Regular Educational Setting Removal
- Formal Removal

Section V: Placement in a Disciplinary Alternative Education Program
- LEO
- Removal to a DAEP
  - DAEP Discretionary Placement
    - Part A – Reasons for Discretionary DAEP Placement
      - School-Related
      - Off-Campus
      - Regardless of Location
  - DAEP Mandatory Placement
    - Part B – Reasons for Mandatory DAEP Placement
      - School-Related
      - Within 300 Feet
      - Off-Campus
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Section VI: Expulsion
- Discretionary Expulsion
  - Part A – Reasons for Discretionary Expulsions
- Mandatory Expulsion
  - Part B – Reasons for Mandatory Expulsions

Section VII: Procedures
- Registered Sex Offenders
  - Notification
  - Review Committee
  - Newly Enrolled Student
  - Appeal
- Certain Felonies
  - Hearings and Required Findings
  - Length of Placement
  - Newly Enrolled Students
- DAEP Placement
  - Removal to a DAEP
  - Appeal to DAEP Placement
  - Mandatory Formal Removal
The following ten major ethical values form a philosophical basis for ethical judgment and define the moral duties and virtues implicit in ethical behavior. Leander ISD is committed to these principles.

- **Honesty** - a good faith intent to be truthful, accurate, straightforward and fair in all communications.
- **Concern for Others** - concern for the well-being of all those affected by their actions by being caring, considerate, and compassionate.
- **Integrity** - acting in ways that are consistent with core beliefs.
- **Accountability** - be accountable and accept personal responsibility.
- **Promise-Keeping** - trustworthiness by keeping promises and fulfilling commitments.
- **Law Abidance/Civic Duty** - act as responsible citizens and uphold the rule of law.
- **Loyalty** - a special moral responsibility to promote and protect the interest of certain people, organizations or governments.
- **Respect for Others** - honoring the rights of others and treating others with courtesy and decency.
- **Fairness** - making impartial decisions, demonstrating a commitment to justice, correcting mistakes, and refusing to take unfair advantage of others.
- **Pursuit of Excellence** - seek to perform their duties with excellence.
### STANDARDS OF STUDENT CONDUCT

In order to promote a positive educational experience for all students, the District expects students to adhere to **seven basic standards of conduct:**

- Exercise self-control, self-respect, and self-discipline
- Demonstrate a positive attitude
- Respect the rights and feelings of others
- Respect school property
- Support the learning process
- Adhere to rules
- Promote a safe environment.
Section II: School District Authority and Jurisdiction

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and District staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the District's educational mission. The District's rules of conduct and discipline are established to achieve and maintain order in the school.

CAMPUS BEHAVIOR COORDINATOR

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The District has designated the campus administrators as the behavior coordinators. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district maintains a current list of the persons serving as a campus behavior coordinator on the campus's websites.

AUTHORITY AND JURISDICTION

A student, whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment shall be subject to disciplinary action. School rules and the authority of the District to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:
1. During the regular school day and while the student is going to and from school on District transportation;
2. During lunch periods in which students, in select courses, are allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in bullying/cyberbullying as provided by Texas Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081; and
11. When the student is required to register as a sex offender.

A student’s clothing, personal property, electronic equipment, method of transportation, or school property used by the student (such as lockers or desks) may be searched when there is reasonable suspicion to believe the search shall reveal articles or materials prohibited by the District. Students are responsible for ensuring that any personal property, method of transportation, or school property used by the student does not contain prohibited items. Students may be disciplined for possession of prohibited items discovered during a search. For more information about searches, please review the District’s Student Handbook and policy FNF (LOCAL).

School administrators shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus. The District has the right to revoke the transfer of a nonresident student for violating the District’s Code. In addition, the District also has a process for revoking in-District transfers (see campus administrator for details).
In general, discipline shall be designed to correct the misconduct and to encourage adherence by all students to their responsibilities as citizens of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, previously tried discipline management techniques, whether a student was reasonably acting in self-defense, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

**UNAUTHORIZED PERSONS**

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

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

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

**EXPECTATIONS FOR REPORTING OFFENSES**

The safety of students is a high priority and goal for the District. All stakeholders (staff, students, parents and community members) have an obligation to assist the District in creating and maintaining a safe and orderly environment free of bullying, teasing, harassment, violence, weapons, etc. We appreciate all help and support in assisting the District to reach this goal.

Anytime someone has information about a student in Leander ISD that is experiencing any form of mistreatment or about any potential danger to any student or staff member of the school, the expectation is for the information to be reported directly to campus administration. However, if the information is shared with any other staff member, he/she will then report to campus administration.

**BEHAVIORS, CONSEQUENCES AND TECHNIQUES**

The list of prohibited behaviors and possible consequences are listed in the next five (5) sections of this Student Code of Conduct. Those sections are Dress Code, General Misconduct Violations, Placement in a Disciplinary Alternative Education Program, Expulsion, and Procedures.

Please note: In addition to the rules/behaviors listed in this Student Code of Conduct, the District also has campus, classroom, and District transportation rules. These rules may be listed in the other parts of the Student and Parent Handbook, given directly to the students, or posted in classrooms or on District transportation vehicles. These other rules may or may not constitute violations of this Student Code of Conduct.
Section III: Dress Code

The District’s dress code is established to help foster a positive and proper learning environment. Appropriate grooming, dignity of appearance, and pride all contribute to a successful learning environment. The dress code provides expectations which model good citizenship, teach grooming and hygiene, instill discipline, prevent disruptions, minimize safety hazards, and teach respect for authority. Everyone has a role to play in helping to create the proper learning environment. The District encourages students, with the supervision of their parents, to maintain high standards of dress, grooming, and personal appearance. Students are expected to use good judgment and to respect themselves as well as others. Parents are asked to ensure that their student(s) is in compliance with the dress code policy for the District.

Campus staff are responsible for enforcing the dress code. Campus administrators have the final authority concerning the propriety of clothing, hairstyles, and jewelry to be worn on school property, at school activities, or any time a student is representing the District. Administrators will use their professional judgment in determining whether attire is inappropriate, distracting, or causes or may be reasonably expected to cause a disruption of or interference with normal school operations.

General Apparel Information of Prohibited Items:

- No clothing, including jewelry or accessories, featuring pictures, emblems, writings, or slogans that are lewd, offensive, risqué, vulgar, obscene, provocative, or conveying hate messages or demeaning messages
- No clothing or grooming causing disruptions to the learning environment or creating a health or other hazard to a student’s safety or the safety of others
- No apparel or accessories depicting tobacco products, alcoholic beverages, drugs or any other dangerous, prohibited, or controlled substance
- No attire identifying, condoning, depicting or promoting a student as part of an unauthorized group, such as a gang. For more information about what constitutes a gang, please contact your campus administrator or local law enforcement
- No clothing, footwear, make-up, jewelry or accessories promoting violence, weapons, bombs, illegal acts, or anything that could be construed as provocative or offensive or otherwise distract from the learning environment, as determined by the administrators
- No extremes in any type of clothing, footwear, make-up, hair, or jewelry will be permitted
- No pajamas, sleepwear, or house slippers of any kind (except for designated days such as theme or character days, etc.)
- Tennis shoes (rubber sole, closed toe, and heel) are to be worn for safety reasons during Physical Education (P.E.). Shoes such as flip flops, boots, Crocs, sandals, etc. are not permitted during P.E.
- School-sponsored uniforms (athletics, cheerleading, dance teams, ROTC, etc.) are exempt from this dress code. Students who participate in extracurricular activities may be subject to additional standards. The sponsor or coach will distribute additional requirements to participants
- No holes (including manufacturer designed holes) in apparel exposing undergarments or excessive skin or torso
- For health and safety reasons, shoes are to be worn in the building. On special occasions with administrative approval shoes may not be worn.

Pants, Jeans:

- Shorts, skirts, and skorts must be at finger-tip length
- Tights/leggings can only be worn with a dress, skirt, tunic, or shirt which must be at finger-tip length
- Pants, jeans, shorts, skirts, and skorts must be worn at the hip and cover undergarments

Shirts, Blouses, Sweatshirts, Sweaters, Vests, Jackets, Coats:
• No strapless tops, spaghetti-strap tops, backless, halters, off-the-shoulder tops, or shirts with armholes exposing undergarments or excessive skin/torso
• No low necklines (e.g. reveal chest area)
• No see-through or mesh shirts unless worn with an undershirt
• Tops should meet the beltline, and must not reveal undergarments or skin
• No full-length jackets and coats such as those commonly referred to as “trench coats” or “dusters”

Eyewear and Accessories:
• No sunglasses will be visible in building
• No metal-studded collars, choker chains, armbands, wristbands, chains, or other metal-studded accessories are permitted

Headgear:
• No hats, caps, sweatbands, scarves, bandanas, doo-rags, hoods, and other headgear will be worn inside campus buildings without administrative approval

Consequences:
If a student’s dress is out of compliance with the LISD dress code policy, the following consequences may be imposed:
• 1st offense: Correct out-of-code clothing, receive a warning, parent contact
• 2nd offense: Lunch, before or after school D-Hall, parent contact
• 3rd offense: In-School-Suspension (ISS) or Saturday Detention, parent contact

Should a student refuse to comply with directions to correct clothing code violation or to attend Lunch D-Hall or D-Hall, the student will be deemed insubordinate and placed in ISS for at least the remainder of the school day. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.
Section IV: General Misconduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the District, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on out-of-school suspension, DAEP placement, placement and or expulsion for certain offenses, and expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in removal from the regular education setting as detailed in that section.

Note: Students engaging in the offenses under Section IV shall be processed by the school administration and may also involve being processed by the School Resource Officer (SRO), as permitted by State Law. Students are prohibited from:

1. Failing to comply with directives and/or accept discipline management techniques given by school personnel (non-compliance and failure to except discipline).
2. Violating school or bus safety rules.
3. Leaving school grounds, class or school-sponsored events without permission.
4. Being tardy, failing to attend, being truant, having unexcused absences.
5. Violating repeatedly other communicated District, campus, or classroom standards of behavior.
6. Distributing and/or posting prohibited materials not in accordance with school procedures.
7. Violating dress code. (See Section III)
8. Violating the school's rules pertaining to the operation and/or parking of vehicles on school property.

MISCONDUCT VIOLATIONS

9. Threatening a District student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
10. Throwing objects that can cause bodily injury or property damage.
11. Directing profanity, vulgar language, or obscene gestures toward other students, District employees or visitors.
12. Fighting, participating in any manner in fight clubs or boxing.
13. Fighting or scuffling that does not result in physical pain, illness, or any impairment of a physical condition.
14. Engaging in horseplay, roughhousing, and other playful behavior that, though not intended to harm, presents a reasonable risk of harm or threatens the safety of others.
15. Participating in hazing.
16. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force.
17. Engaging in bullying or cyberbullying, including intimidation, teasing, name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe shall substantially disrupt the school program or incite violence.
18. Release or threaten to release intimate visual material of a minor or a student who is eighteen years or older without the students’ consent.
19. Engaging in any conduct that constitutes sexual or gender-based harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors.
20. Engaging in harassment of any kind, including, but not limited to, harassment motivated by race, color, religion, national origin, disability or age directed toward another student or District employee.
21. Engaging in any inappropriate physical or sexual contact.
22. Engaging in inappropriate or indecent exposure of private parts.
23. Making threats, including verbal and written statements, hit lists, mail and e-mail, threats of a graphic nature (drawings, graffiti), and joking about threatening subjects that threaten the safety of another student, a school employee, or school property.
24. Committing simple assault (assault by contact).
25. Participating in consensual hugging, touching, or other displays of affection that are inappropriate.
26. Participating in consensual activities that result in physical alteration or injury to self or of another person's body (i.e. piercing, tattooing, etc.).
27. Failing to immediately report to a school employee knowledge of a device, object, substance, or event that could cause harm to self or others.
28. Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in a current or past dating relationship.

**BULLYING**

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

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

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

The State Law on Bullying prevention applies to:

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

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

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

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.
The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another school in the District. The parent of a student who has been determined by the District to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the District. Refer to the Leander ISD Anti-Bullying website for additional information.

### MISUSE OF PROPERTY

29. Stealing from students, staff, or the school.
30. Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code. (Felony robbery, aggravated robbery, and theft offenses are addressed later in the Student Code of Conduct.)
31. Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)
32. Defacing or damaging school property – including textbooks, lockers, furniture, and other equipment with graffiti or by other means.

### POSSESSION OF PROHIBITED ITEMS

33. Possessing prohibited items. The District also prohibits students from possessing certain other items without administrative approval while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property.

**Prohibited Items Include but are not limited to:**

1. Radios
2. Permanent/Sharpie® Markers
3. Correction Fluid
4. Laser Pointers
5. Lighters, matches, e-cigarettes(vapes), and Tobacco Products
6. Pornography and/or materials of a profane, vulgar or obscene nature
7. Paintballs and Paintball Guns
8. Mace and Pepper Spray
9. Sling Shots, Starter Pistols
10. Animals
11. Aerosol Spray Cans, Spray Paint
12. Pacifiers
13. Cards/Dice
14. Guitars, Harmonicas and other Instruments unless through Administrative approval
15. All Knives, regardless of blade length, Razors, Box Cutters, Chains, Location restricted knives and any hand instrument designed to cut or stab another by being thrown
16. Incendiaries, Smoke/Stink Bombs, Fireworks, or any other Pyrotechnic Device, Any type of firearm (real or otherwise), Stun, Air, “look alike” Weapons (intended to be used or perceived as a weapon), Tasers, BB Guns, etc.
17. Ammunition, shells, bullets, or gun powder
18. Poisons, Caustic Acids, or other materials that may be toxic to the human body
19. Inline Skates, Roller Shoes

This list is not all inclusive. There may be other items the campus or District administration determines to be disruptive to the educational environment and included as prohibited.

### MISUSE OF TECHNOLOGY

34. Violating any of the prohibited behaviors/conduct listed in the LISD Technology Resource Acceptable Use Guidelines. [See Appendix B- Technology Resource Acceptable Use Guidelines for the complete list in the back of the handbook.]
35. Recording the voice or image of another without the prior consent of the individuals being recorded, or administrative approval, in any way that disrupts the educational environment or invades the privacy of others.
36. Copying, downloading, reproducing, distributing, retransmitting, redisplaying, or modifying items from the District’s website.
NOTE: We encourage and support the proper use of the various forms of technology. The District IS NOT liable for lost or stolen personal electronic devices (i.e. cell phones, iPods, iPhones, iPads, Kindles, etc.). In addition, the District will not expend resources to recover these items.

**MISUSE OF ILLEGAL PRESCRIPTION AND/OR OVER-THE-COUNTER DRUGS**

37. Possessing, selling, or giving something represented to be drugs, contraband, or related paraphernalia.

38. Violating the District’s regulations on taking or possessing prescription drugs and/or over-the-counter medication; abusing one’s own prescription or giving one’s own prescription to another; being under the influence of another person’s prescription drugs; being under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See Glossary for “under the influence” in the Parent Handbook).

39. Abusing or sharing/giving/selling vitamins, minerals, or herbal/dietary supplements to other students.

40. Possessing, selling, delivering, giving, using or being under the influence of intoxicants or inhalants (i.e. whippets, bath salts or related items listed in number 33).

41. Possessing, selling, delivering, giving, using or being under the influence of look-alike drugs (i.e. K2, spice, or fake marijuana).

42. Possessing, smoking or using tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device.

**SAFETY**

43. Discharging a fire extinguisher without valid cause.

44. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct shall substantially disrupt the school program or incite violence.

45. Behaving in any way that disrupts the school environment or educational process.

46. Making false accusations or perpetrating hoaxes regarding school safety.

**MISCELLANEOUS OFFENSES**

47. Engaging in cheating, plagiarism or, copying. This offense may result in possible grade reductions and other consequences as permitted by policy.

48. Bringing skateboards onto the bus. (Students with skateboards in their possession shall not be allowed to get on the bus.)

49. Aiding a student or students in committing prohibited behaviors.

50. Participating in gambling or betting money or other things of value.

51. Falsifying records, passes, or other school-related documents.

52. Certain criminal behavior resulting in the student receiving a ticket or citation, being arrested, or having an arrest warrant issued for himself/herself, regardless of where or when the alleged behavior occurred.

53. Using profane language verbally, written, or any electronic form.

Because of significant variations in student conduct, it is not always possible for the Student Code of Conduct to address each and every act of student misbehavior. To that end, the District retains discretion to address student misconduct inconsistent with these standards even though the conduct may not be specifically included in the Student Code of Conduct.

**STUDENTS WITH DISABILITIES**

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

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

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

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

Because of these factors, discipline for a particular offense, including misconduct in a District vehicle owned or operated by the District, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Since the District's primary responsibility in transporting students in District vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, in accordance with law.

In deciding whether to order out-of-school suspension, to place in a DAEP or to expel, the District shall take into consideration:

1. Self-defense (see Glossary in the Parent Handbook),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

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

1. Verbal (oral or written) correction.
2. Cooling-off time or "time-out."
3. Seating changes within the classroom.
4. Temporary confiscation of items that disrupt the educational process.
5. Rewards or demerits.
7. Counseling by teachers, counselors, or administrative personnel.
10. Anger management classes.
11. Mediation.
12. Classroom restorative circles.
13. Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
15. Sending the student to the office or other assigned area, or to in-school suspension.
16. Assignment of school duties such as cleaning or picking up litter.
17. Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
18. Penalties identified in individual student organizations' extracurricular standards of behavior.
19. Withdrawal or restriction of bus privileges.
20. School-assessed and school-administered probation.
21. Out-of-school suspension, as specified in the suspension section of this Code.
22. Placement in a DAEP, as specified in the DAEP section of this Code.
23. Expulsion, as specified in the Expulsion section of this Code.
24. Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
25. Other strategies and consequences as determined by school officials.
26. Students who miss school hours due to dress code violations shall be required to
make up the hours in Saturday Clock Hour Class or Before-or-After-School Detention.
27. Restitution or restoration.
28. Dismissal from the extra- or co-curricular activity, office, club, group, or team, and/or referral to the Licensed Chemical Dependency Counselor for counseling, if appropriate. The student may also be required to complete a reinstatement plan.

OUT-OF-SCHOOL SUSPENSION

Students may be out-of-school suspended for any behavior listed in the Student Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student in grade 2 or below shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

1. Conduct that contains the elements of a weapons offense, as provided in Texas Penal Code Section 46.02 or 46.05;
2. Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students in grade 2 or below who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

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

1. Self-defense (see Glossary in the Parent Handbook),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student’s disciplinary history, or
4. A disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct.

The number of days of a student’s out-of-school suspension shall be determined by the appropriate administrator. State law allows a student to be out-of-school suspended for no more than three (3) school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

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

While on out-of-school suspension, students may not participate in school-sponsored or school-related extracurricular and/or co-curricular activities.

NOTIFICATION

The campus behavior coordinator shall notify a student’s parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student’s parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student’s parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall
provide the notice. Before the principal or appropriate administrator assigns a student under 18 to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**ROUTINE REFERRAL**

A routine referral occurs when a teacher sends a student to the campus behavior coordinator’s office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

**REGULAR EDUCATIONAL SETTING REMOVAL**

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

**FORMAL REMOVAL**

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

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

A teacher or administrator must remove a student from class if the student engages in behavior that under the Texas Education Code requires or permits the student to be placed in a DAEP or expelled.

When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed. Otherwise, within three school days of the formal removal, the appropriate administrator shall schedule a conference with the student’s parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

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

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

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A Disciplinary Alternative Education Program (DAEP).

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

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher’s class without the teacher’s consent, if the placement review committee determines that the teacher’s class is the best or only alternative available.
Section V: Placement in a Disciplinary Alternative Education Program (DAEP)

LEO

Leander Independent School District’s Extended Opportunity Center (LEO), the District’s Disciplinary Alternative Education Program (DAEP), exists to provide a highly structured environment for students who commit major offenses or who commit a series of less serious offenses. The intense observation at the LEO Center shall be directed toward correcting the behavior. Students shall be admitted to LEO following a referral by the home campus. Days counted for LEO assigned days, are only days student is actually present at the LEO Center. Parents and students receive specific information regarding to the LEO Center at the time of a placement or an expulsion.

REMOVAL TO DAEP

Part A lists behaviors that may result in such a placement. Part B lists behaviors which, by law, must result in a student’s placement in a Disciplinary Alternative Education Program (DAEP).

For purposes of DAEP, elementary classification shall be kindergarten-grade 5 and secondary classification shall be grades 6-12. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

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

Summer programs provided by the District shall serve students assigned to a DAEP in conjunction with other students on a case-by-case basis.

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

1. Self-defense (see Glossary in the Parent Handbook),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student’s disciplinary history, or
4. A disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the students conduct.

PART A

REASONS FOR DISCRETIONARY DAEP PLACEMENT

Note: Students violating the offenses in Section V (Parts A and B) shall receive consequences from the school administrator and may be processed (issued a citation, arrested, etc.) by the School Resource Officer (SRO) or the local police department, as permitted by State Law.

Following an investigation and a determination is made that a secondary student committed a discretionary offense, the student shall be placed in a DAEP for a minimum of 30 school days. Depending on age appropriateness and the nature of the offense, elementary students may be placed at a DAEP from one (1) day to six (6) weeks.

SCHOOL-RELATED. A student may be placed in a Disciplinary Alternative Education Program (DAEP) for any of the following misconduct if committed while on school property, within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Possessing, giving, buying, or selling less than a useable amount of stems, seeds, or other pieces of marijuana.
2. Possessing, using, selling, buying, or giving paraphernalia (see Glossary in the Parent Handbook) related to any prohibited substance, including but not limited to marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
3. Abusing the student’s own prescription drug or using it in a way other than prescribed; giving, buying, or selling a prescription drug; possessing, using, or being under the influence of another person’s prescription drug.
4. Preparing a hit list.
5. Engaging in serious or persistent misbehavior.
6. Disruptive activities (if results in disorderly conduct or assault).
7. Disruption of classes (if results in disorderly conduct or assault).
8. Theft.
9. Weapons or instruments represented as or used as weapons, any form of brass knuckles or finger armor.
10. Fighting.
11. Sexual harassment.
12. Transfer from another district’s DAEP.
13. Possession, use or transmittal of something represented to be a prohibited substance or paraphernalia associated with a prohibited substance.
14. Possessing or bringing any type of ammunition.
15. Criminal trespass.
16. Threats. The District takes seriously and shall act upon all threats made (verbal or written) toward the safety of our schools or others.
17. Bullying, cyberbullying, or harassment.
18. Violation of any campus, classroom, District transportation, or Student Code of Conduct rules as listed in Section IV, General Misconduct.

OFF-CAMPUS. A student may be placed in DAEP based on conduct occurring off-campus and not in attendance at a school-sponsored or school-related activity if:

1. The superintendent or the superintendent’s designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than aggravated robbery under Section 29.03, Penal Code, or those offenses defined in Title 5, Penal Code; and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

REGARDLESS OF LOCATION. A student may be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus.

1. If the student is a registered sex offender who is not under any form of court supervision. (A registered sex offender who is not under any form of court supervision shall be placed in regular classes if the student is not a threat to the safety of others, is not detrimental to the educational process and such placement is not contrary to the best interests of the District’s students.)
2. Engages in criminal mischief if not punishable as a felony.
3. Engages in bullying that encourages a student to commit or attempt to commit suicide.
4. Incites violence against a student through group bullying.
5. Releases or threatens to release intimate visual material of a minor or a student who is eighteen years of age or older without the student’s consent.
Note: Students violating the offenses in Section V (Parts A and B) shall receive consequences from the school administrator and may be processed (issued a citation, arrested, etc.) by the School Resource Officer (SRO) or the local police department, as permitted by State Law.

Following an investigation and a determination is made that a secondary student committed a Mandatory offense, the student shall be placed in a DAEP for a minimum of 45 school days. Depending on age appropriateness and the nature of the offense, elementary students may be placed at a DAEP from one (1) day to six (6) weeks.

**Offenses in italics and bolded may result in a discretionary expulsion.**

**SCHOOL-RELATED.** A student must be placed in a DAEP for any of the following misconduct if committed while on school property or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct punishable as a felony.
2. Commits an assault with bodily injury under Texas Penal Code 22.01(a)(1).
3. **Sells, gives, delivers to another person,** possesses, uses, or is under the influence of marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage in any amount not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.
4. Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable as a felony.
5. Engages in an offense relating to abusable volatile chemicals.
6. Engages in conduct that contains the elements of the offense of public lewdness.
7. Engages in conduct that contains the elements of the offense of indecent exposure.
8. Possesses or uses a knife with a blade over 3" up to 5 ½ ".
9. Engages in expellable conduct if the student is between six (6) and nine (9) years of age.
10. Engages in a federal firearm offense if the student is six (6) years of age or younger.
11. Engages in deadly conduct.
12. Engages in vandalism to property when conduct is punishable as a felony criminal mischief.

**WITHIN 300 FEET.** A student must be placed in a DAEP for any of the following misconduct while within 300 feet of school property, as measured from any point on the real property boundary line.

1. **Commits aggravated assault, sexual assault, or aggravated sexual assault.**
2. **Commits arson** (see Glossary in the Parent Handbook).
3. **Commits murder, capital murder, or criminal attempt to commit murder or capital murder.**
4. Commits indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
5. **Commits a felony drug- or alcohol-related offense.**
6. Uses, exhibits, or possesses a firearm (as defined by state law), a location restricted knife, a club, or prohibited weapon, or possesses a firearm (as defined by federal law).
7. **Continuous sexual abuse of a young child or children.**
OFF-CAMPUS. A student must be placed in DAEP for engaging in conduct punishable as aggravated robbery or a felony listed under Title 5 of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

1. The student receives deferred prosecution for a Title 5 (see Glossary in the Parent Handbook) felony offense.
2. A court or jury finds the student engaged in delinquent conduct for a Title 5 felony offense.
3. The administrator reasonably believes that the student engaged in a Title 5 felony offense.
4. Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

*Title 5 offenses against a person may include the following, but not limited to:

| 1. Murder | 9. Unlawful transport | 16. Injury to a child, an elderly person, or a disabled person |
| 2. Capital murder | 10. Assault | 17. Abandoning or endangering a child |
| 3. Manslaughter | 11. Aggravated assault | 18. Improper photography or visual recording |
| 7. Aggravated kidnapping | 15. Indecency with a child | 22. Aiding a person to commit suicide |
| 8. Trafficking of persons | | 23. Harassment by a person in a correctional facility |

REGARDLESS OF LOCATION. A student must be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

1. Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See Glossary in the Parent Handbook)
2. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property.
3. Engages in conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
4. Is involved with a public school fraternity, sorority, secret society, or gang, including participating as a member or pledge, or soliciting another person to become a member or pledge.
5. Is involved with a criminal street gang or encourages, solicits, recruits, enables, or causes another to become a member of a criminal street gang.
6. Engages in criminal mischief if punishable as a felony.
7. Is a registered sex offender under court supervision, probation, community supervision, or parole.
8. Breach of computer security.
9. Engages in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
   a. Aggravated assault.
   b. Sexual assault.
   c. Aggravated sexual assault.
   d. Murder.
   e. Capital murder.
   f. Criminal attempt to commit murder or capital murder.
   g. Aggravated robbery.

Students who are:

1. Convicted of continuous sexual abuse of a young child or children; or
2. Convicted, received deferred adjudication or deferred prosecution, been
found to have engaged in delinquent conduct or conduct in need of supervision, or been placed on probation for either sexual assault or aggravated sexual assault against another student assigned to the same campus at the time the offense occurred;

Shall be placed in DAEP (or JJAEP as appropriate) on the request of the victim’s parents if the victim student does not wish to transfer, and there is only one campus serving that grade level. Placement in this circumstance may be for any length of time considered necessary.
Section VI: Expulsion

PART A

REASONS FOR DISCRETIONARY EXPULSIONS

Note: Students committing any of the offenses under Section VI shall receive consequences from the school administrator and may be processed (issued a citation, arrested, etc.) by the School Resource Officer (SRO) or the police department, as permitted by State Law.

In deciding whether to expel a student, regardless of whether the action is mandatory or discretionary, the District shall take into consideration:

2. Intent or lack of intent at the time the student engaged in the conduct, and the student’s disciplinary history.
3. A disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the students conduct.

A student may be expelled for engaging in documented serious misbehavior that violates the District’s Student Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

a. Deliberate violent behavior that poses a direct threat to the health or safety of others;
b. Extortion, meaning the gaining of money or other property by force or threat;
c. Conduct that constitutes coercion, as defined by Texas Penal Code Section 1.07; or
d. Conduct that constitutes the offense of:
   a. Public lewdness under Texas Penal Code Section 21.07;
   b. Indecent exposure under Texas Penal Code Section 21.08;
   c. Criminal mischief under Texas Penal Code Section 28.03;
   d. Personal hazing under Texas Penal Code Section 37.152; or
   e. Harassment under Texas Penal Code Section 42.07(a)(1) of a student or district employee.

OFF-CAMPUS. A student may be expelled for engaging in the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

In accordance with the Texas Education Code 37.0081, after an opportunity for a hearing before the Board or its designee, a student may be expelled if:

1. The student receives deferred prosecution for conduct defined as a felony offense in Title 5 of the Texas Penal Code;
2. The student has been found by a court of law to have engaged in delinquent conduct for conduct defined as a felony offense in Title 5 of the Texas Penal Code;
3. Is charged with engaging in conduct defined as a felony offense in Title 5; Penal Code;
4. Has been referred to a juvenile court for allegedly engaging in delinquent conduct under Section 54.03, Family Code, or for conduct defined as a felony offense in Title 5, Penal Code;
5. Has received probation or deferred adjudication for a felony offense under Title 5, Penal Code;
6. Has been convicted of a felony offense under Title 5, Penal Code; or
7. Has been arrested for or charged with a felony offense under Title 5, Penal Code.

The Board or the Board’s designee must determine that the student’s presence in the classroom:

1. Threatens the safety of other students or teacher;
2. Shall be detrimental to the educational process; or
3. Is not in the best interest of the District’s students.

A student’s expulsion as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:

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

 REGARDLESS OF LOCATION. A student may be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus.

1. Engages in conduct that contains the elements of assault under Texas Penal Code Section 22.01(a)(1) against an employee or a volunteer.
2. Engages in bullying that encourages a student to commit or attempt to commit suicide.
3. Incites violence against a student through group bullying.
4. Releases or threatens to release intimate visual material of a minor or a student who is eighteen years of age or older without the student’s consent.

PART B

REASONS FOR MANDATORY EXPULSIONS

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

1. A firearm violation, as defined by federal law.

   Firearm under federal law includes:
   a. Any weapon (including a starter gun), which shall or is designed to or which may readily be converted to expel a projectile by the action of an explosive.
   b. The frame or receiver of any such weapon.
   c. Any firearm muffler or firearm weapon.
   d. Any destructive device, such as any explosive, incendiary, or poison gas bomb, or grenade.

2. Use, exhibition, or possession of the following, under the Texas Penal Code:
   a. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
   b. A location restricted knife, defined by Texas State Law as a knife with a blade over 5 ½ inches.
   c. A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
   d. A prohibited weapon, such as an explosive weapon, a machinegun, a short-barrel firearm, a firearm silencer, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun, or a tire deflation device. (See Glossary in the Parent Handbook).

3. Behavior containing the elements of the following under the Texas Penal Code:
   a. Aggravated assault, sexual assault, or aggravated sexual assault.
   b. Arson.
   c. Murder, capital murder, or criminal attempt to commit murder.
   d. Indecency with a child.
   e. Aggravated kidnapping.
   f. Aggravated robbery.
   g. Manslaughter.
   h. Criminally negligent homicide.
   i. Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
   j. Continuous sexual abuse of a young child or children.
REGARDLESS OF LOCATION. A student must be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

1. Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expellable offenses.
Section VII: Procedures

Placement and/or Expulsion for Certain Offenses

Registered Sex Offenders

NOTIFICATION

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

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

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the Board or its designee determines that the student’s presence:
1. Threatens the safety of other students or teachers.
2. Shall be detrimental to the educational process, or
3. Is not in the best interests of the District’s students.

REVIEW COMMITTEE

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

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

APPEAL

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

CERTAIN FELONIES

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the Board or its designee makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see Glossary in the Parent Handbook) of the Texas Penal Code. The student must:
1. Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
2. Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
3. Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
4. Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
5. Have received probation or deferred adjudication or have been arrested for, charged...
The District may expel the student and order placement under these circumstances regardless of:

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

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

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

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

The student is subject to the placement until:

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

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

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

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

Questions or complaints from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate and in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through policy On Line on the Leander ISD website, [www.leanderisd.org](http://www.leanderisd.org).

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

The student or the student’s parent may appeal the superintendent’s or designee’s decision to the Board in accordance with policy FOC (Legal). The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the Board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The Board shall make a record of the proceedings.

If the Board confirms the decision of the superintendent or designee, the student and the student’s parent may appeal to the Commissioner of Education. The student may not be
A teacher may remove a student from class for an offense listed in Part A. A teacher must remove a student from class for offenses listed in Part B of this Section. The teacher shall write a Code of Conduct Violation Report if a student commits any of the behaviors in Section IV of the Code. Within three (3) school days of receiving the Student Code of Conduct violation report and removal of the student, the principal shall schedule a conference with the student's parent, teacher and the student.

Removals to a DAEP shall be made by a campus administrator. An administrator may remove a student for offenses listed in Part A. An administrator must remove a student for offenses listed in Part B of this Section. The administrator shall decide on placement in the Disciplinary Alternative Education Program (DAEP) according to law and local policy. The campus administrator shall schedule a conference with the student's parent and the student within three (3) school days.

Until a conference can be held as a result of a DAEP offense, a formal teacher removal or campus administrator removal, the campus administrator may suspend or place a student in:
- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A Disciplinary Alternative Education Program in which the student must be separate from the other students for the entire school program day and shall be provided instruction in the core subjects. Counseling shall also be provided to the student.

At the conference, a campus administrator shall inform the student, orally or in writing, of the allegation against the student, the reason for the placement, and give the student an opportunity to explain the incident. The administrator shall inform the student of the consequence of the misbehavior and the student’s length of placement in the DAEP. The student may not be returned to the regular classroom pending the conference.

Following valid attempts to contact the parent, the District may hold the conference and make a placement decision regardless of whether the student or the student’s parent attends the conference.

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

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

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

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

The duration of a student’s placement in a DAEP shall be determined by the campus administrator.

The duration of a student’s placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misconduct, the student’s attitude, and statutory requirements.
In order for a day to count toward the DAEP assignment, the student must be present for the entire day, arrive on time, complete all assignments, follow all rules, and engage in no additional violations of the Student Code of Conduct.

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

**Exceeds One Year:**
Placement in a DAEP may exceed one year when a review by the District determines that:
1. The student is a threat to the safety of other students or to District employees, or
2. Extended placement is in the best interest of the student.

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

**Exceeds School Year:**
Students who commit offenses requiring placement in a DAEP at the end of one (1) school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the superintendent or superintendent’s designee must determine that:
1. The student’s presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see Glossary in the Parent Handbook) that violates the District’s Code.

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

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

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

**WITHDRAWAL DURING PROCESS**
When a student violates the District’s code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the District before a placement order is completed, the District may complete the proceedings and issue a placement order. If the student then re-enrolls in the District during the same or a subsequent school year, the District may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the Board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

**NEWWY ENROLLED STUDENTS**
The District shall decide on a case-by-case basis whether to continue the placement of a student who enrolls in the District and was assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district). The District may place the student in the district’s DAEP or a regular classroom setting.
If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this District, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the District determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

**EXTRA-CURRICULAR AND NON-CURRICULAR RESTRICTIONS**

Students placed in DAEP for any mandatory or discretionary reason are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the period of DAEP placement. This restriction applies until the student fulfills the DAEP assignment at this or another school district.

**TRANSPORTATION**

The District shall provide transportation to the DAEP for students in a Disciplinary Alternative Education Program. However, if a student placed in the DAEP violates District transportation rules, the student may be denied transportation provided by the District.

A bus driver may refer a student to the principal’s office or campus behavior coordinator’s office to maintain effective discipline on the bus. The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student’s bus riding privileges.

**EMERGENCY PLACEMENT/PROCEDURE**

A principal or a principal’s designee can order an immediate DAEP placement of a student in accordance with Section 37.019 of the Texas Education Code.

When an emergency placement is necessary because the student’s behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

**PARTICIPATING IN GRADUATION**

It is within the District’s discretion to deny participation in the graduation ceremony or in other related graduation activities if a student has met all the criteria for graduation and is in a DAEP at the end of the school year.

The District has the right to limit a student’s participation in graduation activities for violating the District’s Code.

Participation may include a speaking role, as established by District policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation with the District’s Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the District’s Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

**DAEP PLACEMENT REVIEW**

The campus administrator will review a student’s DAEP placement and academic status every 120 calendar days. In the case of a high school student, the student’s progress toward graduation will be reviewed and a graduation plan will be established. At the review, the student or the parent/guardian will have an opportunity to present reasons for the student’s return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher’s consent.
A juvenile court shall notify the district if:

- Prosecution of the student’s case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication, or deferred prosecution shall be initiated; or
- The court or jury found the student not guilty or concluded the student did not engage in delinquent conduct or conduct indicating a need for supervision and the case was dismissed.

On receipt of the official written notice from the juvenile court, the Board’s designee shall review the student’s placement in the DAEP. The student may not be returned to the regular classroom pending the review. The Board’s designee shall schedule a review of the student’s placement with the student’s parent or guardian not later than the third day after the Board’s designee receives notice from the juvenile court. After reviewing the notice and receiving information from the student’s parent or guardian, the Board’s designee may continue the student’s placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. The student or the student’s parent or guardian may appeal this decision to the Board. The student may not be returned to the regular classroom pending the appeal.

This appeals process does not apply to placements resulting from offenses for which the state requires mandatory Disciplinary Alternative Education Program placement.

**Expulsion Procedures**

The following techniques and procedures apply to both Mandatory Expulsion and Discretionary Expulsion.

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

The Board of trustees delegates to the superintendent or his designee authority to conduct hearings and expel students.

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

Not later than the second business day after the hearing, the hearing officer shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code (if applicable).

A student expelled or removed to a DAEP by order of the Board’s designee after the due process hearing may request that the Board review the expulsion or removal decision. The student or parent shall submit a written request to the Board’s designee within ten (10) days from the date of the written decision of the designee. The Board’s designee shall provide the requestor written notice of the date, time, and place of the meeting at which the Board will review the decision.

The Board shall review the record of the due process hearing on the expulsion, and may hear a statement from the student or parent and from the Board’s designee.

In the event of an appeal to the Board, the Board shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board shall make and communicate its decision orally at the conclusion of the presentation and after its deliberation.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency. The length of an expulsion shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, and statutory requirements.
The duration of a student’s expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one (1) calendar year except as provided below:

An expulsion may not exceed one (1) year unless, after review, the District determines that:
1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one (1) calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion during one (1) school year may be expelled into the next school year to complete the term of expulsion.

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

### WITHDRAWAL DURING PROCESS

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

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

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

### ADDITIONAL MISCONDUCT

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

### ACADEMIC CREDIT

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

### NEWLY ENROLLED STUDENT

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

### CONTINUATION OF OTHER DISTRICT’S EXPULSION ORDER

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

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

If a student is expelled by a district in another state for a period that exceeds one year and the District continues the expulsion or places the student in a DAEP, the District shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one (1) year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or District employees, or
2. Extended placement is in the best interest of the student.
The District may provide educational services to any expelled student in a DAEP. When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

**EMERGENCY EXPULSION**

In an emergency, the principal or the principal's designee **may** order the immediate removal of a student when people or property is in imminent harm or for any reason for which expulsion may be made on a non-emergency basis.

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten (10) days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student’s emergency expulsion is subject to the requirements of federal law.

The Board of Trustees has entered into an agreement with the county juvenile Board outlining the juvenile Board’s responsibilities concerning the establishment and operation of the Juvenile Justice Alternative Education Program (JJAEP). Details of this relationship are defined in agreements.

Based on age appropriateness and the nature of the offense, a student may be expelled to a Juvenile Justice Alternative Education Program from six (6) weeks to one (1) calendar year.

To aid in maintaining a safe and secure campus environment, students may, on occasion, be questioned by administrators and other professional personnel (i.e. teachers, nurse, counselor, parking lot attendant, etc.), or law enforcement officials without the presence of a parent or guardian. This is in accordance with District policies **FNF** and **GRA (LOCAL)**. In addition, students may be asked to provide a written statement to administrators without the presence of or permission from a parent or guardian. When a student’s statement is provided to law enforcement, the officer must sign a form acknowledging the receipt of the statement. In the event that a student is questioned by law enforcement and/or asked to provide a written statement to law enforcement, a reasonable attempt shall be made to notify the student’s parents or guardians in a timely manner. In addition, an administrator will be present at the time of questioning.

Vehicles parked on school property, desks, purses, electronic equipment and book bags brought into the District or to a District-sponsored event, and lockers assigned to students are under the jurisdiction of the school. Searches of vehicles, desks, purses, electronic equipment or book bags may be conducted at any time there is reasonable suspicion to do so, with or without the presence of the student.

Students have full responsibility for the security of their vehicles and lockers and, therefore, need to make certain they are locked and that the keys/combinations are not given to others. Students shall be held responsible for any prohibited objects or substances, such as alcohol, drugs or weapons that are found in any locations under their control including their cars/lockers. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by District policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Students shall be subject to disciplinary action by the District, as well as referral for criminal prosecution for prohibited objects or substances. School officials may randomly search lockers for articles or materials prohibited by District policy. In an effort to keep the workplace and schools free of drugs and weapons, the District may use specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances, and alcohol. This program is implemented in response to drug and alcohol use problems in district schools and to maintain a safe school environment conducive to education.

Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant
classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. In addition, the dogs may be used to sniff in classrooms, school buses, or other areas under District control after students have been directed to vacate and leave their belongings behind.

The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school bus, or other area under district control, it may be searched by school officials. If a dog alerts on a location under the student’s control, all other locations under the student’s control shall be subject to search. Searches of vehicles shall be conducted as described above.

The dog’s official handler or designee shall determine what constitutes a detection or alert by the dog. The search will be conducted by a school official or by a representative from a governmental agency (i.e. school, resource officer or police.)

DRUG FREE NOTICE

The District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a code of Student Conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises, on a passenger transportation vehicle of the District, or as part of any school activity, regardless of its location. Compliance with this Code of Conduct is mandatory, and students shall be disciplined and may be referred to legal authorities if they are found to have violated this Code of Conduct.

The District’s policies and Student Code of Conduct provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the District’s policies. Depending on the nature and severity of a drug or alcohol-related offense, a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other disciplinary sanctions. The principal or counselor can provide information about rehabilitation and re-entry programs available in the LISD community or within reasonable access of the LISD community.

SEXUAL ASSAULT AND CAMPUS ASSIGNMENTS

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim’s parent or another person with the authority to act on behalf of the victim requests that the Board transfer the offending student to another campus, the offending student shall be transferred to another campus in the District. If there is no other campus in the District serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

PARENTAL QUESTIONS, CONCERNS OR APPEALS

Questions from parents regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the principal’s office, the campus behavior coordinators office, the Central Administration Office or through Policy on Line at the following address: www.leanderisd.org.

At the administrator’s discretion, consequences shall not be deferred pending the outcome of a grievance.

END OF CODE OF CONDUCT
Glossary

This section provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct and terms found in the Student Handbook.

**ABUSABLE VOLATILE CHEMICALS** are those substances as defined in Texas Health and Safety Code § 485.001.

**ABUSE** is improper or excessive use.

**ACCELERATED INSTRUCTION** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a safe-mandated assessment.

**ACT** refers to one of the two (2) most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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

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

**ALCOHOLIC BEVERAGES** are those substances as defined in Texas Alcoholic Beverage Code § 1.04.

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

**ARMOR-PIERCING AMMUNITION** is handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers or other firearms.

**ARSON** is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

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

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

**ATTENDANCE REVIEW COMMITTEE** is sometimes responsible for reviewing a student’s absences when the student’s attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**BODILY INJURY** is physical pain, illness, or impairment of a physical condition.
BREACH OF COMPUTER SECURITY includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

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

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

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

The State Law on Bullying prevention applies to:

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

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

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

CONTROLLED SUBSTANCE is substances as defined in Chapter 481 of the Texas Health & Safety Code.

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

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

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

DANGEROUS DRUG is substances as defined in Chapter 483 of the Texas Health and Safety Code.

DATING VIOLENCE occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.
DEADLY CONDUCT occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

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

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

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

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

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

E-CIGARETTE means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

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

FALSE ALARM OR REPORT occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:
1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

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

FIGHTING is two or more persons engaged in any mutual violent or physically aggressive contact toward each other such as scuffling, pushing, shoving or hitting.

FIREARM (Federal Law) is:
1. Any weapon, including a starter gun, that shall, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm weapon; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

FIREARM (State Law) is any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

FIREARM SILENCER any device designed, made, or adapted to muffle the report of a firearm.

GANG is an organization, combination, or association of persons composed wholly or in part of students that:
1. Seeks to perpetuate itself by taking in additional members on the basis of the decision of the membership rather than on the free choice of the individual, or
2. That engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs, or symbols, the District shall consult with law enforcement authorities.

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

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

HAZING is an intentional knowing or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health, or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.

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

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student’s present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student’s progress will be measured and how the parents will be kept informed; accommodations for state or Districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

ILLEGAL KNIFE is a knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; switchblade knife; or spear.

IMPROVISED EXPLOSIVE DEVICE is defined by Texas Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

INDECENT EXPOSURE is defined by Texas Penal Code 21.08 as an offense that occurs when a person exposes his or her anus or any part of his or her genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

INTIMATE VISUAL MATERIAL is defined by Texas Civil Practices and Remedies Code 98B.001 and Texas Penal Code 21.16 as visual material that depicts a person with the person’s intimate parts exposed or engaged in sexual conduct. “Visual material” means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

INTENT is the design, resolve, or determination with which a person acts. Since intent is a state of mind, it is ordinarily proved through inferences drawn from the act and/or circumstances surrounding the act. Intent includes the conscious objective or desire to engage in the conduct or cause the result, an awareness that the conduct is reasonably certain to cause the result, or disregard of a substantial and justifiable risk when there is an awareness that the circumstances exist or the result shall occur.

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

KNIFE is a bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing.

KNUCKLES is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.
LOCATION-RESTRICTED KNIFE is defined by Texas Penal Code 46.01 as a knife with a blade over five and one-half inches.

LOOK ALIKE WEAPON an item that looks like a weapon but is not intended to be used to cause serious bodily injury.

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

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

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

PARAPHERNALIA is any article or device used or intended for use to inject, ingest, inhale, or otherwise introduce marijuana, a controlled substance, dangerous drug or alcohol into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, or pipes.

PGP stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

PROHIBITED WEAPONS is a prohibited weapon that includes the following item: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, switchblade knife, or zip gun.

PUBLIC LEWDNESS is defined by Texas Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

PUBLIC SCHOOL FRATERNITY, SORORITY, SECRET SOCIETY, OR GANG means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are accepted from this definition.

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

RETAILATION is harming or threatening to harm another: (1) on account of their service as a District employee or volunteer, (2) to prevent or delay another’s service to the District, or (3) because the person intends to report a crime.

SAT refers to one of the two (2) most frequently used college or university admissions exams: The Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SECTION 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

SELF-DEFENSE is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself. To claim self-defense, the student must (1) be without fault in provoking the encounter and not act as the aggressor, and (2) use the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter shall not be considered self-defense. Interactions prior to the encounter shall also be considered.
SERIOUS MISBEHAVIOR means:
1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
   i. Public lewdness under Section 21.07, Penal Code;
   ii. Indecent exposure under Section 21.08, Penal Code;
   iii. Criminal mischief under Section 28.03, Penal Code;
   iv. Personal hazing under Section 37.152, Penal Code; or
   v. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

SERIOUS OR PERSISTENT MISBEHAVIOR includes but is not limited to:
   a. Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
   b. Behavior identified by the District as grounds for discretionary DAEP placement.
   c. Actions or demonstrations that substantially disrupt or materially interfere with school activities.
   d. Refusal to attempt or complete work as assigned.
   e. Profanity, vulgar language, or obscene gestures.
   f. Leaving school grounds without permission.
   g. Falsification of records, passes, or other school related documents.
   h. Refusal to accept discipline assigned by the teacher or principal.

SEX OFFENDER is a student required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure for an offense committed on or after September 1, 2007. The term does not include a student who:
   1. Is no longer required to register as a sex offender under Chapter 62,
   2. Is exempt from registering as a sex offender under Chapter 62, or
   3. Receives an early termination of the obligation to register as a sex offender under Chapter 62.

SEXTING is creating an offense for electronic transmission of visual material depicting a minor (any student under the age of 17).

SEXUAL HARASSMENT is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student’s performance, creates an intimidating, hostile, or offensive educational environment; affects a student’s ability to participate in or benefit from an educational program or activity; otherwise adversely affects the student’s educational opportunities, or is prohibited by District policy FFH or FNC.

SHAC stands for School Health Advisory Council, a group of at least five (5) members, a majority of whom must be parents, appointed by the school Board to assist the District in ensuring that local community values and health issues are reflected in the District’s health education instruction.

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

STAAR is the State of Texas Assessments of Academic Readiness, the state’s system of standardized academic achievement assessments, effective beginning with certain students for the 2011-2012 school year.

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

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

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

STATE-MANDATED ASSESSMENTS are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessment, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.
STUDENT CODE OF CONDUCT is developed with the advice of the District-level committee and adopted by the Board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student’s violation of one of its provisions.

SWITCHBLADE is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force. It does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife (also known as one-handed openers or assisted openers).

TELECOMMUNICATIONS DEVICE is any type of device that:
1. Emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, or
2. Permits the recording, transmission, and/or receipt of messages, voices, images, or information in any format or media, electronic or otherwise. It does not include an amateur radio under control of someone with an amateur radio license.

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

TERRORISTIC THREAT is a threat of violence to any person or property with intent to:
1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public services;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

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

TITLE 5 FELONIES offenses are those crimes listed in Title 5 of the Texas Penal Code that typically involve injury to a person and may include:
- Murder, manslaughter, or homicide under Sections 19.02, – .05, Texas Penal Code;
- Kidnapping under Section 20.03, Texas Penal Code;
- Trafficking of persons under Section 20A.02, Texas Penal Code;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06, Texas Penal Code;
- Assault under Section 22.01, Texas Penal Code;
- Aggravated assault under Section 22.02, Texas Penal Code;
- Sexual assault under Section 22.011, Texas Penal Code;
- Aggravated sexual assault under Section 22.021, Texas Penal Code;
- Unlawful restraint under Section 20.02, Texas Penal Code;
- Continuous sexual abuse of a young child or children under Section 21.02, Texas Penal Code;
- Bestiality under Section 21.09, Texas Penal Code;
- Improper relationship between educator and student under Section 21.12, Texas Penal Code;
- Voyeurism under Section 21.17, Texas Penal Code;
- Indecency with a child under Section 21.11, Texas Penal Code;
- Invasive visual recording under Section 21.15, Texas Penal Code;
- Disclosure or promotion of intimate visual material under Section 21.16, Texas Penal Code;
• Sexual coercion under Section 21.18, Texas Penal Code;
• Injury to a child, an elderly person, or a disabled person of any age under Section 22.04, Texas Penal Code;
• Abandoning or endangering a child under Section 22.041, Texas Penal Code;
• Deadly conduct under Section 22.05, Texas Penal Code;
• Terroristic threat under Section 22.07, Texas Penal Code;
• Aiding a person to commit suicide under Section 22.08, Texas Penal Code; and
• Tampering with a consumer product under Section 22.09, Texas Penal Code.

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

UNDER THE INFLUENCE is when the in employee’s professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student’s use of a prohibited substance. Such impairment may be evidenced by the symptoms typically associated with drug or alcohol use or other abnormal or erratic behavior or by the student’s admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

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

USE means with respect to substances, voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body. With respect to objects or devices, putting into action or service or carrying out an action or purpose with the object or device.

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

Bagdad Elementary School * 800 Deer Creek Lane * Leander, TX 78641 * 512-570-5900 * Principal: Christine Hilburn * Colors: Blue and White * Mascot: Bobcats * Date Opened: 1999

Ada Mae Faubion Elementary School * 1209 Cypress Creek Road * Cedar Park, TX 78613 * 512-570-7500 * Principal: Barbara Steiner * Colors: Blue and White * Mascot: Panthers * Date Opened: 1975

Block House Creek Elementary School * 401 Creek Run Drive * Leander, TX 78641 * 512-570-7600 * Principal: Dr. Deana Cady * Colors: Red and Blue * Mascot: Bears * Date Opened: 1987

Camacho Elementary School * 501 Municipal Drive * Leander, TX 78641 * 512-570-7800 * Principal: Gena Fleming * Colors: Purple * Mascot: Cosmos * Date Opened: 2015

C. C. Mason Elementary School * 1501 Lakeline Blvd. * Cedar Park, TX 78613 * 512-570-5500 * Principal: Abby Kennell * Colors: Silver and Maroon * Mascot: Mustangs * Date Opened: 1994

Charlotte Ann Cox Elementary School * 1001 Brushy Creek Road * Cedar Park, TX 78613 * 512-570-6000 * Principal: Sheri Hawthorn * Colors: Silver and Blue * Mascot: Comets * Date Opened: 2001

Cypress Elementary School * 2900 El Salido Parkway * Cedar Park, TX 78613 * 512-570-5400 * Principal: Kristen Alex * Colors: Black and Gold * Mascot: Cheetahs * Date Opened: 1988

Deer Creek Elementary School * 2420 Zeppelin Drive * Cedar Park, TX 78613 * 512-570-6300 * Principal: Matthew Calkins * Colors: Forest Green, Blue and White * Mascot: Colts * Date Opened: 2004

Giddens Elementary School * 1500 Timberwood Drive * Cedar Park, TX 78613 * 512-570-5600 * Principal: Sally Hill * Colors: Red and Black * Mascot: Jaguars * Date Opened: 1996

Grandview Hills Elementary School * 12024 Vista Parke Drive * Austin, TX 78726 * 512-570-6800 * Principal: Kathy Goecke * Colors: Red, Blue and Silver * Mascot: Eagles * Date Opened: 2007

Jim Plain Elementary School * 501 South Brook Drive * Leander, TX 78641 * 512-570-6600 * Principal: Evelyn Crisp * Colors: Forest Green and Burgundy * Mascot: Pride * Date Opened: 2006

Laura Welch Bush Elementary School * 12600 Country Trails Lane * Austin, TX 78732 * 512-570-6100 *
Leander Independent School District  Elementary School Handbook
Principal: Kristine Kline  *  Colors: Red, White and Blue  *  Mascot: Stars  *  Date Opened: 2002

Monta Jane Akin Elementary School  *  3261 Barley Road  *  Leander, TX 78641  *  512-570-8005  *  Principal: Beckie Webster  *  Colors: Electric Blue  *  Mascot: Aviators  *  Date Opened: 2017

Baumann Elementary School  *  1201 Brighton Bend  *  Cedar Park, TX 78613  *  512-570-5800  *  Principal: Keith Morgan  *  Colors: Royal Blue and Silver  *  Mascot: Knights  *  Date Opened: 1998

Parkside Elementary School  *  301 Garner Park Drive  *  Georgetown, TX 78628  *  512-570-7100  *  Principal: Lauren Meeks  *  Colors: Red, Blue and Black  *  Mascot: Mustangs  *  Date Opened: 2008

Patricia Faye Knowles Elementary School  *  2101 Cougar County Drive  *  Cedar Park, TX 78613  *  512-570-6200  *  Principal: Lara Labbe-Maginel  *  Colors: Red, Blue, and Yellow  *  Mascot: Wranglers  *  Date Opened: 2003

Pleasant Hill Elementary School  *  1800 Horizon Park  *  Leander, TX 78641  *  512-570-6400  *  Principal: Heather Robbins  *  Colors: Burgundy, Blue and White  *  Mascot: Huskies  *  Date Opened: 2004

Officer Leonard Reed Elementary School  *  1515 Little Elm Trail  *  Cedar Park, TX 78613  *  512-570-7700  *  Principal: Paige Collier  *  Colors: Blue Silver and Red  *  Mascot: Roadrunners  *  Date Opened: 2014

River Place Elementary School  *  6500 Sitio Del Rio Blvd  *  Austin, TX 78730  *  512-570-6900  *  Principal: Tina Pasak  *  Colors: Blue and Silver  *  Mascot: Titans  *  Date Opened: 2007

River Ridge Elementary School  *  12900 Tierra Grande Trail  *  Austin, TX 78732  *  512-570-7300  *  Principal: Shelley Roberts  *  Colors: Black and Red  *  Mascot: Rattlers  *  Date Opened: 2009

Ronald Reagan Elementary School  *  1700 E. Park St  *  Cedar Park, TX 78613  *  512-570-7200  *  Principal: Steve Crawford  *  Colors: Bright Blue and Black  *  Mascot: Rays  *  Date Opened: 2009

Rutledge Elementary School  *  11501 Staked Plains Drive  *  Austin, TX 78717  *  512-570-6500  *  Principal: Beth Mohler  *  Colors: Forest Green, Navy Blue and Bandana Red  *  Mascot: Ranchers  *  Date Opened: 2005

Steiner Ranch Elementary School  *  4001 North Quinlan Park Road  *  Austin, TX 78732  *  512-570-5700  *  Principal: Angela Hodges  *  Colors: Navy Blue, Burgundy, and Silver  *  Mascot: Stallions  *  Date Opened: 1996

Westside Elementary School  *  300 Ryan Jordan Lane  *  Cedar Park, TX 78613  *  512-570-7000  *  Principal: Tracie Montanio  *  Colors: Green, Silver and Black  *  Mascot: Rockets  *  Date Opened: 2008


William J. Winkley Elementary School  *  2100 Pow Wow  *  Leander, TX 78641  *  512-570-6700  *  Principal: Donna Brady  *  Colors: Royal Blue and Sky Blue  *  Mascot: Wolverines  *  Date Opened: 2006

Leander Extended Opportunity Center (L.E.O.)  *  300 S. West St.  *  Leander, TX  *  512-570-2230  *  Principal: Cathy White  *  Date Opened: 1984
APPENDIX A

Take Action Against Bullying

(On next page)
### TAKE ACTION AGAINST BULLYING

#### WHAT IS BULLYING?

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;

2. Is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student;

3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or

4. Infringes on the rights of the victim at school.

#### TYPES OF BULLYING

<table>
<thead>
<tr>
<th>Physical</th>
<th>Social Relational</th>
<th>Verbal</th>
<th>Cyberbullying</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hit, push</td>
<td>Spreading rumors, leaving people out on purpose, breaking up friendships</td>
<td>Name calling or taunting</td>
<td>Using the internet or mobile phones to harm others</td>
</tr>
</tbody>
</table>

#### BULLYING IS NOT

- “An unavoidable part of life”
- “A phase children have to go through”
- “A part of growing up”
- “Kids being kids”

### HOW DO I KNOW IF...

#### A STUDENT IS BEING BULLIED

- Is unhappy, downhearted, depressed, or has mood swings with anger or irritation.
- Experiences a sudden drop in grades/loss of interest in school, is afraid to go or refuses to go.
-Withdraws from family or school activities. Stops talking about personal and everyday activities.
- Comes home with torn/missing clothes, keeps losing things, or has injuries inconsistent with the explanation.
- Experiences stomachaches, headaches, panic attacks, is unable to sleep or sleeps too much.

#### A STUDENT IS BEING A BULLY

Some warning signs that a student is a bully toward another student are when he or she...

- Feels contempt for another human being and is intolerant towards differences.
- Is often hot-tempered, impulsive, aggressive, nasty, spiteful, and/or oppositional.
- Has a marked need to dominate or manipulate others; is good at talking his or her way out of situations.
- Finds it difficult to fit in with rules.

### HOW DO I HELP IF...

#### A STUDENT IS BEING BULLIED

**LISTEN**

- Tell him or her, “I hear you, I am here for you; I believe you. It is not your fault. It takes courage to tell me. Thank you.”

**TALK ABOUT IT**

- Tell him or her what he or she can do if it happens again: “Turn around and walk away. Tell a teacher or another trusted adult. Be in a group for more protection.”

#### I WITNESS A STUDENT BEING A BULLY

- Immediately address the behavior.
- Report the incident to a counselor or assistant principal.
- At home, follow through with discipline consequences - let them know that the behavior is not okay.
- Teach empathy, acceptance and tolerance.

**BULLYING SHOULD NOT BE DISMISSED NOR TOLERATED.**

Visit leanderisd.org/bullying for more information on LISD’s anti-bullying policies.
Appendix B - Technology Resources Acceptable Use Guidelines

The Leander ISD (LISD) network is defined as LISD’s wired and wireless network infrastructure, servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email and all other interconnected technologies as they currently exist or become available. This includes any access to the LISD network by LISD-owned or personal devices while on or near school property, in school vehicles and at school-sponsored activities, and includes the use of LISD technology resources via off-campus remote access.

Availability of Access

Access to LISD’s network is a privilege, not a right. Access shall be made available to staff, students and members of the public primarily for instructional and administrative purposes and in accordance with administrative regulations, LISD policy and law.

Monitoring, Restricting and Filtering

Use of the network shall not be considered confidential and may be monitored or restricted at any time by designated staff to ensure appropriate use for instructional or administrative purposes. LISD uses filtering devices and software that block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. LISD reserves the right to decrypt staff or student internet traffic as necessary to create a safe and secure environment for students.

Appropriate Use

- You are responsible for the use and protection of any network account assigned to you, including regular password changes in accordance with LISD password requirements and keeping your password private.
- Your account is to be used primarily for educational purposes, but some limited personal use is permitted as long as it does not unduly burden LISD technology resources or interfere with your educational responsibilities.
- You will be held responsible at all times for the proper use of LISD technology resources, and LISD may suspend or revoke your access if you violate the rules.
- As applicable, you must comply with LISD’s record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and LISD records, and campaign laws.
- As applicable, you must maintain the confidentiality of health or personnel information concerning LISD employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive email from you with a school address might think your message represents the school’s point of view.

Inappropriate Use

- Using technology resources for any illegal purpose or in violation of LISD policy.
- Damaging technology resources in any way including:
  - Maliciously harming or destroying LISD equipment, materials or data
  - Negligence of reasonable care for LISD equipment, materials or data
  - Negligence of reasonable security protections on personal devices. For example, not applying security updates and not running anti-virus software on personal computers connected to the LISD network.
- Attempting to circumvent internet content filtering or disabling the filter is prohibited per federal law (Children’s Internet Protection Act).
- Accessing sites not authorized under LISD’s filtering policies.
- Creation of or login by student accounts to any online service not officially approved by LISD.
- Encrypting communications to avoid security review.
- Using any account or login credentials other than your own or sharing your account or login credentials with anyone else.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user’s work.
Using resources to engage in conduct that harasses or bullies others.

Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.

Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs and any other inflammatory language.

Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from guardians of depicted students who are under the age of 18.

Violating others’ intellectual property rights, including uploading, downloading or using copyrighted information without permission from the copyright holder.

Use of unlicensed software, or altering LISD installed software.

Unauthorized scanning, probing or access of the LISD network. Any attempt to damage or degrade network services. Uploading or creating computer viruses.

Wasting resources through improper use of LISD’s network, including creating and distributing chain letters, sending spam, setting up equipment so that it can act as an “open relay” for third-party spammers, or providing products or services for pay, i.e., outside employment.

Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients.

Gaining unauthorized access to restricted information or resources.

If you are a student:

- Posting or transmitting personal information about yourself or others, such as addresses and phone numbers
- Responding to requests for personally identifying information or contact from unknown individuals
- Arranging to physically meet people first met online in non-school related contexts. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.

Google G Suite

LISD will create accounts for all students to allow for collaborative sharing using G Suite. These tools are housed on the Internet and can be accessed from any Internet-connected device. No special software is required.

Google G Suite is a set of online tools for communication, collaboration and document storage. Provided by Google to LISD at no cost, these tools include Gmail, Calendar, Drive, Sites and Classroom. As Google continues to add new tools, LISD will evaluate each for its educational potential. LISD may add additional tools within Google G Suite throughout the school year.

Student Email Addresses

Students in 6th -12th grade will be assigned a LISD student email account. This account will be considered the student's official email address until such time as the student is no longer enrolled in LISD. The naming convention will be firstname.lastname followed by the last two digits of their student ID, ending with @k12.leanderisd.org. Upon graduation from high school, the students' email will migrate to @alum.leandersid.org for a period of five years.

Consent

By acknowledging receipt of the Student Handbook, Student Code of Conduct, and Technology Resource Acceptable Use Guidelines, guardians are giving consent for their student to use their LISD Google G Suite account and related services.

Conduct

Students are responsible for appropriate behavior online just as they are in a school building. Communication with others should always be course-related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated. The privacy of others should be respected at all times.

Special Note: Cyberbullying

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to: Sending abusive text messages to cell phones, computers or Internet-connected game consoles. Posting abusive comments on someone’s blog or social networking site (e.g., Twitter or Facebook). Creating a social networking site or web page that masquerades as the victim’s personal site and using it to embarrass him or her. Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends. Posting the victim’s personally identifiable information
Internet Safety

LISD makes every effort to ensure student safety and security when using the LISD network including a) preventing unauthorized access, hacking and other unlawful activities, b) restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students, and c) educating staff and students about cyber bullying awareness and response, as well as appropriate online behavior.

COPPA (Children’s Online Privacy Protection Act)

Under the provisions of COPPA all commercial websites must get prior consent before children under the age of 13 are permitted to share any personal information about themselves or are permitted to use any interactive communication technologies where they would be able to share personal information with others. This includes chat rooms, email, instant messaging, personal profiles, personal websites, registration forms, and mailing lists. LISD uses a Digital Resource Approval Process to verify COPPA compliance before use of online services by students under 13. Both students in this age group and their teachers will be educated as to the provisions of the law and the Acceptable Use Guidelines.

Students under the age of 13 may not visit any websites that collect personal information unless it is for curricular reasons and is under the direction or supervision of a staff member of LISD. A list of resources used for curriculum and instruction can be found on the LISD website.

Consequences for inappropriate use

Noncompliance with applicable regulations will result in a) suspension of access to LISD technology resources; b) revocation of account; c) disciplinary action consistent with LISD policies and regulations. (See LISD Student Code of Conduct, Policy BBI, CQ and DH,, Employee Standards of Conduct Code of Ethics and Standard Practice for Texas Educators). Violations of law may result in criminal prosecutions as well as disciplinary action by LISD. Violating any of these rules can result in a disciplinary action ranging from 5 days placement in In School Suspension (ISS) to 45 days placement in Leander Extended Opportunity Center (LEO). The nature of the violation will determine the appropriate disciplinary action on a case-by-case basis. Disciplinary actions may vary depending on the circumstances and are listed here as a guideline.

Disclaimer

LISD's network is provided on an "as is, as available" basis. LISD does not make any warranties, whether expressed or implied, with respect to any services provided by the network and any information or software contained therein. LISD does not warrant that the functions or services performed by, or that the information or software contained on the network will meet the network user's requirements, or that the network will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by network users, information providers, service providers, or other third party individuals in the network are those of the providers and not LISD. LISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of LISD’s network.

Disclaimer of Liability

LISD shall not be liable for the users' inappropriate use of LISD's network or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users whether using LISD-owned or personal devices. LISD shall not be liable for any physical damage, loss or theft of personally owned devices. LISD shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. Oversight of the posting of official LISD, campus, or division/department materials on LISD's network will be the responsibility of the superintendent, principal, or division/department supervisor or designee. LISD's network will be used only for administrative and instructional purposes consistent with LISD's mission and goals.
Personally Owned Device Internet Usage

LISD offers wireless internet access for personally owned devices in our buildings. The LISD guest wireless network operates alongside the primary LISD wireless network used for LISD-owned devices, and allows community members, such as PTA organizations, to gain access to the Internet with any personally owned Wi-Fi devices. This Internet access will be provided with the most protective level of Internet filtering currently deployed for LISD student access. The LISD guest wireless network does not allow access to any LISD resources that are not available from the Internet. LISD students must use their login credentials to attach their personally owned devices to the LISD wireless network and are prohibited from using the guest network.

Upon logging in using a BYOT device staff, students and members of the public will receive Internet filtering appropriate for their credentials. Configuring personal devices to connect to the LISD wireless network is the sole responsibility of the user. LISD does not provide technical support and assistance for personally owned devices.

Because the primary purpose of the LISD network is to provide connectivity for LISD-owned devices, LISD reserves the right to restrict access, bandwidth and content as it deems necessary on the guest wireless network.

Personally Owned Device User Agreement

Each time a personally owned electronic device is used on LISD property or at a LISD sponsored event, the user agrees to the terms listed below:

- LISD reserves the right to inspect, at any time, any personally owned device, and the network communications going to and from it, while connected to the LISD-WiFi and LISD-Guest networks. Such monitoring may be conducted remotely, and without prior notification to the device owner. Any other inspection of any personally owned device is subject to the requirements set forth in the Student Code of Conduct.
- Personally owned devices will only be connected to the network via the LISD guest or LISD wireless access connection. Any attempt to make an unauthorized connection to another LISD wireless network, plug a personally owned device into the LISD physical network (Ethernet), or circumvent any LISD Internet filtering may result in a loss of those individuals’ privileges to bring a personally owned device to LISD facilities, as well as other potential disciplinary actions.
- LISD will not be obligated to supply electrical power access.
- Use of personally owned devices on LISD property or at LISD sponsored events is governed by LISD/campus administration.
- Student use of personally owned devices in the classroom setting will be at the discretion of the classroom teacher.
- Persons connecting computers to the LISD guest or LISD wireless Networks agree to maintain current security updates and anti-malware software on their computers.
- Persons accessing LISD email or any confidential LISD information using a personally owned device agree to prevent unauthorized access to the device by securing it with a password and complying with all LISD required system security procedures as well as applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191) [HIPAA] standards.
- If a computer or portable electronic device, such as a cell phone, is lost, stolen, or disposed of without properly deleting all LISD email or other confidential information, the user must contact the LISD Information Technology Help Desk immediately.
- Employees connecting to the LISD-WiFi network with any personally owned devices agree to adhere to all of the provisions of the Personal Use of Electronic Media (Policy DH).
- The guardians of any student bringing personal technology to school agree to be responsible for and to reimburse LISD for any damage that their student may cause arising out of and relating to the use of the wireless network with his/her personally owned device.