

**2011-2012 Student Handbook**

**LLANO HIGH SCHOOL**



**Home of the Yellow Jackets**

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**2509 South State Hwy 16**

**Llano, TX 78643**

**325-248-2200**

**Fax: 325-247-2122**

**View the handbook on-line at**

**[www.llanoisd.org](http://www.llanoisd.org)**

### **Public Notification of Nondiscrimination in Career & Technology Education Programs**

Llano High School offers career and technology education programs in agriculture, family and consumer science, technology, business, engineering and marketing education. Admission to these programs is based on interest and aptitude, age appropriateness, and class space available.

It is the policy of the Llano Independent School District (ISD) not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services, or activities as required by 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.

It is the policy of Llano ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Llano ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Dennis Hill at 200 E. Lampasas, Llano, TX, 325-247-4747, and/or the Section 504 Coordinator for Llano High School at 2509 Hwy 16 South, Llano, 325-248-2200.

### **Notificación Publica de No Discriminar en los Programas de carrera – y tecnología – educación**

Llano High School ofrece programas vocacionales en agricultura, ciencias de la familia y de los consumidores, tecnología, ingeniería, y venta-educación. La admisión a estos programas se basa en interés, aptitud, conveniencia de edad, y disponibilidad de espacio en la clase.

Es norma de Llano Independent School District (LISD) no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Es norma de LISD no discriminar por motivos de raza, color, origen nacional, sexo, impedimento o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

LISD tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Dennis Hill, en 200 E. Lampasas, Llano, (325) 247-4747, y/o la Coordinadora de la Sección 504 de Llano High School en 2509 Hwy 16 S, Llano, (325) 248-2200.

## TABLE OF CONTENTS

SECTION I – ATTENDANCE .....	6
Regular Daily Bell Schedule .....	6
Late Activity Bell Schedule.....	6
Early Activity Bell Schedule .....	6
ABSENCES.....	6
TYPES OF EXCUSES .....	8
MAKE-UP WORK.....	8
EXCESSIVE ABSENCES .....	9
TARDIES .....	9
LEAVING THE SCHOOL CAMPUS .....	9
WITHDRAWAL FROM SCHOOL.....	10
SECTION II -POLICIES AND REGULATIONS .....	10
ACCIDENTS.....	10
ANNOUNCEMENTS .....	10
AUTOMOBILES AND PARKING .....	10
BACKPACKS/BOOKBAGS .....	11
BULLETIN BOARDS AND HALLWAYS .....	11
TRANSPORTATION RULES AND GUIDELINES .....	11
Some Basic Guidelines Regarding The Safety And Conduct Of Bus Students Are As Follows:.....	12
School Sponsored .....	14
Buses and Other School Vehicles.....	14
VIDEOTAPING OF STUDENTS.....	15
CELL PHONES.....	15
COLLEGE DAY .....	16
CONTACT WITH ANIMALS, BIRDS, OR WILDLIFE AT SCHOOL .....	16
DETENTION.....	16
DRESS FOR SUCCESS POLICY .....	16
FREEDOM FROM DISCRIMINATION .....	18
DRUG TESTING PROGRAM FOR EXTRA-CURRICULAR PARTICIPANTS (ECP).....	18
Llano High School Drug Testing Program Sanctions .....	20
First Offense .....	20
Second Offense.....	21
Third Offense.....	21

ELECTRONIC DEVICES .....	21
FOOD/DRINKS IN BUILDING.....	21
GRIEVANCE/STUDENT-PARENT COMPLAINT.....	21
HALL PASSES .....	23
HEALTH ADVISORY COUNCIL.....	23
INDEBTEDNESS .....	23
INITIATIONS .....	23
LIBRARY.....	23
LOCKERS .....	29
LUNCHROOM .....	29
CLOSED CAMPUS .....	29
ACCEPTANCE OF CHECKS .....	29
ACCEPTANCE OF LUNCH CHARGES .....	29
MEDICAL NEEDS .....	29
BACTERIAL MENINGITIS .....	29
What are the symptoms?.....	30
HEAD LICE .....	31
MEDICINE AT SCHOOL .....	31
NON-SCHOOL HOURS.....	32
PESTICIDES .....	32
PLEDGE.....	32
PUBLIC DISPLAY OF AFFECTION .....	32
SCHEDULE CHANGES .....	32
SCHOOL SPONSORED TRIPS .....	32
SEARCHES BY TRAINED DOGS.....	33
SECURITY CAMERA.....	33
SEXUAL HARASSMENT .....	33
SPECIAL PROGRAMS .....	34
STUDENT AREAS .....	34
TELEPHONE .....	34
TEXTBOOKS .....	35
VENDING MACHINES .....	35
VISITORS .....	35
VISITORS, STUDENT .....	35
WORK STUDENTS.....	35
SECTION III - GENERAL INFORMATION .....	35
SECTION V - CREDITS, EXAMINATIONS, GRADING	
SYSTEMS .....	47
SECTION VI - EXTRACURRICULAR ACTIVITIES/HONORS .....	50

ACADEMIC .....	50
AWARD STUDENT .....	50
HONOR STUDENT .....	50
ATHLETICS .....	50
CHEERLEADERS .....	50
CLASS OFFICERS .....	51
DANCES .....	51
ATTENDANCE .....	51
DRUM MAJOR, MAJORETTES, AND FLAG CORPS .....	51
LIMITATIONS ON MAJOR AND MINOR OFFICES AND HONORS .....	52
NATIONAL HONOR SOCIETY .....	52
SCHOLASTIC ELIGIBILITY .....	52
SCHOOL CALENDAR .....	53
SECTION VII - LLANO ISD ATHLETIC CODE .....	53
Mission Statement .....	53
General Guidelines .....	53
Disciplinary Action.....	53
FIRST OFFENSE .....	54
SECOND OFFENSE .....	54
THIRD OFFENSE.....	54
MISDEMEANOR OFFENSES .....	54
FELONY OFFENSES .....	54
2011-2012 STUDENT CODE OF CONDUCT .....	56
General Overview.....	56
IN-SCHOOL SUSPENSION (ISS) .....	63
OUT-OF-SCHOOL SUSPENSION (OSS) .....	63
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) .....	63
EXPULSION .....	69
DEFINITIONS .....	73

## SECTION I – ATTENDANCE

BELL SCHEDULE – Students are expected to be in the school building and at their scheduled places on time. The following bell schedules are provided for your information.

### Regular Daily Bell Schedule

Warning Bell	7:50
1 <sup>st</sup> Period	7:55-8:45
2 <sup>nd</sup> Period	8:50-9:40
3 <sup>rd</sup> Period	9:45-10:35
4 <sup>th</sup> Period	10:40-11:30
5 <sup>th</sup> A Period	11:35-12:25
1 <sup>st</sup> LUNCH	11:35-12:05
2 <sup>nd</sup> LUNCH	12:25-1:00
5 <sup>th</sup> B Period	12:10-1:00
6 <sup>th</sup> Period	1:05-1:55
7 <sup>th</sup> Period	2:00-2:50
8 <sup>th</sup> Period	2:55-3:45

### Late Activity Bell Schedule

Warning Bell	7:50
1 <sup>st</sup> Period	8:00 – 8:45
2 <sup>nd</sup> Period	8:50-9:35
3 <sup>rd</sup> Period	9:40-10:25
4 <sup>th</sup> Period	10:30-11:15
5 <sup>th</sup> A Period	11:20-12:05
B LUNCH	12:10-12:40
A LUNCH	11:20-11:50
5 <sup>th</sup> B Period	11:55-12:40
6 <sup>th</sup> Period	12:45-1:30
7 <sup>th</sup> Period	1:35-2:20
8 <sup>th</sup> Period	2:25-3:10
Activity	3:15-3:40

### Early Activity Bell Schedule

Warning Bell	7:50
Activity period	8:00-8:25
1 <sup>st</sup> Period	8:30-9:15
2 <sup>nd</sup> Period	9:20-10:05
3 <sup>rd</sup> Period	10:10-10:55
4 <sup>th</sup> Period	11:00-11:45
5 <sup>th</sup> A Period	11:50-12:35
B LUNCH	12:40-1:10
A LUNCH	11:50-12:20
5 <sup>th</sup> B Period	12:25-1:10
6 <sup>th</sup> Period	1:15-2:00
7 <sup>th</sup> Period	2:05-2:50
8 <sup>th</sup> Period	2:55-3:40

**ABSENCES**-If a student is absent from school for any reason, a note is needed from the parent or guardian\* to re-enter. The written note should include the following information:

Your full name  
Date of absence  
Reason for absence  
Signature of parent or guardian\*

\*Any student not living at home must make prior arrangements with the principal regarding absentee excuses.

**A student who is absent because of a doctor's appointment, must bring a note from the doctor. A student can be considered in attendance if "the student is temporarily absent due to an appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment."**

This note should be given to the office **before** the 7:50am warning bell on the day the student returns. Any student **forgetting to bring a note** will receive an unexcused absence. The student has a maximum of **two school days** to bring the note and receive an excused absence. Notes will be accepted after the two-day time period has expired. But, the unexcused absence will remain the same.

To receive an award for perfect attendance the student must be counted present each period of the day. Students who are AFT are present for the purpose of computing perfect attendance. Students who miss school because buses cannot run due to hazardous road conditions will be eligible for perfect attendance.

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

WARNING NOTICE-If a student is absent from school for 10 days or parts of days within a six month period in the same school year or on three or more days or parts of days with-in a four-week period:

1. the student's parent is subject to prosecution under Section 25.093: and,
2. the student is subject to prosecution under section 25.094 or referral to a juvenile court
3. If a student is absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period, the School will inform the parent that:
  - a. it is the parent's duty to monitor the student's school attendance and require the student to attend school: and,
  - b. the parent is subject to prosecution under 25.093: and,
  - c. the school will request a conference between school officials and the parent to discuss the absences.

### **TYPES OF EXCUSES**

**EXCUSED** - Student is permitted to make up work. This excuse is given when a student has been ill, when there is a death in the immediate family, or for some real emergency.

**UNEXCUSED** - This excuse is given to students who do not have an acceptable reason for missing school. Students who are habitually truant will be reported to the juvenile authorities. Truancy is defined as the student being absent from school without the parent's knowledge or consent. Violation of the compulsory attendance law is defined as the **unexcused voluntary** absence of a child on 10 or more days or parts of days within a six-month period or three or more days or parts of days within a four week period from school. Parents of students who receive an unexcused absence from school will be warned in writing to compel the child to attend school. Students may lose the ability to obtain a verification of enrollment form (A VOE is needed to obtain a driver's license) if they have more than two unexcused absence. Further incidences of truancy will result in the attendance officer filing a complaint against the parent in county court, in the justice court of the resident precinct, or in the municipal court of the municipality in which he resides.

**SCHOOL ACTIVITY ABSENCES (Approved Field Trip)** - This excuse is given when a student is absent while participating in a school activity. School trips are excused, usually without requiring admittance slips and without requiring written statements of absence signed by the parents, since the sponsor of the trip must send a roster of students to the office prior to the trip. **Make-up work is allowed and should be completed before the absence.**

A student shall be allowed in a school year ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition. Additional absences shall be allowed for a student who:

1. Is passing all classes at the end of each six-week grading period with an overall grade average of 80; and
2. Has not exceeded an absentee rate of ten percent for absences unrelated to approved extracurricular activities; and
3. Beginning with the 2009-10 school year, has passed all portions of the state assessments required of that student in the previous school year.

The campus principal has the authority to modify the requirement in item 3 if he or she finds that extenuating circumstances exist, e.g., the student did not take a required state assessment because the student was not a Texas resident at the time of the test.

The local board of trustees has the authority to determine the number of times a student may be absent to participate in extracurricular activities.

**MAKE-UP WORK**- When a student is absent, it is their responsibility, not the teacher's to make arrangements for make-up work. Time allowed for make-up work may be **determined by the teacher** and should be completed within five (5) school days except in very unusual circumstances. If a student is absent and does not ask for make-up assignments, a zero may be given for work missed.

**EXCESSIVE ABSENCES** -Absenteeism, whether for excused or unexcused reasons, deprives the student of the experience of participating in classroom activities. It should be understood by both parent and student that, in truth, a class period cannot be "made up". Although assignments done in lieu of class attendance meet the legal requirements for make-up work, such assignments are only a poor substitute for the learning experience the student gains by attending class in person. There is no way to "repeat" a classroom experience missed.

Students must be in attendance at least 90% of the days the class is offered to obtain credit in each course. The board of trustees will appoint a committee to hear the petitions of students who are in attendance fewer than 90% of the days the class is offered. This committee may give class credit to a student who is in attendance fewer than 90% of the days the class is offered because of extenuating circumstances. The board of trustees will establish guidelines to determine what constitutes extenuating circumstances, subject to rules adopted by the State Board of Education, and shall adopt policies establishing ways for students to make up work or regain credit lost because of absences for extenuating circumstances.

If credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent.

Make-up time/work is usually assigned in the form of extra hours of school on Saturdays or other days when school is not regularly in session. Students are assigned to extra days when they violate the 90% attendance rule.

**TARDIES** – Llano Independent School District regards punctuality as essential to student success and to the smooth operation of the school. Persistent tardiness to school or to the individual classes causes disruptions to the classroom which are detrimental to the individual student and to the class as a whole. All students must report to the office and sign in any time they enter the building after school has started. **Three (3) unexcused tardies to a given class may equal one unexcused absence in that particular class.** A student is tardy if he/she is not in his/her assigned room when the tardy bell starts ringing. If a student is tardy, he/she will be sent to the office for a tardy slip. The classroom teacher may require extra work for an unexcused tardy. Excessive tardies may result in disciplinary action taken by the principal or assistant principal.

#### **LHS TARDY POLICY**

For each grading period:

1<sup>st</sup> to 3<sup>rd</sup> unexcused tardy = lunch detention or community service (each tardy)

4<sup>th</sup> Unexcused tardy and every one there after = 1 day in ISS. (Students who have been assigned to ISS during a semester will lose their final exam exemption status for that semester.) Students will receive a clean slate at the semester.

**LEAVING THE SCHOOL CAMPUS** -If it is necessary for a student to leave school for any reason during the school day he/she must check out through the principal's office. A student must have permission from their parents stating the reason for leaving and the time the student should leave. Leaving campus without checking out will be considered truancy.

When the student returns to campus, they must check back in to the office. If the student is unable to return to school after lunch, he/she must contact the principal's office immediately. Failure to give proper notification may result in an unexcused absence.

**WITHDRAWAL FROM SCHOOL** - if, for any reason, a student must withdraw from Llano High School during the school year, he/she must have permission of the parent or guardian and must clear through the principal's office by signing a withdrawal form, turning in all textbooks, and paying all monies owed to the school. It is expected that all indebtedness and obligations be cleared before records are released to the next school.

## **SECTION II -POLICIES AND REGULATIONS**

Each student should familiarize himself/herself with the following policies and regulations of the Llano Public Schools. All students, regardless of age or marital status, will be expected to conform to all policies and guidelines set forth by the Llano Independent School District.

**ACCIDENTS** - Accidents or injuries that require medical attention must be properly reported to the principal, nurse, or athletic director.

**ANNOUNCEMENTS** - Announcements are made once each day at the beginning of second block. Announcements should be turned in to the office by 7:50 a.m. They should be typed or printed on regular size paper and must be signed and dated by a member of the faculty.

**AUTOMOBILES AND PARKING** - When you drive your vehicle to school, use the parking lot in the back of the high school building and park within the lines and not across the lines. All students must park behind the school during school hours. Students may not park on the north side of the building, by the athletic offices or the Vocational Ag Shop. In addition students should not park in spaces marked for staff. Drive carefully at all times in school areas. Reckless driving and/or failure to park in the designated area may result in the loss of parking privileges, as well as disciplinary action. Student use of the parking privilege constitutes agreement by the student that all rules and regulations involving parking and search and seizure of the vehicle will be observed. Students are responsible for any contraband brought to school property or to a school sponsored function in a vehicle they are driving.

After arriving in the parking lot, the student must park the vehicle appropriately and may not move the vehicle without permission unless the student is leaving campus. "Driving around" the campus during school hours is prohibited. **Students are not allowed to sit in vehicles or remain in the parking lot before school or during lunch.** Upon arrival at school, students should lock their vehicles and report to the building without delay. If a student delivers and/or picks up a child at the elementary school, please do not enter the elementary campus grounds between 8:00 a.m. and 8:30 a.m. or between 3:15 p.m.-3:45 p.m. except in an emergency. Please limit your stop to 30 seconds when stopping in the bus lanes on Oatman Street in front of the elementary and junior high campuses.

**Students that park on campus will be required to obtain a parking permit.** Applications for permits must be obtained within the first ten (10) school days. Students that will begin

driving to school after the first day of school, must apply for a parking permit before parking on campus. Students must have a drivers license and proof of insurance to drive and park on campus. If a student drives a vehicle that does not have a parking permit they shall inform the office. Parking permits must be visible or vehicle is subject to be towed. Parking permits are free of charge at this time. A temporary visitor pass may be obtained in extenuating circumstances from the front office for parents and visitors.

**BACKPACKS/BOOKBAGS** - For safety and logistical reasons, students will be expected to leave backpacks/book bags in their assigned lockers during the entire day.

**BULLETIN BOARDS AND HALLWAYS** - Students should not place displays on bulletin boards or in the hallways without permission of either the principal or sponsor. Only masking tape should be used to place displays in the hallways. Common courtesy requires that anyone who puts up a sign should remove all of the sign when its purpose has been served.

**TRANSPORTATION RULES AND GUIDELINES**

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

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

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

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

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

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

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

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

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

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

1. The Bus Driver has the authority to correct students riding on a bus, and is responsible for reporting misconduct of students and violations of the safety rules to the principal of the school attended by the student. Some incidents for which the students can be cited are;
  - a) Disregard for or breaking the Bus Riding Rules as posted in the bus
  - b) Failure to remain seated in a proper manner
  - c) Refusing to obey the driver
  - d) Fighting
  - e) Using profanity
  - f) Lighting matches
  - g) Throwing objects on the bus or out of the bus

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

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

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

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

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply. Tapes shall remain in the custody of the Director of Transportation. Parents or students who wish to view a videotape

in response to disciplinary action taken against a student may request such access under the procedures set out in FL (Exhibit). Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

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

Fred DeBusk-Transportation Director-247-5347  
James Scott-Llano High School Principal-248-2200  
Nicole Smith-Llano Junior High Principal-247-4659  
Keeva Frazier-Llano Elementary School Principal-247-5718  
Dale Mason-Packsaddle Elementary Principal-388-8129  
Tim Glover- Assistant Superintendent-247-4747  
Dennis Hill-Superintendent-247-4747

### **School Sponsored**

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

### **Buses and Other School Vehicles**

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

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

- Follow the driver's (or monitor's) directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment, including vandalizing seats.

- Remain seated and facing the front of the bus at all times while the bus is in motion.
- Get off the bus at their scheduled stops unless they have **written permission** from their parent or authorization from a school official to get off at another stop on their bus route.
- Not put head, hands, arms, or legs out the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

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

When a student rides in a District van or passenger car, seat belts must be fastened at all times.

[See policy FFFF (EXHIBIT) and FMG (LOCAL)]

#### **VIDEOTAPING OF STUDENTS**

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

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

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

**CELL PHONES** The display and/or use of a cell phone during normal school hours is prohibited. When a phone is seen or heard by a staff member, the device will be taken to the front office and tagged with the student's name. For the student's **first offense** the phone will be released to the student after three school days. For the student's **second offense** the phone will be released to the student's parent/guardian after three school days and a fine of \$15. For the student's **third offense** the device will be released to the student's parent/guardian after 30 calendar days and a fine of \$15. For the student's **fourth offense** the phone will be released to the student's parent/guardian at the end of the school year and a fine of \$15. Student cell phones that are used for cheating or contain inappropriate, vulgar, or pornographic pictures or messages may be confiscated upon the first offense for the remainder of the year.

Cell phones are subject to search when there is reasonable cause to believe that the cell phone was used to commit a code of conduct violation or contains evidence of a code of conduct violation.

**COLLEGE DAY**—A student may have two college days each year beginning with their junior year on which they can visit a junior or senior college campus, armed services or technical school. An absence for this purpose will be excused and will not count against exemptions from semester exams if the student returns with written verification. Official verification is a note from the institution on official letterhead, dated and states the student visited the campus. Students requesting a college day should sign up in the front office prior to the day of the absence.

**CONTACT WITH ANIMALS, BIRDS, OR WILDLIFE AT SCHOOL** - To help insure student safety at school, students should not be in contact with animals, birds, or wildlife found on school campuses. Such contact may pose a threat of danger or disease to students and, therefore, should be avoided. Please report the presence of any situation, which might be harmful to students or staff to appropriate school personnel immediately.

**DETENTION** - A student may be detained outside of school hours (for not more than 2 hours) on one or more days if the student violates the school's rules of conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and have an opportunity to make arrangements for the student's transportation on the day(s) of the detention.

**LUNCH DETENTION** – A student may be assigned to lunch detention for minor disciplinary infractions. Lunch detention will be served during a student lunch period. Failure to serve lunch detention will result in additional days of lunch detention or ISS.

**DRESS FOR SUCCESS POLICY**

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

1. Hair should be cleaned and neatly groomed. Vision must not be obstructed. Eyes must be clearly visible. Hair color must be of a naturally occurring color and/or color pattern in the human genome. Extreme styles, as determined by school authorities, that might tend to disrupt normal school procedures will not be allowed.
2. The student's body and clothing are expected to be clean.
3. All students are required to wear appropriate shirt/blouse and pants/shorts or skirt. Appropriate footwear is required at all times.
  - A. Clothing exhibiting risqué, obscene, vulgar and/or suggestive slogans, language, or designs will not be permitted.
  - B. Print and/or graphics pertaining to drugs, alcohol, or tobacco products will not be permitted on apparel, jewelry, accessories or paraphernalia.
  - C. Shirts shall be collared polo style, collared button-down, t-shirts, sweaters or turtlenecks. Sleeveless blouses and shirts are permitted for females when worn with the appropriate undergarments, and straps must be no less than 3" in width. (Tank tops, strapless blouses, spaghetti straps, and halter-tops are prohibited.)

- D. "Colors" or other attire that serves as identification of groups or organizations not affiliated with, or approved by, the school are not permitted. Prohibited items may include, but are not limited to, bandannas, headbands, neckbands, arm or leg bands, and clothing with particular logos. The principal may announce specific prohibited items as the need arises.
  - E. Pants shall be worn at appropriate body size (no oversized pants or stretched skin tight). Shoes should be visible (bell bottoms may not cover the shoes) and undergarments must not show.
  - F. All skirts or dresses may be worn if the length is to the top of the kneecap, with slits no more than 4" above the kneecap. Dresses may be sleeveless (see shirt guidelines).
  - G. Shorts must extend within 3 inches of the top of the kneecap.
  - H. No facial hair will be worn below the bottom of an ear.
  - I. Males are prohibited from wearing earrings or ear studs. For female students, any/all earrings must be worn in equal numbers with no more than two per ear.
  - J. No visible body piercing will be permitted. Tongue studs are prohibited.
  - K. Tattoos of any kind are discouraged. School officials may require that tattoos be covered.
  - L. See-through attire will not be permitted.
  - M. Hats and caps are to be neither worn nor openly carried in school buildings.
  - N. Colored/tinted glasses are not to be worn in school buildings unless prescribed by a doctor for inside wear.
  - O. Appropriate undergarments must be worn at all times, but must not be visible.
  - P. Loose fitting or low cut shirts/blouses must have a T-shirt worn underneath.
  - Q. Shirt length should be appropriate to size with the midriff fully covered at all times.
  - R. Skin-tight apparel may be considered inappropriate. If worn, it should be covered by loose fitting attire, which conforms to all other guidelines in this code.
  - S. Baggy or saggy pants or shorts are prohibited.
  - T. Lounge, undershirts or pajama style clothing of any type are prohibited.
  - U. Spikes and chains of any type (includes wallet chains) are prohibited.
  - V. Extreme styles, as determined by school officials, will be prohibited.
  - W. Pants/clothing which is excessively altered, slit, worn, frayed, or contains holes above the mandatory short length is not allowed.
4. Students must be in dress code compliance to attend class.
  5. The principal may designate "Special days" on which special dress is permitted.
  6. The Administration, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. These special regulations may exceed the standard dress code policies in order to maintain the organization's specific standards or to promote school spirit. Continued participation will be contingent upon compliance with these standards.

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

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

### **FREEDOM FROM DISCRIMINATION**

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. 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 those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The district has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct communications, or contact.

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal or other district employee. The report may be made by the student's parent.

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

### **DRUG TESTING PROGRAM FOR EXTRA-CURRICULAR PARTICIPANTS (ECP)**

#### 1. Objectives

- A. to provide a deterrent to drug use for Llano ISD High School extra-curricular participants (ECP).
- B. to require a drug education program for those ECP who test positive for drug use and for those ECP that are at risk for drug use.
- C. To insure the health and safety of all ECP.

#### II. Plan

- A. All ECP from grades 9 through 12 (male and female) involved in Llano ISD extra-curricular activities will be subject to a testing program.

- B. To randomly test high school ECP on several occasions throughout the school year. The drug test administrator will determine the dates of the tests.
  - C. Students selected for random testing will be chosen from a pool of all high school ECP.
  - D. The method of screening is by an independent laboratory under contract to Llano ISD and may include hair follicle testing, urinalysis, saliva testing, or other generally accepted laboratory procedures. Gas Chromatography/Mass Spectrometry (GC/MS) will be used to confirm all drugs detected by the screen before being reported as being detected. Student admission of guilt will constitute a positive screening. Failure to produce a sample in the allotted time period will be considered a positive screening.
  - E. Certified lab personnel and professional staff will administer testing.
  - F. Each ECP who is selected will be required to provide a sample to the designee during the time constraints described in Part IV.
- III. Drugs Eligible for Testing
- A. Amphetamines (methamphetamine, amphetamine, MDA and MDMA (Ecstasy))
  - B. Cocaine
  - C. Opiates: Codeine, Heroin, Morphine, Papaverine
  - D. Phencyclidine (PCPO)
  - E. Tetrahydrocannabinols (THC): marijuana
  - F. Steroids
- IV. Testing Procedure and Protocol
- A. Random testing: Every ECP in grades 9-12 will be eligible to be tested during the entire school year. A pre-determined number or percentage of student names will be randomly selected periodically throughout the school year. All specimens will be collected, adhering to a strict chain of custody.
  - B. All positive screenings will be confirmed by either student admission or an additional test from a split sample that may include GC/MS testing conducted by the Llano ISD vendor.
  - C. The LISD vendor will take the specimens collected to an independent lab for processing. The LISD vendor will send the result to the Drug Program Administrator. The student's identification number will identify all specimens.
  - D. Refusal to submit the Parental Consent to Biological Testing will be considered a violation of this policy and grounds for removal from all extra-curricular programs.
  - E. Any ECP refusing to be tested will be subject to the sanctions that would be applicable for a positive test. The selected student will be required to submit a sample immediately upon request. Failure to provide a specimen within 2 hours of arriving for testing will constitute a refusal to test. Re-Admission to the program will be contingent upon agreement to participate in the drug-testing program and subject to the sanctions applicable for a positive test. Specimens determined for any reason to be a non-human sample will be treated as a positive test.
  - F. An ECP may be subject to one or more testing procedures at the discretion of the drug program administrator
- V. Confidentially
- A. The collection and coding of specimen samples are executed in a manner insuring total confidentiality and proper identification.

B. Only the student, the student's parent/guardian, head coach, campus principal, superintendent, athletic director, and the drug program administrator will know the test results.

C. All test results shall be destroyed when the student no longer has UIL eligibility.

#### VI. Definition of Terms

The following definitions are for the purpose of the drug-testing program in this policy.

**GC/MS:** Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds.

A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

**Chain of Custody Form:** A preprinted form provided by the testing laboratory that records all contact with the provided specimen.

**Participating Students:** All high school ECP in grades 9-12.

**Llano High School Sports:** Baseball, basketball, cross-country, football, golf, power lifting, softball, tennis, track and field, volleyball, or any sport sponsored by the Llano ISD Athletic Department.

**Drug Program Administrator:** The athletic trainer or other person designated by the athletic director to Administer the program at the Llano High School campus.

**Extra-curricular Participant (ECP):** A student who participates in one or more Llano High School Extra-Curricular **Activities:** band, one-act play, UIL, sports, FFA, Cheerleaders, FCCLA, and any other competitive activity sponsored and supported by the Llano ISD.

#### **Llano High School Drug Testing Program Sanctions**

All offenses are cumulative throughout the Extra-Curricular Participants (ECP) eligibility. (9-12 grades) The following disciplinary measures for any ECP testing positive to a drug test, and/or any ECP having written documentation reported by law enforcement officers or appropriate school officials as having been involved with drug activity (i.e. selling, buying, use of or possession). Any suspension shall take place in the immediate activity in which the ECP is involved. If the student is not actively involved in an extra-curricular activity at that time, the suspension will start with the next event in which the ECP is involved.

The sanctions should be considered minimum. The district reserves the right to administer more stringent sanctions in extraordinary or severe circumstances. In addition, each extra-curricular activity can impose additional sanctions that relate specifically to their group, (i.e., loss of an elected office or honor, physical conditioning, or community service projects.)

#### **First Offense**

1. Notification of parent/guardian to discuss sanctions.
2. Suspension from participation in extra-curricular activities for 20% of the regular season contests, including post season, in which the student is eligible to compete. A minimum suspension of 1 contest or event will be required of extra-curricular activities with 4 or fewer events in a season. This suspension does not include scrimmages, practices, or program participation.
3. Documented completion of 4 hours of drug education by a certified drug counselor and completion of a drug assessment by a certified drug counselor. The ECP's parent or guardian will be financially responsible for all drug education and the assessment.
4. The ECP will be tested at each of the random tests in addition to the tests. This will be in effect for the remainder of the student's UIL eligibility.

### **Second Offense**

1. Notification of parent/guardian to discuss sanctions.
2. Suspension from participation in extra-curricular activities for 18 school weeks and 50% of the regular season contests, including post season, in which the student is eligible to compete, for all extra-curricular activities in which the student intends to participate. A minimum of 1 contest will be required of extra-curricular activities with 2 or fewer events in a season. This suspension does not include scrimmages, practices, or program participation.
3. Documented completion of a minimum of 20 hours of drug education by a certified drug counselor and the completion of a drug assessment by a certified drug counselor. The ECP's parent/guardian will be financially responsible for all drug education and assessment.
4. The extra-curricular participant will be tested at each of the random tests in addition to the tests given to the entire extra-curricular population. This will be in effect for the remainder of the student's UIL eligibility.

### **Third Offense**

1. Notification of parent/guardian to discuss sanctions.
2. Removal from all extra-curricular activities for the remainder of the student's UIL eligibility.

### **ELECTRONIC DEVICES - RADIOS, TAPE PLAYERS, IPODS, CD PLAYERS, LAPTOP COMPUTERS, ELECTRONIC GAMES, PAGING DEVICES, LASERPOINTERS** -

These items should not be brought on the campus. If there is a specific project where one of these items is needed, prior approval must be obtained from the principal. The school will not accept responsibility for lost or stolen electronic devices.

**FOOD/DRINKS IN BUILDING** - Students will not bring food or soft drinks into classrooms or halls. Items purchased before or after school, or during the noon hour, will be taken out-of-doors or to the cafeteria to be consumed. Please dispose of trash properly. Bottled water can be carried to the classrooms and other parts of the building with the exception of the library and auditorium.

**GRIEVANCE/STUDENT-PARENT COMPLAINT** - The purpose of this policy is to secure at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Except as provided below, all student or parent complaints shall be presented in accordance with this policy.

#### Certain Complaints

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

1. Discrimination on the basis of gender: FB;
2. Sexual abuse or sexual harassment of a student: FNCJ;
3. Loss of credit on the basis of attendance: FDD;
4. Teacher removal of a student for disciplinary reasons: FOAA;
5. Removal of a student to a disciplinary alternative education program: FOAB;
6. Expulsion of a student: FOD and the Student Code of Conduct;

7. Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504: FB;
8. Identification, evaluation, or educational placement of a student with a disability within the scope of IDEA: EHBA and the parents' rights handbook provided to parents of all students referred to special education;
9. Instructional materials: EFA;
10. On-campus distribution of non-school materials to students: FMA; and
11. Complaints against District peace officers: CKE.

#### General Provisions

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

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

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

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

#### LEVEL ONE

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

#### LEVEL TWO

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

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

#### LEVEL THREE

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

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

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

#### CLOSED MEETING

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

**HALL PASSES** - Any high school student who leaves his/her place of assignment during a period must have a hall pass and must return the pass to the teacher when the student returns to his/her place of assignment. Both sending and receiving staff members must sign the hall pass.

**HEALTH ADVISORY COUNCIL**-During the preceding school year, the Llano ISD School Advisory Council held 10 meetings. Additional information regarding the district's SHAC is available from the central office.

**INDEBTEDNESS** - Students who have not cleared financial obligations by graduation will not participate in commencement exercises until such time as all obligations have been cleared. Financial obligations should be cleared prior to the day of graduation practice. Students withdrawing from school during the year are expected to clear all financial obligations.

**INITIATIONS** - The initiation of students into classes or organizations must have the approval of the teacher and the administration. There will be no hazing of any student of any classification. Hazing means to initiate or discipline fellow students by means of horseplay, practical jokes, and tricks often in the nature of humiliating or painful ordeals that endanger fellow students. (Refer to the student code of conduct, Subchapter F. Hazing.)

**LIBRARY** - The high school library is open for student use from 7:45 am – 4:00 pm. If a student is not coming with a class, he/she must have a pass to enter the library. The student must record on the library sign-in sheet his/her teacher's name, time in and out, and assigned task (ex. check book in/out, utilize computer for research or word processing, make copies or pay fines.)

#### **1. CHECKING OUT REGULATIONS**

- a. Books may be checked out for a three-week period.
- b. Students may check out no more than two books at any one time.
- c. Reserve books, reference books, and magazines are checked out for one day.
- d. Library obligations-Fines/over-dues must be cleared before checking out additional materials.

#### **2. FINES**

- a. A fee of 5 cents per day is charged for over-due books, excluding weekends and holidays. If absence from school is the cause of an over-due book, the student must bring his/her absentee admittance slip to the circulation desk to have the fine removed.
- b. If a book is overdue for more than 30 days, a maximum fine of \$1.50 will be charged.
- c. Failure to clear library obligations (fine, overdue book) will result in suspension of library privileges and/or lunch detention.

**3. LOST BOOKS**

- a. the price of the book plus a district-processing fee of \$1.00 will be charged for a lost book
- b. If the book is found and returned within one year, the student will receive a refund. The district processing fee (\$1.00) and the assessed fine will be subtracted from the refund.

**4. COMPUTER USE**

- a. Computers are for schoolwork, not recreation.  
Responsible computer use is required. Inappropriate use will result in loss of computer privileges.  
Costs for printer use will be 5 cents per page.

**5. COPY MACHINE**

- a. Copies are 5 cents per side.
- b. Library staff will make copies.

**6. BEHAVIOR IN THE LIBRARY**

- a. Students should come to the library with a purpose, such as checking out a book, doing research, or paying a fine.
- b. Quiet should be observed at all times so that others can study.
- c. Failure to observe these rules of behavior will result in expulsion from the library.

**L.I.S.D. INTERNET ACCEPTABLE USE GUIDELINES - Llano Independent School District, Llano, Texas**

**FOR PARENT INFORMATION**

Parent(s)/guardian(s) who wish to deny Internet access to their Llano Independent School District student(s) must return a Does not have permission to access the Llano Independent School District Net form to the principal of their child(ren)' s school within two weeks of registration at that school. (This bulletin will be printed and is a part of the Student Handbook.)

**INTERNET ACCESS at Llano Independent School District**

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

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

**Acceptable Use**

Student Centered activities and research in support of Llano I.S.D.'s educational objectives. Access at the secondary level must be under the supervision of a sponsoring educator or under the supervision of another qualified staff member.

Research and communications by Llano I.S.D. staff members that have fulfilled the training requirements and have been granted access.  
The District's system(s) will be used for administrative and instructional purposes consistent with the District's mission and goals.

### **Inappropriate Use-Prohibited Activities**

Transmission or access of any material in violation of any U.S. or state regulations, including but not limited to, obscene or threatening material, copyrighted material, or material protected by trade secret. Inappropriate use shall be defined as a violation of the intended use of the network, and /or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for the use of a publicly owned and operated vehicle.

Use for commercial activity, product advertisement, or political lobbying.

Installing or running Internet client applications in order send abusive, threatening, or profane messages.

Students may not incur or attempt to incur any financial liability. This includes, but not limited to, accessing any fee based services.

Elementary students access without direction of a qualified staff member.

Secondary students access without supervision by a qualified staff member.

Research and communication by Llano I.S.D. staff members that have **NOT** fulfilled training requirements and been granted access.

Students should abstain from using email unless the Llano ISD staff has provided it for them  
The use of chat rooms is prohibited.

Students should not play games on the Internet or download games to the computers.

Students should not download music from the Internet unless a qualified staff member approves it and it is for an educational purpose.

Students must have ID card on the monitor where the instructor specified or in visible site for any LISD employee to see.

System users may not use another person's ID or password therefore, must be logged in as themselves to both the network and Internet.

Students should not intentionally disrupt information network traffic or crash the network and connected systems.

Students should not steal data, equipment, or intellectual property.

Students should not gain unauthorized access to the files of others, or vandalize the data or files of another user.

Students should not try and gain or seek to gain unauthorized access to resources or entities.

Students should not forge electronic mail messages, or use an account owned by another user.

Students should not invade public privacy of individuals.

Students should not post anonymous messages.

Students should not possess any data, which might be considered a violation of these rules in paper, magnetic disk, or any other form.

**Absolute** privacy cannot be guaranteed in a network environment. So, all need to think carefully about what he/she says and how he/she says it. If there is a problem or if he/she feels uncomfortable with the information someone is giving him/her, tell any teacher, computer lab operator, or his/her site supervisor immediately.

Any type of computer piracy, hacking, or tampering with hardware or software is forbidden. No one may use the network to annoy, harass or otherwise offend people. Students should not tie up the network with idle activities.

### **Consequences for Improper Use**

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

All users should be aware that Llano I.S.D. retains the right to withdraw account privileges at any time for any reason.

All users should be aware that the District electronic information resources that are accessed through the Llano I.S.D. property or procedures may be monitored. This is not a violation of either an individual student's or teacher's right to privacy.

### **Right to Examine All Data**

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

Llano I.S.D. also reserves the right to use the electronic means to restrict access to questionable material and to track and monitor the use of the Internet.

### **Copyright**

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

### **Warning**

System users and parents of students with access to the District's electronic communication system(s) should be aware that the use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

If objectionable material is found, it is the users responsibility to notify a librarian, teacher, technology coordinator, or administrator immediately.

User of the District's system(s) should never post personally identifiable information, such as name, address, phone number, or age, on the Internet.

Confidentiality of the users password is the responsibility of the user. Users should not reveal passwords to anyone.

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

Use appropriate language. Use of vulgar language does not conform to established Code of Student Conduct and may result in disciplinary action.

Illegal activities and use of the Internet in furtherance of illegal activities are strictly forbidden.

Use of the Internet for financial gain via District-owned equipment is also strictly forbidden.

**Liability** – The District makes no warranties of any kind, expressed, or implied, for Internet services. Use of any information obtained via the Internet is at each user's risk. The District

specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

### **Virus Protection**

It is the responsibility of everyone who uses Llano ISD's computer network to take reasonable measures to protect that network from virus infections.

This policy outlines how various viruses can infect Llano ISD's network, how Llano ISD's IT department tries to prevent and/or minimize infections, and how Llano ISD's network users should respond to a virus if they suspect one has infected Llano ISD's network.

### **How viruses can infect Llano ISD's network**

There are actually three various types of computer viruses: true viruses, Trojan horses, and worms. True viruses actually hide themselves, often as macros, within other files, such as spreadsheets or Word documents. When an infected file is opened from a computer connected to Llano ISD's network, the virus can spread throughout the network and may do damage. A Trojan horse is an actual program file that, once executed, doesn't spread but can damage the computer on which the file was run. A worm is also a program file that, when executed, can both spread throughout a network and do damage to the computer from which it was run.

Viruses can enter Llano ISD's network in a variety of ways:

**E-mail**—By far, most viruses are sent as e-mail attachments. These attachments could be working documents or spreadsheets, or they could be merely viruses disguised as pictures, jokes, etc. These attachments may have been knowingly sent by someone wanting to infect Llano ISD's network or by someone who does not know the attachment contains a virus. However, once some viruses are opened, they automatically e-mail themselves, and the sender may not know his or her computer is infected. Outlook and Outlook Express are especially susceptible.

**Disk, CD, Zip disk, or other media**—Viruses can also spread via various types of storage media. As with e-mail attachments, the virus could hide within a legitimate document or spreadsheet or simply be disguised as another type of file.

**Software downloaded from the Internet**—Downloading software via the Internet can also be a source of infection. As with other types of transmissions, the virus could hide within a legitimate document, spreadsheet, or other type of file.

**Instant messaging attachments**—Although less common than e-mail attachments, more viruses are taking advantage of instant messaging software. These attachments work the same as e-mail viruses, but they are transmitted via instant messaging software.

### **How Llano ISD's IT department prevents and/or minimizes virus infections**

Llano ISD's IT department fights viruses in several ways:

**Scanning Internet traffic**—All Internet traffic coming to and going from our network must pass through ***district*** servers and other network devices. Only specific types of network traffic are allowed beyond the organization's exterior firewalls.

**Running server and workstation antivirus software**—All vulnerable servers run McAfee Antivirus. This software scans our file-sharing data stores, looking for suspicious code.

McAfee Antivirus is also installed on all **district** workstations. This software scans all data written to or read from a workstation's hard drive. If it finds something suspicious, it isolates the dubious file on the computer and automatically notifies the help desk.

**Routinely updating virus definitions**—Every morning, the firewall and server virus scanning programs check the McAfee Web site for updated virus definitions. These definition files allow the software to detect new viruses. If a new virus definition file is available, the virus scanning software is automatically updated, and then the system administrator is informed.

When end users turn on their computers at the beginning of the workday, the workstation virus protection program checks with a Llano ISD server on the network for updates. The workstation program will then download and install the update automatically, if one exists.

**How to respond to and report a virus**

Even though all Internet traffic is scanned for viruses and all files on the **district** servers are scanned, the possibility still exists that a new or well-hidden virus could find its way to an employee's workstation, and if not properly handled, it could infect Llano ISD's network.

The IT staff will attempt to notify all users of credible virus threats via e-mail or telephone messages. Because this notification will automatically go to everyone in the organization, employees should not forward virus warning messages. On occasion, well-meaning people will distribute virus warnings that are actually virus hoaxes. These warnings are typically harmless; however, forwarding such messages unnecessarily increases network traffic.

**As stated, it is the responsibility of all Llano ISD network users to take reasonable steps to prevent virus outbreaks. Use the guidelines below to do your part:**

**Do not open unexpected e-mail attachments, even from coworkers.**

**Never open an e-mail or instant messaging attachment from an unknown or suspicious source.**

**Never download freeware or shareware from the Internet without express permission of the IT department.**

**If a file you receive contains macros that you are unsure about, disable the macros.**

**Notify the help desk of suspicious files**

If you receive a suspicious file or e-mail attachment, do not open it. Call Llano ISD's help desk at extension 2296 or 2340 and inform the support staff that you have received a suspicious file. The support staff will explain how to handle the file.

If the potentially infected file is on a disk that you have inserted into your computer, the antivirus software on your machine will ask you if you wish to scan the disk, format the disk, or eject the disk. Eject the disk and contact the help desk at extension 2296 or 2340. They will instruct you on how to handle the disk.

After the support staff has neutralized the file, send a note to the person who sent/gave you the file notifying them that they sent/gave you a virus.

If the file is an infected spreadsheet or document that is of critical importance to Llano ISD, the IT department will attempt to scan and clean the file. The IT department, however, makes no guarantees as to whether an infected file can be totally cleaned and will not allow the infected file to be used on Llano ISD computers.

**LOCKERS** - Pupils are assigned a locker at the beginning of the school year. A locker is retained the entire year and changes are made only with office approval. Each locker is equipped with a lock and the students are responsible for keeping their lockers locked. The school is not responsible for items lost from either hall or P.E. lockers. Lockers are the property of the Llano Independent School District and are subject to inspection at any time by school administrators. No stickers will be placed on lockers unless approved by administration. Students should only use the locker assigned to them and not allow anyone to use their locker at anytime.

**LUNCHROOM** - Students are not permitted to run to the lunchroom. In consideration of other students, pushing, shoving, or cutting ahead of others is not permitted. Lunch tables are to be left clean: all cartons, paper and dishes should be placed in areas designated for such purposes. Good table manners should be practiced at all times. **NO FOOD OR DRINKS ARE TO BE TAKEN OUT OF THE LUNCHROOM.**

**CLOSED CAMPUS** - Pursuant to applicable board policy, the high school campus will be closed at lunch. Students will remain on campus during the lunch periods. Students may purchase a lunch at the cafeteria or students may bring their lunch.

Students will be allowed to leave campus during lunch for the following reasons:

1. Students who are ill or have some other emergency should use normal check out procedures outlined on page four and five of this handbook.
2. Work students leaving for supervised work-stations.
3. Students leaving for lunch must be personally taken from the campus by a parent, legal guardian or other person standing in parental relation to the student. (Use of number three must have prior approval of the principal.)

**ACCEPTANCE OF CHECKS** – The food service department will accept checks only for the amount of the meal or for deposit into the student's computer account. This is necessary to ensure that reports are run accurately with the computer system.

**ACCEPTANCE OF LUNCH CHARGES**

– All campus cafeterias shall not issue more than three charges to any student. The principal or assistant principal of said campus will be the only administrators to issue emergency charges.

**MEDICAL NEEDS**

**BACTERIAL MENINGITIS**

**What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord--also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness

- *Neisseria meningitidis*—meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

#### **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, but any of the following are possible.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

*\*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

#### **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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

#### **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. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

#### **What is the risk of getting bacterial meningitis?**

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

#### **How is bacterial meningitis diagnosed?**

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

#### **How can bacterial meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young

children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

*Seek prompt medical attention.*

**For more information** Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

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

Send the student home with instructions for proper treatment.

Require that any student sent home because of head lice return to school at the beginning of each subsequent school day to be reexamined by the nurse or designee. The student must be free of lice and viable nits before being readmitted.

**MEDICINE AT SCHOOL**

A parent note and physician note are required for any prescription medication.

Prescription medication must be in the original prescription bottle with the current and correct label showing the student's name, medication name, dispensing instructions, physician's name, and recent date. Ask the pharmacist to prepare two labeled containers, one for school and one for home.

Medications (controlled substances) will be counted upon arrival in the nurse's office and documented as to number of pills received. It is strongly recommended that medications (controlled substances) be delivered by the parent/guardian.

All over-the-counter medications must be in the original manufacturer's package with the dosage specified by age and/or weight. A parent note is required. Any over-the-counter medication needed for longer than 15 days must have review and approval of the school nurse and may require a physician order.

Any change in the dosage amount or frequency of administration of prescription medication will require an updated parent note and physician note. Once a medication has been discontinued, it cannot be restarted without new physician and parent notes.

A physician order is required for any injectable medication.

Allergy shots will not be given.

All medication is to be brought to and kept in the school nurse's office. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or at school-related events only if

he/she has written permission from his/her parent/guardian and a physician or health care provider. The student must also demonstrate to his/her physician or health care provider and to the school nurse the ability to use the prescribed medication including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents/guardians should discuss this with the school nurse or principal.

The first dose of any new medication may not be given by school staff.

Medications from Mexico or any other foreign country are not to be administered by school staff.

Herbal or homeopathic product may be administered only if the parent provides printed documentation showing the specific use and benefits of the product, dosage according to the age and/or weight of the student.

School personnel are not to be held responsible for any ill effects that might occur from medication that is requested by a parent to be given.

Medications may not be released to students for transport from school to home. Parents must arrange for pick-up of any unused medication. Any unused medication that is not picked up by seven days after the last day of school may be destroyed.

**NON-SCHOOL HOURS** - Students will not be allowed, without permission, on the campus, on school buses, or in any building other than at regularly scheduled times. A student who violates this policy is under the same disciplinary measures as one who is in violation of policy during regularly scheduled hours.

**PESTICIDES** - This school periodically applies pesticides. Information concerning these applications may be obtained from Lyn Simpson.

**PLEDGE** – All Texas public schools will be required to pledge the United State flag, the Texas flag, and honor a minute of silence everyday.

**PUBLIC DISPLAY OF AFFECTION-INAPPROPRIATE FAMILIARITY** - Public displays of affection will not be considered appropriate on the school campus. Hugging, kissing, and any other inappropriate displays of affection may result in disciplinary consequences.

**SCHEDULE CHANGES** - All schedule changes will have the approval of the principal or designee. Requests for schedule changes will be considered for all courses only during the first **ten days** of the initial grading period for the course.

**SCHOOL SPONSORED TRIPS** - Llano Independent School District provides transportation to and from all extracurricular activities. Students are not normally permitted to use other modes of travel. In extenuating circumstances, the principal may grant exceptions to the above rule, but prior approval must be obtained by the parent or guardian. Students may be released to ride home from an extracurricular activity with a parent or guardian if the parent/guardian presents the sponsor with a signed and dated release statement.

**SEARCHES BY TRAINED DOGS** - In order to respond to the drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the District shall use specially trained dogs to sniff out concealed contraband, drugs, or alcohol on school property.

The dog handler selected shall use non-aggressive dogs trained to alert to illicit substances under policy FNCF(LOCAL).

Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property.

If the dog alerts to a particular locker, a car, or an item in classrooms or other common areas, it may be searched. If the dog alerts to a car, the student shall be asked, if necessary, to unlock the car doors and trunk for an internal inspection. If the student refuses, the parents shall be notified.

The dogs shall not be used for random sweep searches of students. The dogs shall be allowed to sniff an individual student only if there is reasonable cause to believe that the student possesses illicit substances. If the dog alerts to a student, the student's outer garments shall be subject to search.

Students shall be notified at the beginning of each school year that:

1. The lockers remain under the jurisdiction of the District even though possessed by the students and are subject to a sniff search at any time. Students are responsible for anything found in their lockers.
2. All cars parked in school parking lots shall be subject to a sniff search at any time. Students are responsible for anything found in their cars.
3. Students will be subject to a sniff search if there is reasonable cause to believe that the student possesses illegal substances.
4. Classroom and other common areas are subject to a sniff search at any time when students are not present.
5. If any prohibited substances are found, the student may be subject to appropriate disciplinary action.

The student's parent(s) or guardian shall be notified if prohibited substances are found in searches conducted under this policy. Students found to be in violation of FNCF shall be subject to appropriate disciplinary action.

**SECURITY CAMERA** – In an effort to improve the safety of our students and teachers as well as improve supervision, Llano High School has implemented the use of security cameras. The cameras are located in high traffic areas on the inside and outside of the building. The use of these recordings will comply with Texas Education Code. A District employee may, without consent of a child's parent, make a recording of the child if the recording is to be used only for purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses. Education Code 26.009(b)(1)

**SEXUAL HARASSMENT** - 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 request for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. See the Student Code of Conduct for information regarding disciplinary sanctions.

The District will notify the parent of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee who serves as the District Title IX coordinator for students.

A student and/or parent may present a complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member. A conference may be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within ten days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

### **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should call Mr. James Scott, Principal, Llano High School.

**STUDENT AREAS** – during non-instructional times throughout the day (before school, lunch, or after school) students are allowed to congregate in the following areas: 1) cafeteria, 2) cafeteria foyer and 3) courtyard. Students in other areas of the school without permission or supervision will be subject to disciplinary action.

**TELEPHONE** – A phone is available for student use in the main office for emergency use. Students will not be allowed to leave class to make calls except in the case of illness or emergencies.

**TEXTBOOKS** - Students will be subject to periodic textbook checks by the teachers and principal to see that students are in possession of the textbooks assigned them at the beginning of the school year, to see that the books are properly covered, and to check for damages. Students are financially responsible for textbooks. Students receiving textbooks should check each book immediately for damage. Any damage should be reported to the teacher who issued the book. Students failing to report damage will be liable for the damage. Any infraction of these regulations may result in the student's having to pay the full purchase price of the book. All lost books must be paid for in full before the end of the school term. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use during the school year.

**VENDING MACHINES**-The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Superintendent.

**VISITORS** – All visitors are required to report to the office and submit appropriate identification for inspection and verification.

**VISITORS, STUDENT** - Students will not be allowed to bring student visitors on the campus during the school day.

**WORK STUDENTS** – Career Preparation (DCP) students may not be absent from school and go to work on the same day without permission from the coordinator and/or the principal. Students in the work program who are assigned to ISS or ABC will have to make arrangements to serve a full day. School schedules will have priority over work schedules in the event of a change in the normal school schedule. This may be caused by final exams, early release, tutorials or other reasons.

### **SECTION III - GENERAL INFORMATION**

**CAREER PATHWAYS**- The goal of the career guidance plan for Llano High School is to successfully prepare all students for their employment future. This guidance plan is coordinated through the career guidance counselor in conjunction with staff and administration, community and business leaders, post-secondary institutions and all other key individuals working together for the student to lay the foundation for proficient entry into the world of work. Your guidance counselor will help you discover an educational plan (career pathway) that will enable you to make a successful transition from school to work. While the counselor will be doing career guidance programs in your classes, individual planning with you and the counselor is vital. Parental involvement is strongly encouraged. Therefore, it is advised that you and your parents or guardians meet at least once during your freshman year with the guidance counselor to set up your career pathway. Continual visits throughout your high school career to further refine and adjust your career pathway can be scheduled as needed.

**CLASSIFICATION-** Your classification is determined at the time you enter high school and at the beginning of each school year. Classification does not change during the year except for those students who show documented evidence of correspondence work completed before the beginning of the school year. Each student will be classified according to the number of semester units of credit he/she has earned as follows:

Freshman =	Promoted from 8th grade
Sophomore =	7 credits with at least 1 credit from each core area (Math, SS, Sc, ELA)
Junior =	14 credits
Senior =	19 credits

**CORRESPONDENCE OR SUMMER SCHOOL COURSES** - If a senior takes a correspondence course or credit by exam during the school year, the final exam must be taken by April 15 to be guaranteed for graduation. A student who needs additional credit to be classified as a senior should obtain the credit before the beginning of the school year.

**CREDIT BY EXAM** - Students in grades 9-12 may be permitted to earn credit in courses offered in the current curriculum. Approval must be obtained from the Board for courses not offered in the current curriculum. The minimum eligibility requirement is that the student has had at least 55 hours of prior formal instruction in a one-semester course and at least 110 hours of prior formal instruction in a full year course.

Examinations used to earn credit under this policy shall assess the student's mastery of the TEKS (Texas Essential Knowledge Skills) and shall be properly evaluated before credit is granted. The District may develop the examinations or may obtain them from another source. The local district will administer examinations.

To receive credit, a student must score at least 70 on the exam. The granting of credit is also subject to District and parental approval. Credit obtained by this method shall be recorded on the academic achievement record for grades 9-12.

All credit undertaken by these methods must have prior approval of the counselor and principal.

Credit by examination shall not be used to gain eligibility for participation in extracurricular activities; nor shall it be used to earn credit when students have excessive unexcused absences.

The District shall give reasonable notice of the availability of credit by examination and may charge for these examinations at a rate not to exceed a limit set by the commissioner of education.

**ENROLLMENT-** All new students to Llano High School must have immunization records and school records. Students who enroll during the school year and have attended another school must present a "withdrawal form" from the previous school. A new student must be accompanied by a parent or legal guardian when enrolling.

**EXAMINATION FOR ACCELERATION-** A school district shall give a student in grade level six or above credit for a subject on the basis of a board-approved examination for credit in a subject if the student scores 90% or above on the examination. If a student is given credit in a subject on the basis of an examination, the district shall enter the examination score on the student's transcript.

Each district shall administer examinations not less than once a year, at times to be determined by the State Board of Education.

**GRADUATION** - Guidance and suggestions will be afforded each student for the proper choice of subjects for the graduation program and/or college entrance. Check carefully the local graduation program requirements and courses. Be aware that beginning with the class of 2005, students must pass the English Language Arts, Math, Science, and Social Studies portions of the Exit Level Texas Assessment of Knowledge and Skills (TAKS) test in order to meet the state requirements for graduation. The TAKS test will include reading and writing along with material from the following courses: Algebra I, Geometry, Biology, IPC, World Geography and U.S. History Beginning with the incoming freshman class in 2011-2012 TAKS will be replaced by End of Course assessments. Incoming freshman in the 2011-2012 school year and thereafter will be required to pass 12 End of Course assessments throughout their High School career to graduate. The End of Course testing will cover Algebra 1, Algebra 2, Geometry, World Geography, World History, US History, English 1-3, Biology, Chemistry and Physics. Students in special education may qualify for alternative assessments. School personnel will be glad to assist at any time concerning a student's program, but the student and their parents must make the final choice. Pre-registration course selection forms are to be signed by a parent or guardian before being returned to the counselor.

**Personal Graduation Plan Requirements**

Senate Bill 1108, passed during the 78<sup>th</sup> Texas Legislature, Regular Session, 2003, requires a school principal to designate a guidance counselor, teacher, or other appropriate individual to develop and implement a personal graduation plan for each student in junior high, middle school, or high school who does not perform satisfactorily on an assessment instrument administered under Subchapter B, Chapter 39; or who is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade 9 (as determined by the district) (TEC §28.0212). Additionally, each district is required to provide accelerated instruction to a student enrolled in the district who has taken the secondary exit-level assessment instrument and has not performed satisfactorily on each section or who is at risk of dropping out of school (TEC §29.081).

<p>A junior high, middle, or high school student must have a Personal Graduation Plan if:</p> <p><b>The student does not perform satisfactorily on an assessment instrument administered under Subchapter B, Chapter 39; OR The student is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade level nine, as determined by the district.</b></p>
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**Each Personal Graduation Plan must:**

identify educational goals for the student; include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies; include an intensive instruction program described by Section 28.0213;

address participation of the student's parent or guardian, including consideration of the parent's or guardian's educational expectations for the student; and provide innovative methods to promote the student's advancement, including flexible scheduling, alternative learning environments, on-line instruction, and other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability.

**GRADUATION REQUIREMENTS** - Twenty-eight (28) units are required for graduation.

**HIGH SCHOOL CREDIT FOR COLLEGE COURSES**- Students may be awarded credit toward high school graduation for completing a college-level course provided that the course is taken at an institution of higher education that is accredited by the Southern Association of Colleges and Schools. To be eligible to enroll and be awarded credit toward state graduation requirements, a student must have the approval of the high school principal or other designated school official. The course for which credit is awarded must provide advanced academic instruction beyond, or in greater depth than, the essential knowledge and skills as adopted for that course by the State Board of Education (Texas Education Code, 28.002.) Documentation for the above stipulations must be provided to the principal or other designated high school official in written form. Failure to do so may jeopardize the attainment of high school credit for this course. A score of **70** on a scale of 100 must be earned in the college course to get high school credit. The grade of 70 or above **will** be recorded on the high school transcript to show credit and **will** be calculated in the grade point formula for determining GPA and class rank. Credits will be granted for course work as follows:

- 1) 1 high school credit for a 6 hour complete college course i.e., high school English IV for a freshman college course English 1301-1302, or
- 2) .5 (one-half) high school credit for a 3-hour college course i.e., high school United States Government for the college course American National Government (POL 2023).

It is **highly advised** that you discuss a potential college course with the high school counselor before the college course is taken to make sure that it will count towards high school graduation requirements. **WARNING: Enrolling in certain college courses may make you ineligible for UIL competition. Talk to your UIL sponsor and/or high school principal before taking the college course in question.**

**PERMANENT SCHOOL RECORDS**- An official document, secured through court action or due process of law, must be brought to the principal for a name change on school records.

**SIX-WEEKS A HONOR ROLL** - To be eligible for the six-weeks honor roll, a student must be enrolled in at least four academic classes. He/she must have an overall 90 average with no grade lower than 80.

**SIX WEEKS A-B HONOR ROLL** - To be eligible for the six-weeks A-B Honor roll, a student must be enrolled in at least four academic courses. He/She must have an overall average of 80 or above with no grade lower than 80.

**9<sup>th</sup> Period Class**-This class will offer peer tutoring to students afterschool that are failing two or more subjects each third week of the six week period. The tutoring period is mandatory only until the student has brought his/her grades up to passing.

**SUMMER SCHOOL**- Summer school may be offered on a need basis, primarily for those students who have failed a course. The number of students requesting a specific course will determine the subjects offered. Transportation may be provided for summer school. If the district does not provide transportation, Students who receive Special Education services will be entitled to transportation.

**TRANSCRIPTS**- A fee of \$3.00 will be charged for each transcript after the first year out of high school. An official transcript is one that is sent directly to the college or school of your choice. An unofficial copy is one that is given to the student to use as he wishes.

## **ADVANCED MEASURES**

### **Standards for Approval Requirements:**

The measure must focus on demonstrated student performance at the college or professional level,

Student performance on advanced measures must be assessed through an external review process.

### **Requirements:**

A student must achieve any combination of four of the following;

#### **Original research/project:**

Judged by a panel of professionals in the field that is the focus of the project; or Conducted under the direction or mentor(s) and reported to an appropriate audience; and Related to the required curriculum set forth in 19TAC 74.1 (related to essential Knowledge and Skills).

#### **Test Data:**

A score of three or above on The College Board Advanced Placement Examination:

A score of four or above on an International Baccalaureate examination:

A score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation: as part of the National Hispanic Scholar Program or the College Board; Or as part of the National Achievement Scholarship Program for outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

#### **College Courses:**

A grade of 3.0 or higher on courses that count for college credit, including tech prep programs.

## **FRESHMAN 2007 AND BEYOND**

HB 1, Special Session Texas Legislature, 2006, requires districts to enroll students in the recommended or advanced high school program (DAP), and further requires students to complete one of these two programs to receive a diploma, unless the student's parent and school counselor or administrator agree that the student should be allowed to enroll in and complete courses under the minimum program. The new curriculum requirements are specified in Chapter 74.63 and 74.64 of the Texas Education Code. This applies to students entering grade 9 in the 2007-2008 school year and thereafter.

## **FRESHMAN 2011 AND BEYOND**

HB 3 OF THE 82<sup>ND</sup> TEXAS LEGISLATURE SETS TESTING REQUIREMENTS FOR ALL STUDENT ENTERING 9<sup>TH</sup> GRADE FOR THE FIRST TIME IN 2011-2012 OR THEREAFTER.

Incoming freshman in the 2011-2012 school year and thereafter will be required to pass 12 End of Course assessments throughout their High School career to graduate. The End of Course testing will cover Algebra 1, Algebra 2, Geometry, World Geography, World History, US History, English 1-3, Biology, Chemistry and Physics. Each student must meet minimum criteria on each test, as well as achieve a satisfactory cumulative score in each subject area (Math, Science, English, and SS) in order to graduate. **It is important to understand that the minimum passing standard on each individual test is less than the cumulative total required for graduation in each content area. As a result, students must meet and/or maintain the cumulative average required to graduate under their respective graduation plan (see example below). Students who fail to maintain this average will**

**be required to re-take the appropriate EOC test until they have an average cumulative score required for graduation.**

The following example is for illustrative purposes, The actual cumulative scores and passing standards have not been set by the state at this time.

Example: Minimum passing cumulative score in Math is 3000 points or more.

Minimum passing standard on each individual assessment is 900 points or more

If a student scores a minimum passing score on each of the 3 assessments in math they have a cumulative score of 2700 points. (900 X 3 tests) Although they passed each individual assessment they failed to achieve the cumulative score and therefore would not graduate.

In the above example the student would be required to retake the test(s) until they achieved an average score of 1000 on each section. (1000 X 3 tests = 3000 cumulative points)

HB 3 mandates that the EOC score count as 15% of the final grade for each course that an EOC is offered for. Llano ISD will calculate the 15% requirement as 100 for passing and a 69 for failing.

Students in special education may qualify for alternative assessments and/or reduced passing requirements

<b>GRADUATION REQUIREMENTS</b>			
For students entering grade 9 in the 2007-2008 school year and thereafter			
	<b>MINIMUM</b>	<b>RECOMMENDED</b>	<b>DISTINGUISHED ACHIEVEMENT PLAN</b>
<b>English Language Arts And Reading</b>	<p><b>Four Credits</b>            ENG I, II, III, and IV            ENG I and II for Speakers of Other Languages may be substituted for English I and II for students with limited English proficiency who are beginning or intermediate levels of English language proficiency. The fourth credit of English may be satisfied by either:            English IV            Research/Technical Writing            Creative/Imaginative Writing            Practical Writing Skills            Literary Genres            Business English (CTE)            Journalism            AP English Language Composition            AP English Literature and Composition            Concurrent enrollment in a college English course</p>	<p><b>Four Credits</b>            ENG I, II, III, and IV            ENG I and II for Speakers of Other Languages may be substituted for English I and II for students with limited English proficiency who are beginning or intermediate levels of English language proficiency.</p>	<p><b>Four Credits</b>            ENG I, II, III and IV            ENG I and II for Speakers of Other Languages may be substituted for English I and II for students with limited English proficiency who are beginning or intermediate levels of English language proficiency.</p>
<b>Mathematics</b>	<p><b>Three Credits to include:</b>            Algebra I            Geometry            Third credit may be chosen from one of the following courses:            Algebra II            Pre-Calculus            Math Models with Appl.            Independent study in math            Calculus AP            Statistics AP            Computer Science AP            Engineering Math</p>	<p><b>Four Credits must consist of:</b>            Algebra I            Algebra II            Geometry            The preferred fourth credit may be chosen from the following after successful completion of Alg. 1, Geom, and Alg. 2:            Pre-Calculus            Calculus AP            Independent study in math            Concurrent enrollment in College Algebra or another college math course            Math Models with Applications*            *If this course is taken as one of the four credits for graduation, it must be taken prior to Algebra II</p>	<p><b>Four Credits must consist of:</b>            Algebra I            Algebra II            Geometry            Fourth credit may be chosen from one of the following after successful completion of the above:            Pre-Calculus            Calculus AP            Independent study in math            Engineering Math (CTE)            Concurrent enrollment in College Algebra or another college math course</p>
<b>Social Studies</b>	<p><b>Two and one-half credits must consist of:</b>            U.S History Studies Since Reconstruction (one credit),            U.S Government (1/2 credit)            The final credit may be selected from the following:            World History Studies (one credit)            World Geography studies (one credit)</p>	<p><b>Three and One-half credits must consist of:</b>            World History Studies (one-credit),            World Geography Studies (one-credit)            U.S. History Studies Since Reconstruction (one credit)            U.S. Government (1/2 credit)</p>	<p>Three and one-half credits must consist of :            World History Studies (one credit),            World Geography Studies (one-credit)            U.S. History Studies Since Reconstruction (one-credit)            U.S. Government (1/2 credit)</p>

<b>Economics/Free Enterprise</b>	One-half credit	One-half credit	One-half credit
<b>Science</b>	<p><b>Two Credits:</b></p> <p>Biology, and Integrated Physics and Chemistry May substitute Chemistry or Physics for IPC but must use the second of these as an academic elective credit.</p>	<p><b>Four credits</b> <b>Biology, or AP Biology</b> <b>Chemistry or AP Chemistry</b> <b>Physics</b> After successful completion of a biology course, a chemistry course and a physics course, the fourth credit may be selected from any of the following: Environmental Systems Anatomy &amp; Physiology Engineering Design (CTE) Food Science (CTE)</p>	<p><b>Four credits.</b> <b>Biology, or AP Biology</b> <b>Chemistry or AP Chemistry</b> <b>Physics</b> After successful completion of a biology course, a chemistry course and a physics course, the fourth credit may be selected from any of the following: Environmental Systems Anatomy &amp; Physiology Engineering Design (CTE) Food Science (CTE)</p>
<b>Academic Elective</b>	<p><b>One credit</b> selected from either: World History Studies, World Geography /studies, or Any science course approved by SBOE If substituting Chemistry or Physics for IPC, must use the second of these as academic elective credit here.</p>	NONE	NONE
<b>Language other than English*</b>	<b>None</b>	<p><b>Two credits</b> Must consist of Level I and Level II in the same language.</p>	<p><b>Three credits</b> Must consist of Level I, Level II and Level III in the same language.</p>
<b>Physical Education</b>	<p><b>One credit</b> The required credit may be from any of combination of the following one half to one credit courses Foundations of personal fitness Adventure/Outdoor Education Team or Individual Sports Aerobic Activities In accordance with local district policy, up to one credit for any on of the courses listed above may be earned through participation in the following activities: Athletics Marching band DCP 1</p>	<p><b>One credit</b> The required credit may be from any of combination of the following one half to one credit courses Foundations of personal fitness Adventure/Outdoor Education Team or Individual Sports Aerobic Activities In accordance with local district policy, up to one credit for any on of the courses listed above may be earned through participation in the following activities: Athletics Marching band DCP 1</p>	<p><b>One credit</b> The required credit may be from any of combination of the following one half to one credit courses Foundations of personal fitness Adventure/Outdoor Education Team or Individual Sports Aerobic Activities In accordance with local district policy, up to one credit for any on of the courses listed above may be earned through participation in the following activities: Athletics Marching band DCP 1</p>
<b>Health Ed.</b>	<b>None</b>	<b>None</b>	<b>None</b>
<b>Fine Arts</b>	Once Credit	One credit	One credit (Speech may not substitute)
<b>Speech</b>	One-half credit Communication Applications	One-half credit Communication Applications	One-half credit Communication Applications

<b>Technology Applications</b> <b>*Local Requirement</b>	<b>One Credit selected from either:</b> Digital/Interactive Multimedia Graphic Design and Illustration Animation 1 Animation 2 BIM 1 BIM 2 Accounting 1 Accounting 2 Business Law Virtual Business Digital Graphics/Animation Multimedia Independent Study	<b>One Credit selected from either:</b> Digital/Interactive Multimedia Graphic Design and Illustration Animation 1 Animation 2 BIM 1 BIM 2 Accounting 1 Accounting 2 Business Law Virtual Business Digital Graphics/Animation Multimedia Independent Study	<b>One Credit selected from either:</b> Digital/Interactive Multimedia Graphic Design and Illustration Animation 1 Animation 2 BIM 1 BIM 2 Accounting 1 Accounting 2 Business Law Virtual Business Digital Graphics/Animation Multimedia Independent Study Animation Technology
<b>Additional</b>	<b>Eleven and one-half credits</b> The list of courses approved by the SBOE for Grades 9-12 (relating to the Essential Knowledge and Skills). State approved innovative courses. (	<b>Five and one-half credits</b> The list of courses approved by the SBOE for Grades 9-12 (relating to the Essential Knowledge and Skills). State approved innovative courses.  The list of courses approved by the SBOE for grades 9-12 (relating to Essential Knowledge and Skills), Three and one-half credits must be courses approved by the State Board of Education	<b>Four and one-half credits</b> The list of courses approved by the SBOE for Grades 9-12 (relating to the Essential Knowledge and Skills). State approved innovative courses.  The list of courses approved by the SBOE for grades 9-12 (relating to Essential Knowledge and Skills), Two and one-half credits must be courses approved by the State Board of Education
<b>Advanced Measures</b>	<b>NONE</b>	<b>NONE</b>	<b>Four</b> (See Advanced Measures Explanation)
<b>Total Program and Elective Credits</b>	28	28	28

#### ADVANCED MEASURES

**Standards for Approval of Requirements:**

The measures must focus on demonstrated student performance at the college or professional level. Student performance on advanced measures must be assessed through an external review process.

**Requirements:**

A student must achieve any combination of four of the following:

**Original research/project:**

Judged by a panel of professionals in the field that is the focus of the project; or  
Conducted under the direction of mentor(s) and reported to an appropriate audience; and  
Related to the required curriculum set forth in 19TAC 74.1 (relating to essential Knowledge and Skills).  
May not be used for more than two of the four advanced measures.

**Test data:**

A score of three or above on The College Board Advanced Placement examination;  
A score of four of above on an International Baccalaureate examination;  
A score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

**College Courses:**

A grade of 3.0 or higher on college academic courses, advanced technical credit courses and dual credit courses, including local articulation courses.

**PARTICIPATION IN GRADUATION EXERCISES** - Only students who have met all requirements, both state and local, by the end of their senior year, shall participate in the commencement exercises. Students who are unable to meet the requirements in the spring, but who have satisfactorily met all graduation requirements prior to September 1st of the same year, may receive their diplomas from the office of the high school principal or participate in commencement the following year.

**CLASS RANK**-The valedictorian and salutatorian of a class will be selected from students completing the recommended or distinguished tracts. Students must be in attendance at Llano High School during their final two years of instruction to be considered for valedictorian and salutatorian.

Class rank will be determined by using a weighted grade point average. Only core courses will be used to calculate grade point average. Grade points will be assigned to grades received in designated courses: (1) regular, (2) advanced, and (3) honors. Grade points will be given for each semester grade contingent upon credit being obtained in a full year or semester course. No grade points will be given for courses failed. On the transcript the students will receive the actual grade average earned during the four years. All classes will receive numerical grades. Honors classes receive a maximum of 5 grade points. **Honors** courses have "Pre-AP" or "AP" designation or are courses, which a committee of faculty members has determined to be exceptionally challenging. **Advanced** courses receive a maximum of 4.0 grade points. These include courses which students complete to graduate on the recommended or distinguished plan. **Regular** courses receive a maximum of 3.0 grade points. These include courses a student may complete to graduate on the minimum plan.

**TRANSFER STUDENTS- Credits transferred to Llano High School will be awarded grade points on an equitable basis with the same course(s) taught at Llano High School. Transfer of honors/advanced credits for courses not taught at Llano at the time the student received credit for the honors/advanced course(s)in question will receive only regular grade points. However, all courses for which honor/advanced credits were originally given will be so designated on the transcript.**

**DESIGNATION OF COURSES FOR GRADE POINT WEIGHTS**

**REGULAR-3 POINTS**

<u>Language Arts</u>	<u>Math</u>	<u>Science</u>	<u>Social Studies</u>
BasEnglish 1	BasMath 1		Bas US History
Bas English 2	BasMath 2	Bas World Geog	
Bas English 3	BasMath 3	IPC Inc	Bas World History
	BIO Inc		

**ADVANCED – 4 POINTS**

<u>Language Arts</u>	<u>Math</u>	<u>Science</u>	<u>Social Studies</u>
English 1	Algebra 1	IPC	World Geog
English 2	Algebra 2	Biology	World History
English 3	Geometry	Chemistry	US History
English 4	Bas Math 4	Environ. Systems	Govt/Econ
BasEnglish 4	Math Models	BasGovt/Econ	

Chem Inc

### **HONORS – 5 POINTS**

<u>Language Arts</u>	<u>Math</u>	<u>Science</u>	<u>Social Studies</u>
English 1 Pre-AP	Algebra 2 Pre-AP	Biology Pre-AP	AP US Gov/VDC
English 2 Pre-AP	Geometry Pre-AP	Chemistry Pre-AP	Eco Pre-AP/VDC
AP English Lit	Pre-Calculus	AP Biology	AP US History
AP English Lang	AP Calculus	AP Chemistry	World Geog Pre-AP
Eng 4 Virt DC	Colg Alg/Stat/DC	Physics	World Hist Pre AP
Special Topics: Roman & Greek Studies	Engineering Math	Food Science	ST: Tx Hist
Colleg Prep Academy 1 & 2		Anatomy & Phys	ST: Southern Study
Creative Writing 1 & 2		Eng/Rocketry	ST: Roman & Greek Psych/Soc DC

### **ALL DUAL CREDIT COURSES**

Course offerings each year are dependent upon the number of students requesting a particular course.

### **Freshman 2008 and Beyond**

HB 1, Special Sessions Texas Legislature, 2006, requires districts to enroll students in the recommended or advanced high school program (DAP), and further requires students to complete one of these two programs to receive a diploma, unless the student's parent and school counselor or administrator agree that the student should be allowed to enroll in and complete courses under the minimum program. The new curriculum requirements are specified in Chapter 74.63 and 76.64 of the Texas Education Code. This applies to students entering grade 9 in the 2007-2008 school year and thereafter.

### **About PSAT/NMSQT**

The Preliminary SAT<sup>®</sup>/National Merit Scholarship Qualifying Test is a co-sponsored program by the College Board and National Merit Scholarship Corporation (NMSC).

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It's a standardized test that provides firsthand practice for the SAT Reasoning Test<sup>™</sup>. It also

gives you a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

The PSAT/NMSQT measures: critical reading skills, math problem-solving skills, writing skills. You have developed these skills over many years, both in and out of school. This test doesn't require you to recall specific facts from your classes.

The most common reasons for taking the PSAT/NMSQT are:

- to receive feedback on your strengths and weaknesses on skills necessary for college study. You can then focus your preparation on those areas that could most benefit from additional study or practice.
- to see how your performance on an admissions test might compare with that of others applying to college.
- to enter the competition for scholarships from the National Merit Scholarship Corporation (grade 11).
- to help prepare for the SAT. You can become familiar with the kinds of questions and the exact directions you will see on the SAT.
- to receive information from colleges when you check "yes" to Student Search Service.

### **Texas Success Initiative**

Satisfying TSI Requirements for Dual-Credit Courses

Students wishing to enroll in dual credit courses are required by law to be assessed for basic reading, writing, and mathematics skills before they can enroll in college coursework. THEA, ASSET, COMPASS and ACCUPLACER are the tests colleges may use to assess incoming students for TSI purposes. The college offering the dual credit courses will have information on which assessment is available and accepted at that particular school. Students may take college-level courses related to the area(s) of the test they pass.

High school students may be exempt from all or parts of the state-mandated TSI testing mentioned above if they meet the qualifying standards on the SAT, the ACT or the 11th grade Texas Assessment of Knowledge and Skills (TAKS).

The standards are:

SAT – 1070 combined, with 500 or higher math and/or verbal

ACT – 23 composite, with 19 or higher math and/or English

TAKS – 2200 in math and/or 2200 with a writing sub-score of at least 3 in English/ Language Arts (ELA)

## **SECTION V - CREDITS, EXAMINATIONS, GRADING SYSTEMS**

**CREDITS** - Courses for credit are in three categories:

1. Category I - classes are one semester classes for which 1/2 credit is earned if the student receives a passing grade. (Example: Health)
2. Category II - classes are full year classes that must be taken for the entire year. To earn one credit, the average of the semester grades must be passing. (Example: American History or English I)
3. Category III - classes are full year courses for which 1/2 or one (1) credit may be earned.

**EXAMINATIONS AND MAKE-UP WORK** - An adequate number of examinations will be given during the six-weeks period to assure adequate coverage of subject matter. Six weeks examinations may be given at the end of the six-week grading periods. Make-up examinations and make-up work will be permitted for excused absences. Students with unexcused absences may receive zero for work missed (See "unexcused" page 2). **All make-up work and incomplete grades should be completed within one week of the end of the six-weeks period.**

**SEMESTER EXAMINATIONS** – All students will take final exams unless they are exempt according to the exam exemption policy. Semester exams will be valued at 25% and each 6 weeks grade will be valued at 25% when determining the semester average.

**EXAM EXEMPTION POLICY FOR LLANO HIGH SCHOOL**

**Fall Semester** – All non-core courses (not English, Math, Science or Social Studies) can be exempted that fall in the guidelines.

**Spring Semester** – Any course can be exempted that falls in the guidelines.

ALL CLASSES

80 average or above with 0 absences

85 average or above with 1 absence

90 average or above with 2 absences

95 average or above with 3 absences

**-Average** = the semester average must fall in the above guidelines to be exempt from an exam. (If a student fails a six weeks within the semester they will not be exempt.)

**-Absences** = the total number of times during a semester that a student is missing from the particular class that they wish to be exempt from taking the exam.

**-School-related absences** – both extracurricular and co-curricular, per class do not count against exemptions. All other per class absences are counted. A college day absence will not count against exemptions from a semester exam if the student returns with proper written verification.

**-The Teacher** of the class will determine if a student is eligible for his/her class's exam exemption. ***The teachers do have the final say if the student can be exempt.***

**-The student** still may opt to take the exam.

-There will be alternative activities with proper supervision for students who cannot leave campus.

-If a student is caught causing trouble on the LISD campus, the student's exam exemption will be revoked, and he/she must take the matter up with the principal.

**To be eligible for final exam exemption, the students must meet the following guidelines:**

- The student must meet the criteria of the table previously shown according to the student's semester average and the total number of semester absences.
- The student must be a junior or senior to be exempt in the fall and spring.
- A sophomore will be granted ONE class exemption during the spring semester if he/she successfully meets expectations for passing the entire 10th grade TAKS exam or state or local developed alternative assessment. It is up to the sophomore to get the paper work done and have signed proof that he/she mastered the TAKS or state or local

developed alternative assessment. The sophomore still has to fall in all of the guidelines needed to exempt a class. Provided results are known.

- The student must have the application, which will be found in the office, signed, completed, and with them at all times. This will enable the faculty to know if the student is to leave the LHS campus.
- The student has not committed a violation to code of conduct resulting in alternative school, ISS, and must not have been suspended from school within the current semester.
- The student must have no financial obligations to LISD.
- There will not be any exam exemptions granted in any TAKS review classes or aide classes (Library, Office, Teacher, or Yearbook).

Under no circumstances will a semester exam be given in advance of the regularly scheduled exam time. Should there be extenuating circumstances making it impossible for a student to be present to take an exam, the principal should be notified in advance. In special cases arrangements can be made for late examinations.

A grade of zero is entered for all semester examinations not taken at the regularly scheduled time. In the case of late exams, the zero is subsequently replaced by the grade earned on the semester examination.

#### **LLANO HIGH SCHOOL FINAL EXAM RULES**

#### **ALL STUDENTS MUST BE IN ATTENDANCE REGARDLESS OF THEIR EXEMPTION STATUS. Students are exempt from their final exam not from attendance.**

Students are required to be on campus during scheduled attendance period.

Students exempt from exams will be considered present for attendance purposes upon sign-in

Teachers do not have to let a student who is more than 10 minutes late take an exam.

Students will be required to remain in the classroom the entire test period. There will be no exceptions.

Students who are on the work program will need to adjust their work schedules to meet the Llano High School Exam Schedule. Any exceptions will have to be cleared with the principal.

No student will be allowed to take an exam other than at the scheduled time. Students who cannot take an exam at the scheduled time due to unavoidable circumstances will contact the principal for a make up exam schedule.

Students who ride the bus will be restricted to the cafeteria or the library when they are not testing.

Students who choose to remain on campus when they are not testing will be restricted to the cafeteria or the library.

Students who have completed their exams and have left campus should not come back on campus unless they are involved in extracurricular practices. If a student does have to come back on campus, he or she should report to the office.

## **SECTION VI - EXTRACURRICULAR ACTIVITIES/HONORS**

**ACADEMIC**-In order to be considered for a scholastic award, a student must carry three or more core courses per semester and be in the Recommended or Distinguished Achievement Plan.

**AWARD STUDENT** - An award student shall have maintained an overall grade point of 4.0 or better (average is not rounded up) and has no grade less than 80 for a six weeks average and no grade less than 80 on a semester average.

**NATURE OF AWARDS**—The nature of awards, all with an appropriate emblem, will be as follows:

1. First award earned shall be a plaque
2. Second award earned shall be a trophy
3. Third award earned shall be a jacket/sweater
4. Fourth award earned shall be the student's choice of a plaque, sweater, jacket, or blanket.

**HONOR STUDENT**- An honor student shall have maintained an overall grade point average of 3.2 or better (average is not rounded up) and has no grade less than 80 for a six weeks average and no grade less than 80 on a semester average.

**ATHLETICS**- See the athletic code at the end of this section.

**CHEERLEADERS**- A student elected as cheerleader may try-out for drum major, majorette, or color guard with the prior approval of the cheerleader sponsor, band director, and high school principal.

Any student desiring to be a candidate for cheerleader shall report to the sponsor to have his/her name placed on the ballot. A parent-information form listing costs, expectations, and general information must be signed and returned to the principal. A student must meet all U.I.L., State Board of Education, and local policy requirements in order to be eligible to tryout for cheerleader.

Eight students will be elected as varsity cheerleaders and one mascot.  
The method of electing varsity cheerleaders will be announced.

There will be eight junior varsity cheerleaders.  
The method of electing junior varsity cheerleaders will be announced.

To be eligible to perform as a cheerleader, a student must be academically eligible to participate in extracurricular activities. Any cheerleader will be disqualified for reasons of serious misconduct or for failure to live up to the responsibilities of the position.

Cheerleaders will have only two official uniforms. Before any additional clothing or equipment is purchased, it must have the approval of the sponsor. A general meeting of the cheerleaders, parents, and sponsor will be held in the school year in which the election is held.

**CLASS OFFICERS** – During the fall of the year each class (Freshmen, Sophomore, and Junior) will elect a president, vice-president, and secretary-treasurer. Senior officers will be elected in the spring semester before their senior year. These officers will represent their class in all school activities. Should an officer be disciplined by placement in ISS (serious infraction), ABC, or expulsion, they will forfeit their position and the next student in line will take their place.

**DANCES-** The school sponsored dance will be the Junior-Senior Prom.

**ATTENDANCE** -Only currently enrolled LHS junior and senior students and their dates will be allowed to attend the Prom. All dates who are not students of Llano High School should be registered and approved for attendance by the principal on Friday before any dance. If a student or approved guest leaves a school-sponsored dance, they will not be allowed to return to that dance.

**DRUM MAJOR, MAJORETTES, AND FLAG CORPS-**A student selected as drum major or majorettes may try out for cheerleader with the prior approval of the band director, cheerleader sponsor, and principal.

**SELECTION AND ELIGIBILITY** - All applications must be submitted to the band director prior to the designated deadline.

- To be eligible to perform with the band, members, drum major(s), twirler(s), or color guard, students must be academically eligible to participate under current UIL rules, even if the event is not an official UIL contest.
- Drum major(s), twirler(s), and color guard will be selected by an impartial out-of-town judge or judges.
- Drum major(s), twirler(s), and color guard officers will attend a summer camp to prepare for the upcoming season or forfeit their position.
- Band members, drum major(s), twirler(s), and color guard are expected to attend all rehearsals and contests. Absence from a contest or repeated absences from rehearsals may result in loss of position, reduction of performance responsibilities, or other penalty at the discretion of the staff. All band students should recognize that grades in band are determined in large part by their level of participation.
- Students selected for drum major(s), twirler(s), or color guard are expected to complete the year and will only be dismissed for reasons of misconduct or failure to meet the responsibilities of the position. Unilateral discontinuation of any position by the student will result in disqualification from any other selected position for the duration of the student's high school career.
- One uniform per season will be provided by the school district. Any additional uniform(s) will be the responsibility of the student. All uniforms must have prior approval of staff before being ordered.

- Students trying out for drum major(s), twirler(s), or color guard and their parent(s)/guardians(s) must sign the appropriate contract prior to being allowed to audition. All other band students and parent(s)/guardian(s) will also be required to sign a statement of understanding regarding student responsibilities prior to being assigned a participatory position in any performing unit.

UNIFORMS - The drum major, majorette, and flag corps will have only two uniforms. Before any clothing or equipment is purchased, it must have the approval of the band director. A general meeting with the band director and parents will be held in the school year in which the election is held.

**LIMITATIONS ON MAJOR AND MINOR OFFICES AND HONORS-** Major offices and major honors are those by which the individual is elected by popular vote of the entire student body. The only major office is a Student Council office. A student cannot hold more than one Student Council office at a time. A student may be a class officer and a Student Council officer at the same time.

Major honors are those by which the individual is elected by popular vote of the student body; namely, Homecoming Queen, Princess and Duchess, Mr. and Miss LHS, Best All-Around Boy and Girl. A student cannot hold more than two major honors to which a student is chosen.

If a student desires to run for another office while holding an office, that student must resign the office he/she holds immediately after being elected to the second office. He/she may not resign an honor to seek or accept another honor.

Minor offices and honors are those elected by a segment of the student body and no limitations are imposed on minor offices and honors.

The Board recognizes that partial or complete withdrawal of a student's privilege to participate in or to hold office in a student organization or activities of the organization is a legitimate form of student discipline.

**NATIONAL HONOR SOCIETY-** All rules of the National Honor Society and the Llano Independent School District will be observed and enforced. NHS members will be those selected by the NHS Selection Committee by a majority vote of the five members of the committee. The four criteria examined by the committee will be continued leadership, character, service, and scholarship both at school and away from school. Applications will be made available to academically eligible students at the appropriate time. The student must complete the application to be evaluated by the Selection Committee. Completion of this application in no way guarantees selection to NHS. Only Sophomore, Junior, or Senior students who have an overall GPA of 3.1 (average is not rounded up) or higher will be eligible for review by the selection committee. Application and Induction service will occur at least once every school year. For more information contact the NHS sponsor at Llano High School.

**SCHOLASTIC ELIGIBILITY-** To be eligible to participate in University Interscholastic League activities, high school students must conform to current UIL and State regulations.

**SCHOOL CALENDAR**- The principal will schedule activities on the one official calendar in his office. Information placed on this calendar without the principal's consent is not official.

## **SECTION VII - LLANO ISD ATHLETIC CODE**

### **Mission Statement**

It is the purpose of Llano ISD athletics to complement the academic program with a quality athletic program. To this end, we will strive to teach character lessons through competitive athletics that will enhance the learning environment for students who participate in the program.

As athletes, we expect our students to conduct themselves at all times in a manner which will reflect positively on the athletic program, the school, and the community. We expect our athletes to be positive role models for the other members of the student body.

### **General Guidelines**

Students who behave in a manner that reflects poorly on the athletic department will subject themselves to disciplinary action. Disciplinary action that may be taken includes but is not limited to the following areas.

- ✓ Extra physical training as assigned by the coach.
- ✓ Missing one or more future contests.
- ✓ Suspension from athletics for a period of time specified by the coach.
- ✓ Probation.
- ✓ Expulsion from the program.
- ✓ Combinations of the actions listed above.

The athletic department will strive to be as fair and as equitable as possible in the administration of disciplinary action. However, each student's case will be evaluated on an individual basis. The department will take such action as it feels is in the best interest of the student **and** the program.

### **Disciplinary Action**

#### **1. ALCOHOL**

- *First Offense*—Miss the next contest, [a scrimmage is not considered a contest] or until extra work (Three miles in 30 minutes for 5 consecutive days or workouts) is completed.
- *Second Offense*—Removal from the program for 18 school weeks that may extend into the next school year.
- *Third Offense*—Permanent removal from all athletic programs.

#### **2. DRUGS**

All offenses are cumulative throughout the student's UIL eligibility.

The following minimum disciplinary measures will be taken for a student testing positive to a drug test, and/or any student reported by law enforcement officers as to having been involved with drug activity (i.e. selling, buying, use of, or possession of drug paraphernalia). All aspects of the sanctions must be completed before any athlete is allowed to return to full

participatory status. These sanctions are the minimum corrective measures for drug violations; additional sanctions may be levied in more severe circumstances.

#### **FIRST OFFENSE**

- Notification of parent/guardian.
- Suspension from the athletic program for 20% of the regular season contests, including post season, in which the athlete is eligible to compete.
- Documented completion of a minimum of 4 hours of drug education by a certified drug counselor and the completion of a drug assessment by a certified drug counselor.
- Student will be tested at each of the random tests in addition to the tests given to the entire athletic population. This will be in effect for the remainder of the student's UIL eligibility.

#### **SECOND OFFENSE**

- Notification of parent/guardian.
- Suspension from athletic program for 18 school weeks.
- Documented completion of a minimum of 20 hours of drug education by a certified drug counselor.
- Student will be tested at each of the random tests in addition to the tests given to the entire athletic population. This will be in effect for the remainder of the student's UIL eligibility.

#### **THIRD OFFENSE**

- Notification of parent/guardian.
- Removal from the athletic program for the remainder of his/her UIL eligibility.

Llano ISD will not be responsible for any cost incurred by the parent or student for drug education, counseling, or residential treatment.

**3. TOBACCO** - Athletes are prohibited from possessing or using tobacco products. Each case will be reviewed on an individual basis and disciplinary action will be taken as deemed necessary.

**MISDEMEANOR OFFENSES**—(other than traffic violations) Each case will be reviewed on an individual basis and disciplinary action will be taken as deemed necessary. (Athletes detained or incarcerated for violations of law may be suspended from participation in athletics pending resolution of the case.)

**FELONY OFFENSES**—See section 37.006 Texas Education Code—Each case will be reviewed on an individual basis and disciplinary action will be taken as deemed necessary. (Athletes detained or incarcerated for violations of law may be suspended from participation in athletics pending resolution of the case.)

For certain circumstances, students will be placed on athletic probation. Athletic probation means that any future serious offense, or any series of minor offenses may result in expulsion from the athletic program. After a student is placed on athletic probation and another violation occurs, the student will be subjected to an intense review of his/her performance and attitude to determine eligibility to remain in the program.

The athletic department reserves the right to institute any other such rules as may be necessary to insure smooth and efficient operation of the athletic department and insure the "well being" of all athletes. Any other such regulations will have the approval of the principal and/or the superintendent.

The athletic director shall consult with the principal prior to removal of an athlete from the program.

Parents and students have a right to appeal decisions with which they do not agree. The appeals process is outlined in board policy that may be obtained from the office of the principal or superintendent.

Grooming/Appearance - Hair length, hair color, and/or hair style should be a positive reflection on the athletic program and the team concept of the program. Each case will be reviewed on an individual basis. Tattoos must not be visible during athletic contests.

The athletic code was prepared to inform the Llano ISD athletes and their parents of the expectations during the athletes' participation in the Llano ISD athletic program. The intent of this code is to establish as much uniformity as possible in the administration of the guidelines of the athletic department. It is required that the student athlete and his/her parent sign the statement provided by the athletic department and return it to the front office or the athletic department

Dear Parent/Guardian:

The Student Code of Conduct provides information regarding expectations for the student behavior and consequences for misconduct. Please read and review the information in the Student Code of Conduct with your student so that you have a clear understanding of its content. Once you and your student have reviewed the Student Code of Conduct, please sign the acknowledgement form listed below and return it to High School Office. Please contact your student's teacher or campus administrator if you have any questions about the Code.

**Llano Independent School District  
2011-2012 Student Code of Conduct  
Acknowledgement Form**

Student Name: \_\_\_\_\_  
School Campus: \_\_\_\_\_ Grade Level: \_\_\_\_\_

I have read, understand, and agree to abide by Llano Independent School District's Student Code of Conduct for the 2011-2012 school year. I understand that \_\_\_\_\_ (student name) will be held accountable for the behavior expectations and

disciplinary consequences outlined in the Student Code of Conduct. I understand that the Student Code of Conduct governs all behavior at school, at school-sponsored and school-related activities, and during school-sponsored travel. I also understand the Student Code of Conduct governs some designated behaviors occurring within 300 feet of school property, some designated behaviors occurring off-campus, and for any school-related misconduct regardless of time or location. I understand that a referral for criminal prosecution is possible for certain violations of law.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**LLANO INDEPENDENT SCHOOL DISTRICT**

**2011-2012**  
**STUDENT CODE OF CONDUCT**

APPROVED BY LLANO INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES

**General Overview**

Purpose: The Board of Trustees adopted this Student Code of Conduct (SCC) to promote a safe, secure, and optimal learning environment for all students. Inside you will find information regarding:

- The District-wide discipline management plan,
- A description of prohibited conduct,
- The disciplinary options, methods, and consequences for preventing and addressing student misconduct, and
- The process the District will follow when administering disciplinary consequences.

If there is a conflict between the SCC and the Student Handbook, the terms of the SCC will control. In case of conflict between a Board policy or the SCC and provisions of student handbooks, policy and/or the Student Code of Conduct shall prevail.

**ADDITIONAL RULES:** Students may be subject to campus, classroom, extracurricular, and/or organization rules in addition to those found in the SCC. Students may face consequences under these additional rules as well as possible disciplinary action under the SCC. Further, to the extent a student engages in misconduct that is not specifically addressed in the SCC, the student may still be discipline if the misconduct disrupts or interferes with the educational process, learning environment, or school safety.

**GENERAL STANDARDS OF STUDENT CONDUCT:** In order to promote a positive experience for all students, the District expects students to adhere to seven basic standards of conduct: (1) exercise self-control, self-respect, and self-discipline, (2) demonstrate a positive attitude, (3) respect the rights and feeling of others, (4) respect school property, (5) support the learning process, (6) adhere to rules, and (7) promote a safe environment. Because of significant variations in student conduct, it is not always possible for the SCC to address each and every act of student misbehavior. To that end, the District retains discretion to address student misconduct that is inconsistent with these seven standard even though the conduct may not be specifically included in the SCC.

**NOTICE OF DISCIPLINARY ACTION:** Teachers and administrators strive to notify parents/guardians of student conduct concerns as they occur. The campus administrator will contact the parent/guardian by phone or in writing within three school days of becoming aware of misconduct that may result in out-of-school suspension, DAEP placement, or expulsion from school. Failure to send any notice within this time period or as noted elsewhere in the SCC does not preclude imposing a discipline consequence.

**ANTI-DISCRIMINATION:** The District does not discriminate against students on the basis of race, sex, national origin, disability, religion, color, or ethnicity when enforcing the provisions of the SCC.

**DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS:** Students eligible for services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are subject to discipline in accordance with those laws. For more information about those specific procedures, please contact Sheila White. A student enrolled in a special education program may not be discipline for bullying, harassment, or making hit lists until and ARD meeting is conducted.

**DISCIPLINE APPEALS:** Appeals of disciplinary measures should be directed to the student teacher or campus administrator, as described in local District policy FNG. Depending on the disciplinary consequence assigned, different complaint procedures may apply. A copy of the appropriate policy is available at the campus or central administration office or online at <http://www.Llanoid.org/index.pl?id=2870&isa=Category&op=show>. Timelines for filing appeals stated in the policy will be enforced. Disciplinary consequences will not be delayed or deferred pending the outcome of an appeal.

**EFFECT OF STUDENT WITHDRAWAL:** Withdrawal from school after a student has been accused of a violation of the SCC will not prevent the District from investigating the alleged violation and, if it is determined that a violation did occur, assessing the appropriate disciplinary consequence and enforcing that consequence should the student re-enroll in the District.

## **SCOPE OF THE DISTRICT'S DISCIPLINARY AUTHORITY**

**GENERAL AUTHORITY:** In addition to the disciplinary authority established for certain types of offenses as described within the SCC, the District has general disciplinary authority over a student at the following times:

- At any time during the school day
- While traveling to and from school or school activities on District transportation
- While attending any school-sponsored or school-related activity, regardless of time or location
- As provided in extracurricular or organization handbooks, by-laws, or constitutions
- During lunch periods, including those in which a student leaves the campus
- While on school property

- For any school-related misconduct, regardless of time or location
- Other off campus conduct as permitted by Chapter 37 of the Texas Education Code
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line.
- If the student is a registered sex offender

**SEARCHES:** A student's clothing, personal property, method of transportation, or school property used by the student (such as lockers or desks) may be searched when there is reasonable cause to believe the search will 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 local policy FNF.

**CRIMINAL CONDUCT:** School administrators will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity. Certain acts of misconduct may constitute criminal offenses in addition to violations of the SCC. Because school discipline is independent of criminal proceedings, disciplinary consequences may not be postponed pending the outcome of any criminal proceeding or affected by the outcome of any criminal proceeding.

## **DISCIPLINE CONSIDERATIONS & TECHNIQUES**

**DISCIPLINE CONSIDERATIONS:** Using their professional judgment, District employees will consider a variety of factors when administering disciplinary consequences and determining the duration for the consequence, including but not limited to:

- The degree of severity and the risk of danger
- The effect of the misconduct
- The age and grade level of the student
- The student's disciplinary history
- Legal requirements
- The frequency of the misconduct
- The student's demeanor
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct to the extent required by state and federal law

When deciding to order the out-of-school suspension, DAEP placement, expulsion, or placement in JJAEP of a student the District will also consider: (1) self-defense (see definition), and (2) the student's intent (see definitions) or lack of intent at the time of the misconduct.

**DISCIPLINE MANAGEMENT TECHNIQUES:** Discipline is designed to correct student behavior and encourage students to comply with school rules. The District may use any one or a combination of the following strategies or techniques to manage student behavior, prevent or intervene in discipline problems, or address violations of the SCC or campus or classroom rules:

- Verbal correction
- Seating changes
- Parent conference

- Removal from the classroom
- Contracts to modify student behavior
- Sending the student to the office or other area
- Assignment of school-related tasks or duties
- Other methods and consequences as stated in the SCC
- Calming-down time
- Demerits or rewards
- Confiscation of the items
- School probation
- Restitution or restoration
- Transfer to a difference classroom or campus
- Loss or restriction of privileges, including transportation privileges, participation or membership in co-curricular or extra-curricular activities, and seeking or holding honorary positions
- Counseling
- In-school suspension
- Out-of-school suspension
- Disciplinary Alternative Education Program (DAEP)
- Expulsion
- Consequences identified in co-curricular or extra-curricular codes of conduct, constitutions, or by-laws
- Grade reductions
- Detention
- Corporal punishment

## **GENERAL TYPES OF PROHIBITED CONDUCT**

Misconduct identified in the list of prohibited behaviors below will result in the assignment of one or more “Discipline Management Techniques” if the behavior is committed at school, a school-sponsored or school-related activity, or when the District has “Disciplinary Authority” as described in the SCC.

### **MISCONDUCT INVOLVING OTHERS:**

- Fighting (see definitions) or scuffling that does not result in physical pain, illness, or any impairment of a physical condition
- Horseplay, roughhousing, and other playful behavior that, though not intended to harm, presents a reasonable risk of harm and threatens the safety of others.
- Engaging in conduct that can cause bodily injury (*see definitions*) or property damage
- Forcing an unwilling person to act or not act or obtaining money or another object of value from an unwilling person through duress, threats, force, extortion, coercion, or blackmail
- Subjecting a student or District employee, official, or volunteer to physical confinement or restraint
- Bullying (*see definitions*)
- Name-calling, ethnic or racial slurs, or derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence
- Adding any substance, whether harmful or not, without permission to any food or beverages belonging to, in the possession of, or meant to be consumed by another student or District employee, official, or volunteer

- Engaging in harassment (*see definitions*) toward another student or a District employee, official, or volunteer, including harassment motivated by race, color, religion, national origin, disability, sex, or age
- Engaging in sexual harassment (*see definitions*) or sexual abuse
- Inappropriate verbal (oral or written), physical, or sexual contact toward another student or a District employee, official, or volunteer regardless of whether it is consensual
- Consensual hugging, touching, or other displays of affection that interfere with, detract, or disrupt the school environment
- Engaging in physical, sexual, verbal, or emotional abuse as a means to harm, threaten, intimidates, or control another person in a dating relationship
- Engaging in oral or written threats to cause harm or bodily injury (*see definitions*) to another student, a District employee, official, or volunteer, or school property, including threats made using the Internet or other computer resources at school. Students may be disciplined for threats made outside of school, including website or internet postings, if the threat causes a materials or substantial disruption at school.
- Wrongfully obtaining and using another person's identifying information or personal data without permission in order to mislead, defraud, or deceive
- Hazing (*see definitions*)

#### **POSSESSING, USING, GIVING, SELLING, OR BUYING PROHIBITED ITEMS:**

- Matches or a lighter
- Tobacco products
- Fireworks or any other pyrotechnic device
- Smoke or stink bombs
- Laser pointers (unauthorized use)
- Pepper spray or other small chemical dispenser sold commercially for personal protection
- "Look-alike" drugs or items attempted to be passed off as drugs, including non-prescription drugs, medications, or herbal or dietary supplements except as permitted by District policy
- Razor blades, box cutters, or chains
- Knives with a blade 3" or less
- Fake or "look-alike weapons"
- Poisons, caustic acids, or other materials that may be toxic to the human body
- BB gun, air gun, or stun gun
- Ammunition, shells, gunpowder or bullets
- Material that is sexually-oriented, pornographic, or reveals a person's private parts
- Material, including published or electronic items, that promotes or encourages illegal behavior or could threaten school safety
- Articles not generally considered to be weapons when the administrator determines that a danger exists or when used in a way that threatens or inflicts bodily injury to another
- CD or DVD players, cassette players, electronic games, MP3 players, stereo head sets, or other electronic equipment for other than approved use
- Using, displaying, or having in operational mode a paging device, cellular telephone, or telecommunications device (*see definitions*) at school during the school day

#### **MISUSE OF PROPERTY**

- Stealing from others, including the District
- Committing or assisting in a robbery, theft, or burglary that is not punishable as a felony
- Damaging, destroying, or vandalizing property owned by others of the District
- Marking District property such as textbooks, lockers, furniture, or equipment with graffiti, tagging, or by other means

- Attempting to start or starting a fire on or in any property owned, used, or controlled by a student, the District, or District employees, officials, or volunteers that does not rise to the level of arson or criminal mischief

### **SAFETY/DISRUPTION**

- Threatening to use or exhibit a firearm
- Discharging a fire extinguisher, pulling a fire alarm, calling 911, or causing the sprinkler system to activate when there is no smoke, fire, danger, or emergency
- Making or participating in false statements or hoaxes regarding school safety
- Engaging in misbehavior, actions, or demonstrations that substantially disrupt or materially interfere with school activities or that give school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
- Making false accusations or providing false statements concerning wrongful, unlawful, inappropriate, or illegal conduct alleged to have been committed by another student or District employee, official, or volunteer
- Throwing objects that can cause bodily injury or property damage

### **TECHNOLOGY**

- Sending or posting electronic messages that are abusive, obscene, sexually oriented, harassing, illegal, or that cause a material or substantial disruption at school
- Using any device to copy or capture an image or the content of any District materials (such as tests or exams) without permission of a teacher or an administrator
- Making, participating in the making of, transmitting to another via an electronic device, or posting to the Internet a digital video or audio recording of an actual or simulated act that involves conduct prohibited by the Code of Conduct. (Students who are not involved in the prohibited conduct with not be disciplined under the provisions so long as they report the incident, and do not provide a copy of the recording to anyone other than the law enforcement or school employees.)
- Using any device or technology that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or to record to voice or image of another without the prior consent of the individual being recorded
- Using any device or technology that permits recording the voice or image or another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that reveal private parts of the body that are normally covered by clothing (aka sexting)
- Using the name, persona, or image of a student, District employee, or volunteer to create a web page or post one or more messages on a website without the other person's consent for purposes of harassing, intimidating, embarrassing, or threatening another
- Using email, websites, or electronic devices to encourage illegal conduct, violations of the SCC, or to threaten school safety
- Attempting to or successfully accessing or circumventing passwords or other security-related information of the District, officials, volunteers, employees, or other students by any means
- Attempting to or successfully altering, destroying, interrupting, or disabling District computer equipment, District data, the data of other users of the District's computer system, or other networks connected to the District's system, including uploading or creating computer viruses, worms, or other harmful material
- Copying, downloading, reproducing, distributing, retransmitting, redisplaying, or modifying items from the District's website

- Engaging in any of the above forms of technological misconduct outside of school when such conduct causes a material of substantial disruption at school as determined by the school officials

**FAILURE TO FOLLOW RULES:**

- Violating dress and grooming criteria
- Being insubordinate or otherwise failing to comply with lawful directives given by school personnel
- Attempting to or successfully evading, avoiding, or delaying questioning by a District employee
- Failing to provide proper identification upon request of a District employee
- Attempting to violate or assisting, encouraging, promoting, or attempting to assist another student in violating the Code of Conduct
- Failing to immediately report to a school employee knowledge of a device, object, substance, or event that could cause harm to self or others
- Unexcused tardiness to class
- Skipping school or class without the District's or parent/guardian's permission
- Leaving class, the campus, or school events without
- Violating rules for conduct on school transportation
- Violating rules for operating or parking a motor vehicle on school property
- Violating policies or rules for computer use, Internet access, technology, or other electronic communications or imaging devices
- Violating the District's medications policy regarding prescription and over-the-counter drugs
- Academic dishonesty, including cheating, copying the work of another, plagiarism, or unauthorized collaboration with another person in preparing an assignment
- Failure to comply with guidelines applicable to student speakers who are speaking at school-sponsored or school-related events
- Violating other campus or classroom rules for behavior or district policies

**OTHER MISCONDUCT:**

- Using profanity, vulgar language, or obscene gestures
- Loitering in unauthorized areas
- Falsifying, altering, forging, or destroying school records, passes, other school-related documents, or documents presented to the District employees
- Attempting to violate or assisting, encouraging, promoting, or attempting to assist another student in violating the Code of Conduct
- Gambling or betting money or other things of value
- Inappropriate exposure of a student's private body parts which are ordinarily covered by clothing, including through acts as mooning, streaking, or flashing

**REMOVAL FROM CLASSROOM BY TEACHER**

**ORDINARY TEACHER REMOVAL:** A teacher may send a student to the administrator's office to maintain discipline in the classroom or when the student engages in behavior that violates the SCC. The administrator may use one or more discipline management techniques to address the behavior.

**FORMAL TEACHER REMOVAL:** A teacher may remove a student from class when:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach or with learning of other students; or

- The behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach or with the learning of other students.

A teacher must remove a student from class if the student engages in conduct that requires or permits DAEP placement or expulsion under the Texas Education Code.

**PLACEMENT DURING REMOVAL:** When a teacher utilizes a formal removal of the student from the classroom, the administrator may place the student in: (1) another appropriate classroom, (2) in-school suspension, (3) out-of-school suspension, or (4) DAEP.

**PROCEDURES FOR TEACHER REMOVAL:** No later than three days after a teacher has formally removed a student from class, an administrator will schedule a conference with the administrator, the student's parent/guardian, the student, and the teacher. At the conference, the student will be provided an explanation of the basis for removal and be given an opportunity to respond. After the conference, the administrator will render a discipline decision and inform the student and parent/guardian of the consequences.

**RETURN TO THE CLASSROOM:** If the teacher removed the student from class because the student engaged in assault resulting in bodily injury, aggravated assault, sexual assault, or aggravated sexual assault against the teacher, the student may not be returned to the teacher's class without the teacher's consent. In other cases where the teacher initiates a formal removal, the student may only 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.

### **IN-SCHOOL SUSPENSION (ISS)**

**REASONS FOR ISS:** Students may be placed in ISS for any misconduct listed in any category of SCC.

**PROCEDURE FOR ISS:** The student will be informed of the reason for placement in ISS and be given an opportunity to respond before the administrator's decision is final. While in ISS the student will complete assignments from his or her teacher.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

**REASONS FOR OSS:** Students may be suspended from school for any misconduct listed in any category of the SCC.

**PROCEDURE FOR OSS:** The student will be informed of the reason for out-of-school suspension and be given an opportunity to respond before the administrator's decision is final. While the student is suspended, the administrator may place restrictions on the student's participation in school-sponsored or school-related activities. Students may be suspended for a maximum of three school days per behavior violation.

### **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

#### **REASONS FOR MANDATORY DAEP PLACEMENT:**

**School Related.** A student must be placed in 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 schools' real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
- Commits an assault (*See definitions*) resulting in bodily injury (*See definitions*) to another.
- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana, a controlled substance (*See definitions*), a dangerous drug (*See definitions*), or an alcoholic beverage (*See definitions*) in any amount not punishable as a felony. Students will be expelled for the 2<sup>nd</sup> infraction occurring in the same school year.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable as a felony. Student will be expelled for the 2<sup>nd</sup> infraction occurring in the same school year.
- Engages in an offense relating to abusable volatile chemicals (*See definitions*). Students will be expelled for the 2<sup>nd</sup> infraction occurring in the same school year.
- Engages in public lewdness (*See definitions*).
- Engages in indecent exposure (*See definitions*).
- Possesses or uses a knife with a blade over 3" up to 5.5"
- Engages in expellable conduct if the student is between six and nine years of age.
- Engages in a federal firearm offense if the student is six years of age or younger.

**Off-Campus.** A student must be placed in DAEP for the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

- The student receives deferred prosecution for a Title 5 (*See definitions*) felony offense.
- A court or jury finds the student engaged in delinquent conduct for a Title 5 felony offense.
- The administrator reasonably believes that the student engaged in a Title 5 felony offense.

**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:

- Issues a false alarm or report (*See definitions*) or a terroristic threat (*See definitions*) involving a public school. Students will be expelled for the 2<sup>nd</sup> infraction occurring in the same school year.
- Retaliates (*See definitions*) against any school employee.
- Is involved with a public school fraternity, sorority, secret society, or gang (*See definitions*), including participating as a member or pledge, or soliciting another person to become a member or pledge.
- Is involved with a criminal street gang (*see definitions*) or encourage, solicits, enables, or causes another to become a member of a criminal street gang.
- Engages in criminal mischief if the damage is less than \$1,500.
- Is a registered sex offender (*See definitions*) under court supervision, probation, community supervision, or parole.

Students who are: (1) convicted of continuous sexual abuse of a young child or children; or (2) convicted, receive 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 or against another student assigned to the same campus at the time the offense occurred will 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 servicing that grade level. Placement in this circumstance may be for any length of time considered necessary.

#### **REASONS FOR DISCRETIONARY DAEP PLACEMENT**

**School Related.** A student may be placed in 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:

- Possessing, giving, buying or selling less than a usable amount of stems, seeds, or other pieces of marijuana.
- Possessing, using, selling, buying, or giving paraphernalia (*See definitions*) related to any prohibited substance, including but not limited to marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
- 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.
- Preparing a hit list (*See definitions*).
- Committed any offense including in the list of "General Types of Prohibited Misconduct" in this SCC.
- Engaging in serious (*See definitions*) or persistent (*See definitions*) misbehavior that violates this SCC.

**Off-Campus.** A student may be placed in DAEP for engaging in the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

- The administrator reasonably believes the student engaged in conduct punishable as a felony (other than a Title 5 felony), and the student's continued presence in the regular classroom is a threat to the safety of others or is detrimental to the educational process.
- Off-campus conduct for which DAEP placement is required by state law when the administrator does not learn of the conduct until more than a year passes after the conduct occurred.

**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:

- If the student is a registered sex offender (*See definitions*) who is not under any form of court supervision. A registered sex offender who is not under any form of court supervision will 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.
- Engages in criminal mischief if the damage is less than \$500.

#### **EMERGENCY DAEP PLACEMENT:**

An administrator may order an emergency DAEP placement if the student has been so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class, the learning of other student's or the operation of a school-related or a school-

sponsored activity. The reason for emergency placement must also be a reason for which DAEP placement could be ordered non-emergency basis. At the time of the emergency placement, the student will be told the reason for the action.

No later than the tenth day after the date of emergency DAEP placement, the student will be given a conference as required for regular placement in DAEP; see below.

**PROCEDURE FOR DAEP PLACEMENT:**

**Conference.** No later than three school days after the student is removed from class, the administrator will schedule a conference with the administrator, the student's parent/guardian, and the student. The District may conduct the conference and make a discipline decision regardless of whether the student or the student's parent/guardian attends if the District made reasonable attempts to have them attend.

At the conference, the administrator will explain the allegations against the student, inform the student of the basis for the proposed DAEP placement, and give the student an opportunity to explain his or her version of the incident.

If during the term of DAEP placement the student engages in additional misconduct, additional conferences may be conducted and additional discipline may be imposed.

**Interim Placement.** Until a placement conference can be held, the student may be placed in another appropriate classroom, in-school suspension, or out-of-school suspension. The student may not be returned to the regular classroom pending the placement conference.

**DAEP Placement Order.** If the outcome of the conference is to place the student in DAEP, the administrator will issue a DAEP placement order. If the length of the placement differs from the guidelines included in the SCC, the DAEP placement order will give notice of the inconsistency.

A copy of the DAEP placement order will be sent to the student and the student's parent/guardian. For those students placed in DAEP for a reason identified in the Texas Education Code, the District will also send the juvenile court a copy of the DAEP placement order no later than the second business day after the placement conference. A copy of the DAEP placement order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the DAEP placement order.

**LENGTH OF DAEP PLACEMENT:**

The length of a student's placement in DAEP will be determined on a case-by-case basis using the criteria identified in the "Discipline Considerations" section of this SCC. Mandatory DAEP placements will result in placement for up to 180 school days. Discretionary DAEP placements will result in placement for up to 180 school days. The length of DAEP placement may not exceed one year unless, after review, the District determines that (1) the student is a safety threat, or (2) extended placement is in the best interest of the student.

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 SCC.

Students placed in DAEP at the end of one school year may be required to complete the assigned term at the beginning of the next school year. For DAEP placement to extend beyond the end of the school year, the administrator 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 definitions) that violates the SCC.

If the DAEP placement extends beyond 60 days or the end of the next grading period, whichever is sooner, the student or the student's parent/guardian may participate in a proceeding before the Board or Board's designee as provided in policy FNG (LOCAL). Any decision of the Board is final and may not be appealed.

**PARTICULAR RULES FOR REGISTERED SEX OFFENDERS:**

The general SCC rules for DAEP placement apply to registered student sex offenders (*See definitions*) except as modified in this section.

**Placement.** Registered sex offenders will be placed in a Juvenile Justice Alternative Education Program (JJAEP) in lieu of DAEP if: (1) ordered to attend JJAEP by a court, or (2) if permitted by agreement between the District and the JJAEP.

**Length of Placement.** Registered sex offenders under court supervision will be placed in DAEP for a minimum of 81 days school days, which is the equivalent of one semester.

Registered sex offenders who are not under any form of court supervision but are assigned to DAEP must serve a minimum of 81 days school days, which is the equivalent of one semester.

**Transfers.** Registered sex offenders (whether under court supervision or not) that transfer into the District will be required to complete the DAEP assignment assessed by the previous school district, but will receive credit for any time already spent in DAEP.

In making a decision regarding the placement of a registered sex offender that transfers into the District, the District will consider the recommendation of the review committee as described in the "Periodic Review for Sex Offenders" section described below.

**Periodic Review for Sex Offenders.** After 70 school days in DAEP, a review committee will determine by majority vote and recommend to Dennis R. Hill, Superintendent whether the student should remain in DAEP or be returned to the regular classroom. Dennis R. Hill, Superintendent will follow the committee's decision to return the student to the regular classroom unless the student's presence in the regular classroom is a threat to the safety of others, is detrimental to the educational process, or is not in the best interests of the District's students. Conversely, Dennis R. Hill, Superintendent will follow the committee's decision to continue the student's placement in DAEP unless the student's presence in the regular classroom is not a threat to the safety of others, is not detrimental to the educational process, or is not contrary to the best interests of the District's students.

If the student remains in DAEP, the review committee will re-consider the student's placement before the beginning of the next school year.

**Appeals for Sex Offenders.** DAEP placement may be appealed as described in District policy FNG or FOC. However, the appeal is limited to the factual question of whether the student is required to register as a sex offender under the law. A decision of the district's Board of Trustees is final and may not be appealed.

**OTHER DAEP ISSUES:**

**No Participation in Activities While in DAEP.** Students placed in DAEP for any mandatory or discretionary reasons 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.

**Impact on Graduation.** For graduating seniors who are in DAEP during the last week of school, the DAEP placement will continue through the last instructional day. The student will be allowed to participate in commencement exercises and related graduation activities unless otherwise specified in the DAEP placement order.

**Transportation.** A student placed in DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designed as a related service in the student's IEP.

**Periodic Review.** The District 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 a classroom of a teacher who removed the student without that teacher's consent.

**Effect of Student Withdrawal.** When a student withdraws from school before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student re-enrolls in the District during the same or subsequent school year, the District may enforce the DAEP placement order at that time, minus any portion of the placement that was served by the student during enrollment in another district.

If the administrator fails to issue a DAEP placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a DAEP placement order.

**Student Transfers.** Students assigned to the DAEP in another Texas district, a Texas open-enrollment charter school, or an out-of-state school district at the time of enrollment into the District will be placed into the District's DAEP to complete the term of their DAEP placement. In order to continue an out-of-state DAEP placement, the basis for the DAEP placement must also be a reason for DAEP placement in the enrolling district. If the out-of-state DAEP placement period exceeds one year, the District will reduce the period of placement so that the total placement does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interests of the student.

**Criminal Proceedings.** The review and appeal process described below does not apply if the student was placed in DAEP as required by law for conduct occurring on or within 300 feet of school property, at a school-sponsored or school-related activity, or for a false alarm or report or terroristic threat involving a public school.

If the District receives notice that prosecution of a student's case was refused and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated or a court or jury found the student not guilty or did not engage in delinquent conduct or conduct indicating a need for supervision and dismissed the student's case with prejudice, the District will review the student's DAEP placement and will schedule a review with the student's parent/guardian no later than the third day after receiving notice. The student will not be returned to the regular classroom before the review. After reviewing the notice and receiving information from the student's parent/guardian, the administrator may only continue the student's DAEP placement if the administration has reason to believe the student's presence in the regular classroom threatens the safety of others.

The administrator's decision may be appealed to the Board. In the event of an appeal, at the next scheduled meeting the Board will: (1) review the notice, (2) hear statements from the student, the student's parent/guardian, and the administrator, and (3) confirm or reverse the decision of the administrator.

If the Board confirms the decision of the administrator, the student and the student's parent/guardian have the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom while the appeal is pending.

## **EXPULSION**

### **REASONS FOR MANDATORY EXPULSION**

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

- Brings to school a firearm, as defined by federal law (*See definitions*).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm, (2), (3) a club, or (4) a prohibited weapon. (*See definitions*) \*Firearm note: A student will not be expelled solely for using, exhibiting, or possessing a firearm in the following circumstance: (1) at an approved target range facility not located at a school campus, (2) while participating in or preparing for a school-sponsored shooting sports competition, or (3) while participating in or preparing for a shooting sports educational activity sponsored or supported by the Park and Wildlife Department or a shooting sports sanctioning organization with the Department so long as the firearm is not brought on school property.
- Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated

robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or children.

- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana, a controlled substance (*See definitions*), or an alcoholic beverage (*See definitions*) if the behavior is punishable as a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the behavior is punishable as a felony.

A student will also be expelled for any of the following offenses that occur on school property, within 300 feet of school property as measured from any point on the District's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Sells, gives, delivers, possesses, uses, or is under the influence of any amount of marijuana, a controlled substance, dangerous drug, or alcoholic beverage, if it is the 2<sup>nd</sup> infraction in the same school year and the conduct is not punishable as a felony.
- Commits a serious act while under the influence of an alcoholic beverage if it is the 2<sup>nd</sup> infraction in the same school year and the conduct is not punishable as a felony.
- Engages in misconduct that contains the elements of an offense relating to abusable volatile chemicals if it is the 2<sup>nd</sup> infraction in the same school year.

**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:

- Retaliates against a school employee or volunteer by committing a state-mandated expellable offense.
- Issues a false alarm or report (*See definitions*) or a terroristic threat (*See definitions*) involving a public school for the 2<sup>nd</sup> time in the same school year.

#### **REASONS FOR DISCRETIONARY EXPULSION**

**School Related.** A student may be expelled for any of the following offenses that occur on school property, within 300 feet of school property as measured from any point on the District's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Commits an assault (*See definitions*) resulting in bodily injury to a school employee or volunteer.
- Engages in deadly conduct (*See definitions*).
- Engages in serious (*See definitions*) or persistent (*See definitions*) misbehavior that violates this SCC while the student is placed in DAEP.

**Three Hundred Feet.** Additionally, a student may be expelled for any of the following offenses that occur within 300 feet of school property as measured from any point on the District's real property boundary line:

- Possesses a firearm, as defined by federal law (*See definitions*).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm, (2), (3) a club, or (4) a prohibited weapon. (*See definitions*)

- Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) 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:

- Commits aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student.
- Retaliates against a school employee or volunteer by committing an assault. (*See definitions*) resulting in bodily injury..
- Engages in criminal mischief if the damage is \$1,500 or more.
- Commits a state-mandated expellable offense on the school property of another Texas school district or while attending a school-sponsored or school-related activity of another Texas school district.

**Title 5 Felonies Regardless of Location.** In addition to the expellable conduct listed above, a student may also be expelled and placed in DAEP if the student:

- Is arrested for a Title 5 felony offense (*see definitions*)
- Is charged with engaging in a Title 5 felony offense,
- Received deferred adjudication or deferred prosecution for a Title 5 felony offense,
- Is on probation for a Title 5 felony offense,
- Was found by a court or jury to have engaged in delinquent conduct for a Title 5 felony offense
- Has been referred to a juvenile court for delinquent conduct based on a Title 5 felony offense, or
- Was convicted of a Title 5 felony offense;

And the administrator determines the student's presence in the regular classroom either threatens the safety of other students or teachers, is detrimental to the educational process, or is not in the best interests of the District's students.

In this circumstance, expulsion to an alternative setting may be ordered regardless of: (1) the date on which the conduct occurred, (2) the location at which the conduct occurred, (3) whether the student was enrolled in the District at the time the conduct occurred, or (4) whether the student successfully completed any court disposition requirements regarding the conduct.

A student may be subject to an expulsion under this circumstance until: (1) the student graduates from high school, (2) the charges are dismissed or reduced to a misdemeanor, (3) the student completes the term of the placement, or (4) the District assigns the student to another program. The student will be entitled to the same periodic review afforded to other students in alternate settings. An expulsion ordered in this case is final and may not be appealed beyond the Board of Trustees.

**EMERGENCY EXPULSION:** An administrator may order the immediate expulsion of a student if the administrator reasonably believes the emergency expulsion is necessary to protect persons or property from imminent harm. The reason for the emergency expulsion must also be a reason for which expulsion could be ordered on a non-emergency basis. At the time of the emergency expulsion, the student will be told the reason for the action. No later than the tenth day after the date of emergency expulsion, the student will be given a hearing as required for a regular expulsion; see below.

**Hearing.** Students alleged to have committed an expellable offense will receive a hearing before the Superintendent within a reasonable time following the alleged misconduct. The student's parent/guardian will be informed of the basis for the proposed expulsion and be invited in writing to attend the hearing. After making an effort to inform the student and parent/guardian of the hearing, the District may hold the hearing regardless of whether the student or the parent/guardian attends. At the hearing, the student is entitled to:

- Representation by an adult, including the student's parent/guardian, who can provide guidance to the student and who is not an employee of the District;
- An opportunity to question the District's witnesses; and
- An opportunity to testify and to review and present evidence and witnesses in the student's defense.

Additional proceedings may be conducted and additional discipline may be imposed if the student engages in additional misconduct while the student is already expelled.

**Interim Placement.** Until an expulsion hearing can be held, the student may be placed in another appropriate classroom, in-school suspension, or out-of-school suspension.

**Expulsion Order.** If the outcome of the expulsion hearing is that the student will be expelled, the appropriate administrator will issue an expulsion order and provide a copy to the student and the student's parent/guardian. If the duration of the expulsion differs from the guidelines in the SCC, the expulsion order will give notice of the inconsistency.

The District will send a copy of the expulsion order to the juvenile court no later than the second business day after the expulsion hearing. A copy of the expulsion order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the expulsion order.

#### **LENGTH OF EXPULSION**

The duration of the expulsion will be determined on a case-by-case basis using the criteria identified in the "Discipline Considerations" section of this SCC. Mandatory expulsions will result in expulsion for up to 180 school days. Discretionary expulsions will result in expulsion for up to 180 school days. Students who bring a firearm (as defined by federal law) to school will be expelled from the regular classroom for at least one calendar year except as modified by the administrator on a case-by-case basis.

An expulsion will not exceed one calendar 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.

Students expelled at the end of one school year may be required to complete the term of their expulsion at the beginning of the next school year.

## **OTHER EXPULSION ISSUES**

**Academic Impact.** Students will not receive academic credit for work missed during the period of expulsion unless the student is enrolled in an Juvenile Justice Alternative Education Program (JJAEP) or other District-approved program or as required by IDEA or Section 504.

**Participation in Activities.** Expelled students are prohibited from being on school grounds or attending or participating in school-sponsored or school-related activities while expelled.

**Age Restrictions.** Students under the age of ten that engage in expellable behavior will not be expelled, but will be placed in DAEP.

**Effect of Student Withdrawal.** When a student withdraws from school before the expulsion hearing is conducted, the District may proceed with conducting the hearing after sending written notice to the parent/guardian and student. If the student re-enrolls during the same or subsequent school year the District may enforce the expulsion order at that time; students will be credited for any expulsion period that was served by the student while enrolled in another district.

If the administrator does not issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue an expulsion order.

**Student Transfers.** The District will continue the expulsion of students expelled from either another Texas school district or from an out-of-state school district for behavior that is also a reason for expulsion in the enrolling district, until the term of expulsion has been served. If the out-of-state expulsion exceeds one year, the District will reduce the period of the expulsion so that the total expulsion does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interest of the student.

## **EXPULSION APPEALS**

An expelled student may appeal the expulsion decision to the Board of Trustees. The student or student's parent/guardian must submit a written appeal to the Superintendent within ten (10) days after receipt of the expulsion order or decision. The Superintendent will give the student or the student's parent/guardian written notice of the date, time, and location of the meeting at which the Board will review the decision. Consequences will not be delayed pending the outcome of the appeal.

A more detailed explanation of the expulsion appeal process is contained in District policy FOD (LOCAL). A copy of the appropriate policy is available at the campus or central administration office or online at <http://www.llanoid.org>

## **DEFINITIONS**

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

**ALCOHOLIC BEVERAGE:** Those substances as defined by Texas Alcoholic Beverage Code § 1.04.

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

**ASSAULT:** For student discipline purposes, intentionally, knowingly, or recklessly causing bodily injury to another.

**BODILY INJURY:** Physical pain, illness, or impairment of a physical condition.

**BULLYING:** Written or verbal expression or physical conduct that (1) has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**CHEMICAL DISPENSING DEVICE:** A device other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on an individual.

**CLUB:** 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.

**CONTROLLED SUBSTANCE:** Substances as defined in Chapter 481 of the Texas Health & Safety Code or 21 U.S.C. § 801 et seq.

**CRIMINAL STREET GANG:** Three or more persons having a common identifying sign or symbol or an identifiable leadership which continuously or regularly associate in the commission of criminal activities.

**DANGEROUS DRUG:** Substances as defined in Chapter 483 of the Texas Health and Safety Code.

**DEADLY CONDUCT:** Recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**EXPLOSIVE WEAPON:** Any explosive or incendiary bomb, grenade, rocket, or mine 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. It includes a device designed, made or adapted for delivery or shooting an explosive weapon.

**FALSE ALARM OR REPORT:** Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is known to be 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.

**FIGHTING:** 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):** (1) any weapon, including a starter gun, that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (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):** 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:** 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 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 will consult with law enforcement authorities.

**GRAFFITI:** Making marks of any kind on the tangible property of another without the effective consent of the owner.

**HARASSMENT:** Threatening to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, or other conduct prohibited by District policy.

**HAZING:** Any act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes 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:** List of people targeted to be harmed using a firearm, knife, or any other object to be used with intent to cause bodily harm.

**ILLEGAL KNIFE:** 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; or spear.

**INDECENT EXPOSURE:** Those acts defined in Texas Penal Code section 21.08.

**INTENT:** The design, resolve, or determination with which a person acts. Since intent is a state of mind, it is ordinarily proved through inference drawn from the act and/or circumstances surrounding the act. Intent includes the conscious objective or desire to engage in the conduct of 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 will occur.

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

**KNUCKLES:** Any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**MACHINE GUN:** Any firearm capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

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

**PERSISTENT:** Three or more violations of the SCC or repeated occurrences of the same violation.

**POSSESSION:** To have in or on: (1) a student's person or in the student's personal property, such as the student's clothing, purse, or backpack; (2) in any vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other school property used by the student, such as a locker or desk; regardless of the student's knowledge or intent to possess the item.

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

**PUBLIC LEWDNESS:** Those acts defined in Texas Penal Code § 21.07.

**REASONABLE BELIEF:** A determination that misconduct occurred made by the administrator using all available factual and legal information, including information furnished under Article 15.27 of the Code of Criminal Procedure.

**RETALIATION:** 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.

**SELF-DEFENSE:** 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 and herself from immediate danger of harm. Actions that escalate or continue the encounter will not be considered self-defense. Interactions prior to the encounter will also be considered.

**SERIOUS:** Any misconduct identified as being punishable with placement in DAEP or expulsion.

**SEX OFFENDER:** 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.

**SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonable interfering with a student's performance or creates an intimidating, hostile, or offensive educational environment.

**SHORT-BARREL FIREARM:** 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 if, as altered, has an overall length of less than 26 inches.

**SWITCHBLADE KNIFE:** 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.

**TELECOMMUNICATIONS DEVICE:** 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.

**TERRORISTIC THREAT:** Threats to commit any offense involving violence to any person or property with intent to: (1) cause a reaction 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, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; (5) place the public or a substantial group of the public in fear of serious bodily injury; or (6) influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

**TITLE 5 FELONY OFFENSES:** Offenses against the person that, depending on the circumstances, may include murder; capital murder; manslaughter; criminally negligent homicide; unlawful restraint; kidnapping; aggravated sexual assault; improper relationship between educator and student; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; improper photography or visual recording; coercing, soliciting, or inducing gang membership; deadly conduct; terrorist threat; aiding a person to commit suicide; harassment by a person in a correctional facility; continuous sexual abuse of a young child or children; and tampering with a consumer product.

**UNDER THE INFLUENCE:** When in the 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. The student need not be legally intoxicated.

**USE:** Voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body.

**ZIP GUN:** A device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

### High School Administrators

James Scott, Principal

David Wuest, Assistant Principal

Mary Ann Scott, Counselor

Nita Fields, Counselor

David Yeager, Athletic Director

Wilburn Meier, Band Director

AG Office:	248-2214
Athletic Director:	248-2204
Athletic Trainer:	248-2217
Athletics (Boys-FB):	248-2218
Athletics (Boys-BB):	248-2220
Athletics (Girls):	248-2219
Band:	248-2215





Cafeteria:	248-2216
FCCLA Office:	248-2224
Library:	248-2222
Nurse:	248-2212
Yearbook/Theater:	248-2223

2509 South State Hwy 16, Llano, TX 78643  
325-248-2200/Fax: 325-247-2122

[www.llanoisd.org](http://www.llanoisd.org)

**APPROVED BY LLANO INDEPENDENT SCHOOL  
DISTRICT**

**BOARD OF TRUSTEES  
6/23/08**

**NOTICE OF PARENT AND STUDENT  
RIGHTS**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. Sec.  
1232g**

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

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

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

The addresses of the principals' offices are:

Packsaddle Elementary--150 Pioneer Lane, Kingsland, Texas 78639

Llano Elementary--1600 Oatman St, Llano

Llano Junior High-- 400 Hwy 71 East, Llano

Llano High School --2509 Highway 16 South, Llano

Special Education Department -- 200 E. Lampasas, Llano

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only

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

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

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

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

Students over 18 and parents of minor students may review and inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged,

parents and students are not allowed to contest a student's grade in a course through this process. [See FNG(LEGAL) AND (LOCAL) for the applicable complaint procedure]. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

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

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

Items for use only for school-sponsored purposes; and

Items for all other purposes.

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

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

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

# **EL AVISO DE PADRE Y DERECHOS DEL ESTUDIANTE**

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

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

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

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

Las direcciones de las oficinas de los principal son:  
La albarda Elemental. 150 del de Senda Pionero, Kingsland, Texas 78639,  
Llano Elementary. 1600 Oatman St, Llano,  
Llano Junior Alto. 400 Hwy 71 Este, Llano,  
La Escuela secundaria de Llano. 2509 Carretera 16 Sur, Llano,  
El Departamento de Educación especial. 200 E. Lampasas, Llano,

Los padres de un menor o un estudiante que es una persona a cargo para los propósitos del impuesto, el estudiante (si 18 o más viejo), y los oficiales escolares con los intereses educativos legítimos son las únicas personas que tienen el acceso general a los archivos de un estudiante. Los oficiales escolares con los intereses" educativos legítimos incluyen a cualquier empleado, agentes, o Fideicomisarios del distrito, de cooperativas de que el Distrito es un miembro, o de medios con que los contratos Distrito para la colocación de estudiantes con las

invalideces, así como sus abogados y consultores que son (1) trabajando con el estudiante; (2) considerando acciones disciplinarias o académicas, el caso del estudiante, o un plan de educación individual (IEP) de un estudiante con las invalideces; (3) compilando los datos estadísticos; o (4) investigando o evaluando los programas.

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

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

El derecho del padre o estudiante de acceso a, y copias de, los archivos del estudiante no se extienden a todos los archivos. Materiales que no son considerados los archivos educativos, como las notas personales de un maestro en un estudiante que sólo es compartido con maestro del suplente y archivos en los estudiantes anteriores después de que ellos no son ningún estudiante más largo en el Distrito, no tenga que ser hecho disponible a los padres o estudiante.

Los estudiantes encima de 18 y padres de estudiantes menores pueden repasar y pueden inspeccionar los archivos del estudiante y pide una corrección si los archivos son inexactos, mientras desencaminando, o por otra parte en la violación de los derechos del retiro del estudiante. Si los desechos Distrito la demanda para enmendar los archivos, el requestor tiene el derecho para pedir un oído. Si los archivos no se enmiendan como resultado del oído, el requestor tiene 30 días de la escuela para ejercer el derecho para poner una declaración que hace un

comentario sobre la información en los archivos del estudiante. Aunque inadecuadamente grabó pueden desafiarse las calidades, no se permiten a los padres y a estudiantes disputar la calidad de un estudiante en un curso a través de este proceso. [Vea FNG(LEGAL) Y (LOCAL) para el procedimiento de la queja aplicable]. Padres o estudiantes tienen el derecho para archivar una queja con el Departamento americano de Educación si ellos creen que el Distrito no es conforme a la ley con respecto a los archivos del estudiante.

Las copias de archivos del estudiante están disponibles en un costo de   0   por la página, pagable de antemano. Pueden negarse los padres las copias de los archivos de un estudiante (1) después de los alcances del estudiante edad 18 y es ningún más largo una persona a cargo para los propósitos del impuesto; (2) cuando el estudiante está asistiendo a una institución de educación post-secundaria; (3) si el padre no sigue los procedimientos apropiados y pagar el cargo copiando; o (4) cuando el Distrito se da una copia de un orden judicial que termina los derechos paternos. Si el estudiante califica para los almuerzos del precio libres o reducidos y los padres es incapaz de ver los archivos durante las horas escolares regulares, en la demanda escrito del padre, que una copia de los archivos se proporcionará a ningún cargo.

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

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

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

## **Notification of Rights for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her

tasks. 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

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 20202-4605

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental and psychological problems of the student or 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 close family relationships;
6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income other than that required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

Any other protected information survey, regardless of funding;  
Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and  
Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.  
Inspect, upon request and before administration or use –  
Protected information surveys of students;  
Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and  
Instructional material used as part of the educational curriculum.

Llano ISD will/has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Llano ISD will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Llano ISD will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:  
Collection, disclosure, or use of personal information for marketing, sales or other distribution.  
Administration of any protected information survey not funded in whole or in part by ED.  
Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

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

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

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

Contact Person	<u>Sheila White, Director of Special Education</u>
Phone Number	<u>325-247-3790</u>

August 2007

**Opciones Y Requisitos para Ofrecer Asistencia a Estudiantes  
que  
Tienen Dificultades de Aprendizaje o que Necesitan o  
Pueden Necesitar Servicios de Educación Especial**

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

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

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

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

Persona de contacto: Sheila White, Director of Special Education  
Número de teléfono: 325-247-3790

Agosto de 2007

**STUDENT FORMS 2011-2012**

Return to the Front office by within 10 days of enrolling. Thank you!

***PLEASE PRINT LEGIBLY***

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ I.D. # \_\_\_\_\_

PARENT NAME \_\_\_\_\_

**PARENT ACKNOWLEDGEMENT FORM**

Llano I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services. Dennis Hill has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and Section 504 of the Rehabilitation Act.

Parents have the right to inspect and review records of their students. If they believe the records to be inaccurate, they may seek to amend them.

I have read and understand, and agree to abide by LLANO ISD's Student Code of Conduct for the 2010-2011 school year. I understand that my child will be held accountable for the behavior expectations and disciplinary consequences outlined in the Student Code of Conduct. I understand that the Student Code of Conduct governs all behavior at school, at school-sponsored and school – related activities, and during school-sponsored travel. I also understand the Student Code of Conduct governs some designated behaviors occurring within 300 feet of school property, some designated behaviors occurring off-campus, and for any school-related misconduct regardless of time or location. I understand that a referral for criminal prosecution is possible for certain violations of the law.

Regarding student records, I understand that 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 Llano ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 10. Llano ISD has designated the following information as directory information: A student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, student photographs, and most recent previous school attended. I have marked through those types of directory information listed above that I wish the District to withhold.

In response to a new State Board of Education rule, we now are required to have parental consent for participation in a Board-approved extracurricular activity or performance. Please sign below for your child to be absent from school for participation in an extracurricular activity, performance, or field trip.

Please sign that you have read and understand the statements contained in this form.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to the Front office by September 10 or within 10 days of enrolling. Thank you

**2011-2012 DENY INTERNET  
AND COMPUTER USAGE**

**SIGN AND RETURN ONLY IF YOU DO NOT WISH FOR YOUR  
STUDENT TO HAVE INTERNET ACCESS OR USE OF LISD  
OWNED/LEASED/OR OPERATED COMPUTERS.**

I, \_\_\_\_\_, the legal  
parent/guardian of  
(Print name of Parent/Guardian)

\_\_\_\_\_, do hereby **DENY**  
permission for  
(Print Name of Student)

above named child to access the Internet or to use the computers  
owned/leased and/or

operated by the Llano Independent School District for the 2006-2007  
school year.

---

(Signature of Parent/Guardian)

(Date)

**SIGN AND RETURN ONLY IF YOU DO NOT WISH FOR YOUR  
STUDENT TO HAVE INTERNET ACCESS OR USE OF LISD  
OWNED/LEASED/OR OPERATED COMPUTERS.**