Leander ISD shared vision
“Students will exit our system with the same passion for learning they had when they entered, without economics determining success.”

Leander ISD Vision
Encouraging, supporting, and challenging every student to achieve the highest levels of knowledge, skills, and character.
Welcome to Leander Independent School District!

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

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

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

Policies

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

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

The Student Handbook is available through the Leander ISD website at www.leanderisd.org. In addition, upon request, hard copies of the 2016-2017 Student Handbook may be obtained through the office of the Assistant Principals.

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

Leander Independent School District
P.O. Box 218
Leander, TX 78646-0218
512-570-0000
Leander ISD Graduate Profile

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

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

Graduate Profile

Leander ISD students are well prepared to enrich our world and excel in a global society. Each student is challenged, encouraged, and supported to achieve the highest level of knowledge, skills, and character.

Academics
Students are academically prepared for college, career, and life and equipped to achieve their highest potential.

Students demonstrate:
• Knowledge, understanding, and application of
  i. English and language arts,
  ii. mathematics,
  iii. science,
  iv. social studies, and
  v. U.S. constitutional studies
• Familiarity with a second language

Character Development
Students understand the importance of positive interactions with others as a foundation for living successful lives. Students personify the 10 Ethical Principles:
• Honesty - telling the truth
• Integrity - doing the right thing even when no one is looking
• Promise-keeping - doing what you say you are going to do
• Loyalty - supporting someone or something
• Concern for Others - caring for and helping others
• Civic duty - obeying rules and laws/making the world a better place
• Respect for Others - being polite and kind to everyone and everything
• Fairness - treating everyone equally
• Pursuit of Excellence - doing everything the best you can;
  looking for ways to improve
• Accountability - taking responsibility for your actions, and taking pride in what you do right

Communication
Students communicate and collaborate effectively. Students demonstrate:
• Proficiency in written communication
• Proficiency in oral communication, individually and in groups, including speaking, active listening, and constructive dialogue
• Proficiency in preparing and delivering presentations
• Ability to work collaboratively as a team
• Adaptability and flexibility in response to the audience and environment
• Effective use of current technology

Effective, Productive, and Lifelong Learning
Students possess the aptitude, attitude, and skills necessary for the continuous pursuit of knowledge throughout life. Students demonstrate:
• Problem-solving skills
• Creative and critical thinking skills
• Proficiency in accessing, managing, and processing information
• Competency using various learning tools, techniques, and technologies
• Perseverance, resiliency, and self-discipline to successfully set goals, develop action plans, manage time, monitor progress, and evaluate results
• Ability to learn through collaboration
• Ability to reflect and use feedback to continuously improve
• Discerning research skills

Personal Growth and Expression
Students apply their unique talents for personal growth and fulfillment. Students demonstrate:
• Passion for and ownership of learning
• Self-awareness of skills, interests, aptitudes, and learning styles
• Personal development and expression through artistic, physical, and intellectual disciplines
• Proactive physical wellness
• Understanding of fiscal responsibility
• Awareness of life opportunities in college and career guidance

Social Awareness, Contribution, and Stewardship
Students are active contributors in the community and prepared to participate in our global society. Students demonstrate:
• Contribution and service to community
• Stewardship of resources
• Understanding the benefits of a democratic government, free enterprise and entrepreneurship
• Leadership skills
• Understanding the value of cultural diversity
Leander ISD’s 10 Ethical Principles

♦ Honesty — telling the truth

♦ Integrity — doing the right thing

♦ Promise-keeping — doing what you say you are going to do

♦ Loyalty — supporting someone or something

♦ Concern for Others — caring for and helping others

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

♦ Respect for Others — being polite and kind to everyone and everything

♦ Fairness — treating everyone equally

♦ Pursuit of Excellence — doing everything the best you can; looking for ways to improve

♦ Accountability — admitting to what you do wrong, and taking pride in what you do right
HELP AT A GLANCE

Admit to class following absence ................................................................. Attendance Office
Appeal forms ............................................................................................... Assistant Principals’ Office
Bus Permits ................................................................................................. Receptionist
Bus Problems .............................................................................................. Transportation
Enrollment/Withdrawal .............................................................................. Registrar
Elevator keys ............................................................................................... Bookkeeper or Assistant Principals’ Office
Hall passes ................................................................................................. Classroom teacher
Illness or accident ...................................................................................... Clinic
Lockers ......................................................................................................... Assistant Principals’ Office
Lost items/textbooks .................................................................................. Assistant Principals’ Office
Lunch tickets ............................................................................................... Cafeteria
Parking permits .......................................................................................... Administrative Assistant or Assistant Principals’ Office
Payment for lost textbooks ........................................................................ Assistant Principal’s Office
Permit to leave campus .............................................................................. Attendance Office
Pre-arranged absence forms ...................................................................... Attendance Office
Schedule conflicts ...................................................................................... Guidance Office
Tardies ......................................................................................................... Assistant Principals’ Office
TEA enrollment form (Driver License) ....................................................... Assistant Principals’ Office or Attendance Office
Table of Contents

RESPONSIBILITIES .................................................................................................................. 13
  Parental Responsibilities ........................................................................................................... 13
  Administrator Responsibilities .................................................................................................... 13
  Teacher Responsibilities ........................................................................................................... 13
  Student Responsibilities .......................................................................................................... 14

GENERAL INFORMATION ....................................................................................................... 14
  Notice of Non-Discrimination .................................................................................................. 14
  Pledges of Allegiance and A Minute of Silence ....................................................................... 14
  Enrollment Procedures ............................................................................................................ 14
  Foreign Exchange Students .................................................................................................... 15
  Withdrawal of Students .......................................................................................................... 15
  Change of Address or Telephone Number ............................................................................... 15
  Textbooks ................................................................................................................................ 15
  Lockers .................................................................................................................................... 15
  Elevator Keys ........................................................................................................................... 16
  Lost and Found ....................................................................................................................... 16
  Student Identification Cards ..................................................................................................... 16
  Student Parking Regulations ..................................................................................................... 16
  Notice to Bus Riders ................................................................................................................. 16
  Facilities Used By Students Before and After School.............................................................. 17
  Conduct Before and After School ............................................................................................. 17
  Hall Passes ............................................................................................................................... 17
  Permission to Leave Campus ..................................................................................................... 17
  Student Pick-Up Procedures ..................................................................................................... 17
  Delayed Opening/Early Dismissal of School Due to Inclement Weather .................................. 17
  Student Fees ............................................................................................................................. 17
  Restrooms ................................................................................................................................ 18
  Telephones ................................................................................................................................ 18
  Meals and Cafeteria .................................................................................................................. 18
  Vending Machines .................................................................................................................... 19
  Healthy, Hunger-Free Kids Act ............................................................................................... 19
  Library ....................................................................................................................................... 19
  Study Areas ............................................................................................................................... 20
  Visitor Management System (Raptor) ....................................................................................... 20
  Student Special Deliveries ....................................................................................................... 20

ACADEMICS .............................................................................................................................. 20
  Advanced Academic Programs Overview ................................................................................. 20
  Course Selection, Schedule Changes ....................................................................................... 20
  Career Development System ................................................................................................... 21
  Career and Technology Education ............................................................................................ 22
  Correspondence Courses ......................................................................................................... 22
In Leander ISD, the official attendance taking time for the District to receive state funding is as follows:

**Elementary**—One hour after the beginning of the student's school day

**Secondary**—Ten (10) minutes into second/sixth period

**Leander Extended Opportunity (LEO) Center**—9:45 a.m.

Absence Classifications

Absences for Religious Holy Days

Absences for Military Dependents

Hours Owed/Make-up Attendance Hours

Verification of Absence

Absences for Special Events

Attendance and School Related Activities

Absences for Extracurricular and UIL (University Interscholastic League) Activities

Procedures to Follow When Leaving Early

Making Up Missed Work

“Take Your Child to Work” Day

Verification of Enrollment and Attendance for Driver’s License

Attendance and Credit Appeals

Absences for Transfer Students

Delayed Opening/Early Dismissal of School Due to Inclement Weather

Withdrawals

Change of Address, Telephone Numbers

Leander ISD Attendance Codes

**HEALTH AND SAFETY**

Clinic

Emergencies, Injuries and Illnesses at School

Medication at School

Immunization Requirements

Vision and Hearing Screening

Spinal Screening

Bacterial Meningitis Education Code 38.0025

Preparedness Drills: Evacuation, Severe Weather and other Emergencies

Security Cameras

Pesticides Notice

Asbestos

Animals on Campus

Service Animals on Campus

Student Insurance
STUDENT CODE OF CONDUCT

Section I: Ethical Principles/Expected Behaviors ............................................. 55
  o Ethical Principles .................................................................................. 55
  o Standards of Student Conduct .............................................................. 55

Section II: School District Authority and Jurisdiction .................................... 55
  o Campus Behavior Coordinator ............................................................. 55

Section III: Dress Code ................................................................................ 55

Section IV: General Misconduct Violations .................................................. 55
  o Mistreatment of Others .............................................................. 55
  o Misuse of Property ............................................................................. 55
  o Possession of Prohibited Items ........................................................... 55
  o Misuse of Technology ........................................................................ 55
  o Misuse of Illegal Prescription and/or Over the Counter Drugs ............... 55
  o Safety .................................................................................................. 55
  o Miscellaneous Offenses ..................................................................... 55
  o Discipline Management Techniques .................................................. 55
  o Students with Disabilities ................................................................. 55
  o Discipline Management Techniques .................................................. 55
  o Out-of-School Suspension ................................................................. 55
  o Notification ......................................................................................... 55
  o Routine Referral ................................................................................. 55
  o Regular/ Formal Educational Removal ............................................... 55
  o Regular Educational Setting Removal ................................................ 55
  o Formal Removal ................................................................................. 55

Section V: Placement in a Disciplinary Alternative Education Program ........... 55
  o LEO ..................................................................................................... 55
  o Removal to a DAEP ............................................................................ 55

DAEP Discretionary Placement ...................................................................... 55
  o Part A – Reasons for Discretionary DAEP Placement ............................. 55

DAEP Mandatory Placement ........................................................................ 55
  o Part B – Reasons for Mandatory DAEP Placement ............................... 55

Section VI: Expulsion ..................................................................................... 56

Discretionary Expulsion .............................................................................. 56
  o Part A – Reasons for Discretionary Expulsions ..................................... 56

Mandatory Expulsion .................................................................................... 56
Section VII: Procedures

Registered Sex Offenders

- Notification
- Review Committee
- Newly Enrolled Student
- Appeal

Certain Felonies

- Hearings and Required Findings
- Length of Placement
- Newly Enrolled Students

DAEP Placement

- Removal to a DAEP
- Appeal to DAEP Placement
- Mandatory Formal Removal
- Removal by Campus Administrator
- Conference
- Placement Order
- Coursework Notice
- Length of Placement
- Returning Student to Classroom
- Withdrawal During Process
- Newly Enrolled Students
- Extra-Curricular and Non-Curricular Restrictions
- Transportation
- Emergency Placement
- Graduation
- DAEP Placement Review
- Court/Criminal Proceeding

Expulsion Procedures

- Expulsion Hearing
- Hearing Review
- Length of Placement
- Withdrawal During Process
- Additional Misconduct
- Academic Credit
- Newly Enrolled Student
- Continuation of Other District’s Expulsion Order
- DAEP Placement of Expelled Students
- Emergency Expulsion
Expulsion Procedures

Section VII: Procedures

Questions, Concerns or Appeals ........................................................................... 56

Section I: Ethical Principles/Expected Behaviors ................................................. 57

Section II: School District Authority and Jurisdiction ........................................ 57

Behaviors, Consequences and Techniques ......................................................... 59

Section III: Dress Code ....................................................................................... 60

Section IV: General Misconduct Violations ....................................................... 62

Section V: Placement in a Disciplinary Alternative Education Program (DAEP) ........................................................................................................................... 68

Section VI: Expulsion .......................................................................................... 71

Section VII: Procedures ....................................................................................... 73

Expulsion Procedures .......................................................................................... 78

APPENDIX B ........................................................................................................... 93

LISD Technology Resource Acceptable Use Guidelines ........................................ 93

Consent Requirements ......................................................................................... 93

Security .................................................................................................................. 93

Password Requirements ....................................................................................... 93

Prohibition on Vandalism ..................................................................................... 93

Prohibition on Forgery .......................................................................................... 93

Web Publishing Standards .................................................................................. 93

Termination/Revocation of System User Account ............................................... 94

Availability of Access ........................................................................................... 94

Acceptable Use ..................................................................................................... 94

Internet Safety ..................................................................................................... 94

Digital Citizenship ................................................................................................. 95

Prohibited Activities (including off school property if the conduct causes a substantial disruption to the educational environment) includes: ............................................... 95

Intellectual Property Rights ................................................................................ 97

Google Apps for Education .................................................................................. 97

Use of Personally Owned Technology Devices (BYOT) ....................................... 98

Personally Owned Device Prohibited Activities ................................................. 99

• Devices should not be shared or loaned to others without parental permission. .................................................. 100

• No non-educational games allowed during the school day. .............................................................................. 100

Personally Owned Device Recommendations .................................................. 100

• All devices and accessories are clearly labeled with student’s name............................................................... 100

• A password or passcode be set on the device. ................................................................................................. 100

• The serial number and model information be recorded and kept at home. ...................................................... 100

• Students bring headphones to use when accessing digital resources containing audio. ..................................... 100

• All devices should come to school fully charged......................................................................................... 100
RESPONSIBILITIES

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

Parental Responsibilities
Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board, and are encouraged to:

1. Review the student handbook with their child prior to signing and returning to the school the written statement that they understand and consent to the responsibilities outlined in the Student Code of Conduct.
2. Encourage their child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
3. Become familiar with the school activities and academic programs offered in the district and feel free to ask the principal or counselor any questions, including concerns about placement, assignment, or early graduation, and the options available to the student.
4. Attend Board meetings to learn more about ongoing operations of the District.
5. Exercise their right to review teaching materials, textbooks and other aids, and to examine tests that have been administered to their child.
6. Be aware of their right to temporarily remove their child from an instructional activity that conflicts with their religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.
7. Review their child’s school records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered. Monitor their child’s progress and contact teachers as needed. Take advantage of all opportunities to stay informed regarding their child’s activities, as well as school activities and issues generally. Follow up on a matter not resolved administratively by presenting it to the Board for review according to policy.
8. Become a school volunteer. For further information, contact the campus principal.
9. Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and district committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.
10. Grant or deny any written request from the District to make a videotape of the student unless the videotape or voice recording is to be used for school safety, relates to classroom instruction or a co-curricular or extracurricular activity or relates to media coverage of the school as permitted by law.

Administrator Responsibilities
Administrator responsibilities are to:

1. Create a campus atmosphere conducive to learning.
2. Balance the needs of individual students with the needs of the whole student body.
3. Encourage parent communication with the school, including participation in required parent-teacher conferences.
4. Be an advocate of teachers and students.
5. Hire the best possible teachers and students.
6. Establish a safe, orderly environment.
7. Respond to discipline problems referred to them by teachers.
8. Promote effective training and discipline of all students.
9. Provide appropriate assistance to students in learning self-discipline.
10. Assume responsibility and instructional leadership for discipline.
11. Assume responsibility for informing parents and students of the Student Code of Conduct.
12. Serve as appropriate role models for the students on their campus.

Teacher Responsibilities
Teacher responsibilities are to:

1. Be prepared to perform their teaching duties.
2. Be punctual and in regular attendance in all areas of their job assignment.
3. Comply with District policies, school rules and regulations, and administrative directives.
4. Maintain a classroom atmosphere conducive to learning.
5. Teach to the standards of performance required by the District.
6. Establish rapport and an effective working relationship with parents, students, and other staff members.
7. Teach students to strive toward self-discipline.
8. Encourage good work habits that will lead to productive citizenship.
9. Serve as role models for their students in accordance with the standards of the teaching profession.
10. Believe in each student’s ability to learn.
11. Use discipline management techniques developed in the district’s Student Code of Conduct.

Student Responsibilities
Responsibilities of students are not listed in a single section. They are listed throughout the remainder of this publication.

GENERAL INFORMATION

Notice of Non-Discrimination
Leander Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Contact:
• Brandon Evans, Title IX Coordinator, for concerns, regarding discrimination on the basis of sex.
• Linda Sekula, Section 504 Coordinator, for concerns regarding discrimination on the basis of disability.

Leander Independent School District does not discriminate on the basis of disability by denying access to the benefits of District services, programs or activities of a public entity, or be subjected to discrimination by any public entity. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Kendra Shaffer.

Pledges of Allegiance and A Minute of Silence
Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day.

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

Enrollment Procedures
The law requires that a school district record the name, address and date of birth of the person enrolling a child. In order to avoid disruptions to students in classes, new students are urged to enroll before the school day begins. The following items need to be submitted on the day of enrollment:
1. A complete immunization record.
2. The law requires identification of each public school student by the student’s legal surname as it appears on the student’s birth certificate or suitable proof of identity, or in a court order changing the student’s name.
3. A copy of the driver’s license or some type of photo ID of the person enrolling the student.
4. Student records from the previous school and official withdrawal paperwork.
5. Proof of residency.
6. A copy of the student’s social security card.

At the school office, parents will be asked to complete the following items:
1. Student Enrollment Form
2. Home Language Survey
3. Request for transfer of records from previous school
4. Migrant survey
5. Health History Form
6. Free and Reduced Lunch Form (optional)
7. Student Residency Questionnaire
8. TEA Ethnicity and Race Questionnaire

Students that are new to Leander ISD may use our parent portal, txConnect and register online at https://itccsgb.esc20.net/PALN/Login.aspx.
Foreign Exchange Students
The Austin area has very active and involved foreign exchange groups. Leander ISD’s students and families benefit by the rich exposure of the many different cultures brought by foreign exchange students. As parents (families) are processing the possibilities of hosting a foreign exchange student, it is important to know that LISD has obtained a waiver from the Texas Education Agency (TEA) which on a yearly basis limits the number of foreign exchange students to five (5) per high school. The current waiver is good through the 2016-2017 school year.

It is advisable to check with the LISD student database specialist to determine whether or not slots are available before making final decisions in regard to hosting a foreign exchange student.

For more information, you may contact the student database specialist at 512-570-0537.

Withdrawal of Students
Students withdrawing from school prior to the end of the official school year are given a withdrawal report indicating grades up to the time of withdrawal. Students withdrawing from school one (1) month or more before the end of a semester will not have their grades finalized by LISD since not enough of curriculum has been completed. It will be the responsibility of the receiving school to finalize grades. Promotion or retention is also at the discretion of the receiving school. A copy of this procedure will be included in the records of students withdrawing prior to the end of the official school year.

To facilitate withdrawal of students from school, parents are requested to advise the campus registrar of an intended withdrawal three days prior to leaving. A parent is required to meet with the registrar to sign the withdrawal paperwork prior to the student’s departure. This will provide adequate time for contacting teachers, closing the student’s records and preparing transfer documents. All lunch charges, library fines, parking fines/fees, lost textbook fees, and fees for lost school equipment must be paid prior to withdrawal.

Change of Address or Telephone Number
Up-to-date information is essential for the school to successfully handle emergencies and to maintain communication with parents. Therefore, the Registrar’s Office should be notified immediately of a change of home, work or emergency telephone numbers. If you have changed your address, you must provide proof of residency and proof of identity to the school.

Parents with a registered txConnect account can also update student information by visiting the txConnect parent portal, https://itccsgb.esc20.net/PALN/Login.aspx

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

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

Lockers
Lockers are school property and remain under the jurisdiction of the school even when assigned to an individual student. Each student will be assigned a locker to facilitate management of books and belongings. Because students are responsible for their lockers and their contents, students should use only the locker assigned to them, keep it locked at all times, and not give the combination to other students. (The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present.) School officials may randomly search lockers for articles or materials prohibited by school district policy. Students shall be responsible for any prohibited items found in their lockers. The parent/guardian will be notified if any prohibited items are found in the student’s locker. Therefore, personal locks will not be allowed. The school is not responsible for misplaced, lost, stolen or damaged personal property, or textbooks. No decals, bumper stickers, nameplates, writing, etc. may be applied to lockers.

Students may not change lockers without permission from the Grade Level Assistant Principal. Further information regarding responsibility and searches of lockers may be found in Interrogations and Searches.
Elevator Keys
Procedures for securing elevator keys will vary among the high schools. Please check with the office personnel for the proper procedures in securing elevator keys.

Lost and Found
There is a lost and found area located at each campus. Students are urged to inquire about lost items quickly since all items not claimed at the end of each semester are donated to a charitable organization.

To reduce the chance of loss, students are cautioned never to leave money or other possessions unprotected. (Girls should have their purses in their possession or lockers at all times.) Students are advised not to bring valuable items to school. This will prevent such items from being damaged, lost, or stolen.

Student Identification Cards
All students will be issued a high school identification (I.D.) Card that they must carry with them during school and to all school functions. The first I.D. card is free and comes as part of the student's pictures. Students choosing not to purchase pictures should have their pictures taken just for the I.D. card. Those students choosing not to have pictures made at all must pay a $5.00 fee for their cards. Replacement cards also cost $5.00. New students enrolling after the student's pictures made will receive their first card free. Students are subject to disciplinary actions for failure to carry their school identification cards.

Student Parking Regulations
Driving a vehicle on campus is a privilege afforded to students. With this privilege comes the responsibility to abide by certain rules and regulations. Students may lose the privilege to drive and park on all school property if the rules and regulations are not observed.

All cars and motorcycles driven to school by students must be registered and parked in the designated student parking areas. The price of parking decals will be announced each fall. The decal must be displayed in the place designated by the administration.

Students, who park on school property without a permit, or those who park in an area not designated for student use, may be subject to disciplinary action. Repeat offenders may have their permit revoked or their vehicle towed at the owner's expense.

The speed limit on school property is 15 m.p.h. This speed is established for the safety of everyone. Once the student drives on campus, the student should park and lock the vehicle. Use of vehicles is prohibited until the end of the school day unless permission is received through the Grade Level Assistant Principal's Office. Students may lose parking privileges if they leave campus during the day without permission.

A fee will be charged for a replacement permit if the permit is lost due to disciplinary action. Students are prohibited from loitering in the parking lot. Students must have written permission from the Assistant Principal's Office to enter the parking lot during school hours.

Students are responsible for the security of their vehicles parked on school property. Students shall not place, keep or maintain any article or material that is forbidden by district policy in a vehicle parked on school property. Vehicles parked on school property may be searched by school officials if there is reasonable suspicion to believe the vehicle contains articles or materials prohibited by district policy. Students shall be responsible for any prohibited items found on vehicles parked on school property. (See "Interrogations and Searches.") Driving/parking violations will result in loss of driving privileges, fines, or other disciplinary consequences. Student must have a pass from and Assistant Principal to be in the parking lot during school hours.

Notice to Bus Riders
All students who ride school transportation vehicles are prohibited from loitering in the parking lots before and/or after school.
Facilities Used By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before – or after-school activities on District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

Hall Passes

All students must have hall passes signed by a school official in order to be in the halls during class or during lunch periods. The pass should include the student’s name, date, time and destination. It is the student’s responsibility to obtain a proper pass from the teacher. Students who fail to obtain a proper pass may receive consequences. While in the halls, students should keep their voices low so as not to disturb others.

Permission to Leave Campus

Leander ISD High Schools are closed campuses. Once students arrive, they are not permitted to leave the school campus during the day. This rule is established for the students’ safety. Parents are asked not to call the school to have permits delivered to students. Should an emergency arise, a grade level assistant principal should be notified. If a student must leave campus before the end of the day, arrangements must be made through a written note from the parent. The note should contain the following information: name of student, grade and ID number, reason for leaving school campus, time the student is to leave school, person to whom the student is to be released, and parent’s signature. All school time used for personal business will be unexcused unless a pre-arranged absence form has been approved by an Assistant Principal.

Student Pick-Up Procedures

In an effort to reduce classroom disruptions, parents should send a note with a student requesting a permit to leave. If the situation does not allow prior notice and the parent wishes to pick up a student early, the parent should come to the Main Office, request the student, and sign the student out.

Delayed Opening/Early Dismissal of School Due to Inclement Weather

On occasions of possible hazardous road conditions, the Leander ISD transportation department will check the roads. The Superintendent will make a decision about whether to delay school starting time, cancel school, dismiss classes or proceed as usual with school. Information about school closings, delays or dismissals will be posted on the District website at www.leanderisd.org, the Leander ISD “Insider” messaging system, and will be announced on local radio and television stations.

Questions should be directed to the LISD transportation department after 6:00 a.m. at 512-570-0700. In the event school is dismissed during the day, parents may pick students up at the main office if they so desire. Parents must notify the school office and sign the appropriate forms before students may be taken from campus.

Student Fees

Education for students of the Leander Independent School District shall be free and no student shall be denied this education because of inability to furnish the necessary educational supplies. Fees or deposits required of students will be held to a minimum and only as permitted by law. Students are expected to provide their own supplies of pencils, paper, erasers and notebooks. They may be required to pay certain other fees or deposits, including:

1. Club dues,
2. Security deposits (elevator keys $10.00),
3. Materials for a class project the student will keep,
4. Personal physical education and athletic equipment and apparel,
5. Voluntary purchases of pictures, publications, class rings, etc.,
6. Student accident insurance on school-owned instruments,
7. Instrument rental and uniform maintenance,
8. Parking fees and student identification cards, and
9. Fees for damaged books and school-owned equipment.

**Restrooms**
Students should assume responsibility for proper care and use of the restrooms. These facilities are not for loitering or congregating.

**Telephones**
There is a phone available for student use on each campus. These phones are for limited use only and may be used before or after school. Please limit calls to 3 minutes to prevent disruption of student learning, use of cell phones during class is prohibited. *Students may receive telephone messages only in emergency situations.* Telephones in classrooms are for official use only and are not intended for student use.

**Meals and Cafeteria**
The school kitchen prepares nutritious breakfasts and lunches daily. Students may purchase school meals or bring lunch from home. Students who purchase school meals or bring a lunch from home may also choose to purchase beverages or other extra items that are not included in a school meal.

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

Breakfast is served on all campuses preceding the beginning of each school day.

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

The District offers a program of free and reduced meal prices based on a student’s financial need. Information on this program is available in the school office or on the Leander ISD website, [www.leanderisd.org](http://www.leanderisd.org).

Meals may be purchased on a daily, weekly, monthly or yearly basis. Prepayments can be accepted at any time with cash, check or online through the Leander ISD website. The money is kept on the student’s account and debited with each meal or extra item purchase.

If high school students do not have breakfast or lunch money available, they may charge up to $5.40 (approximately the equivalent of two lunch meals). All meal charges must be repaid the next school day. Should unpaid charges accumulate past the two meal limit, students will be provided with an alternative meal.

To keep the school clean and neat, certain rules are established. Food and drink will be allowed only in the cafeteria area, not in any academic area, gym, theater, foyer, band hall, etc. For safety reasons, glass containers are not to be brought onto the campus. Students should dispose of all eating utensils, drink cans, paper, etc. in the appropriate place. Chairs are not to be taken out of the Commons/Cafeteria area.

During meals, students are permitted only in designated areas. Students are not allowed to have food delivered to school from commercial establishments.

A high school campus may not serve or provide access to competitive foods during meal periods in areas where reimbursable (school) meals are served and/or consumed. All competitive foods sold or provided to students must meet the nutrition standards listed in the above-mentioned policy. Competitive foods are foods and beverages sold or made available to students that compete with the school’s operation of the National School Lunch Program, School Breakfast Program or After School Snack Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company or organization. Federal regulations prohibit the sale of Foods of Minimal Nutritional Value (FMNVs) in the food service area during meal periods. Those are listed in the above-mentioned policy.
Vending Machines
Students have access to vending machines on high school each campus. Students are responsible for following the campus regulations regarding vending machines.

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

- Offering both fruits and vegetables every day
- Serving whole grain foods (breads, rolls, brown rice, tortillas, cereals, breading on nuggets, etc.)
- Offering only fat-free and low fat milk
- Limiting calories and portion sizes based on the age of the children
- Reducing sodium, saturated fat, and trans fats

The meal pattern consists of five components – Meat/meat alternate, grain, fruits, vegetables, and milk.

LISD schools follow the “offer vs. serve” program to help decrease food waste and give students a choice at mealtimes. Students may select three or more of the above components, but one must be a fruit or vegetable. The only item that is required of all five components is a fruit or a vegetable.

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

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

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

Fines: Students receive overdue/fine notices regularly; students may be charged the replacement cost for lost items and fines or damaged items. Additional fees may be charged lost date due cards. Refunds can be made for lost items returned prior to the close of current fiscal school year; fines for damaged items cannot be reimbursed. There is no fine charge for overdue books. Students assigned to LEO can ask LEO staff for assistance in clearing library accounts on their home campuses.

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

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

Parental Input: Library collections are developed to meet the diverse needs and interests of our students. While we try to ensure that every reader is able to find the right book, not every book is right for every reader. The librarians in Leander ISD support and encourage parental guidance for children in making selections they deem appropriate for their family, and are happy to visit at any time about how we can assist in that process, including access to interlibrary loan materials (please see the Interlibrary Loan (ILL) section above).
Study Areas
The cafeteria and library are open and available for students to use thirty (30) minutes prior to the beginning of the school day.

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

Student Special Deliveries
Special deliveries need to be cleared by the office prior to delivery. The school does not have the facilities to hold many deliveries. Deliveries of flowers, balloons, etc. will be kept in the Main Office area. Students will be notified to pick up their delivery after school.

ACADEMICS

Advanced Academic Programs Overview
In addition to all Texas Essential Knowledge and Skills, subject matter is extended both in breadth and depth and aligned with the expectations of college-readiness from both the Advanced Placement Program (AP) and the International Baccalaureate Program (IB). Courses designated with Pre-AP/IB at the 9th and 10th grade level prepare students for the rigor of 11th and 12th grade AP/IB courses. In accordance with the philosophy espoused by the College Board and the IB program, enrollment in Pre-AP/IB and/or AP/IB courses at the high school level is open to all students who wish to undertake a rigorous course of study. The IB Program is offered at Leander High School, while AP courses are offered at each of the Leander ISD high school campuses. Both the IB and AP Programs offer courses available in all core subject areas, world languages, and some electives.

AVID
(Advancement Via Individual Determination) is a college-readiness system designed to increase the number of students who enroll in four-year colleges. Although AVID serves all students, it focuses on the least served students in the academic middle. At the high school level, AVID students take the AVID elective class, in which they receive support through a rigorous curriculum, ongoing, structured tutorials and AVID elective teachers. As part of AVID, students are asked to enroll in challenging course work, such as Pre-AP, AP, or IB courses. In order to participate in AVID, teachers nominate students and applications are distributed to these students. In addition to teacher nomination, a student may individually request an application.

QUEST/GT
The LISD gifted program, QUEST/GT is designed to meet the needs of identified gifted students who have demonstrated above-average ability in the following two areas of giftedness as defined by the Texas State Plan for the Gifted: 1) high general-intellectual ability at the 95th percentile; and, 2) creative and productive thinking. In high school, QUEST students take Pre AP English QUEST classes during ninth and tenth grades. They may participate in the QUEST Lab designed to meet individual student's needs and interests. Students also may choose to pursue an independent study project in an area of their choice through the QUEST/GT Independent Study Mentorship class.

Course Selection, Schedule Changes
Students and parents should give careful consideration to selecting appropriate courses. The choices students make during the selection process determine the master schedule and course offerings at their school. The master schedule determines teacher assignments and is designed to maximize student opportunities and minimize scheduling conflicts. Master schedule changes may be affected by insufficient course enrollment or instructor availability.

Students should pay particular attention to the alternate electives they select during the course selection process. To avoid schedule conflicts, a student may be placed in one or more of his or her alternate selections. In order to schedule efficiently and effectively, student schedules will not be changed to select different teachers, lunch periods, or any different elective or alternate elective.

There are generally three types of schedule change requests: schedule corrections, schedule change requests, and course level changes. These are explained below:
Schedule corrections are errors made by the school when constructing a student schedule. Corrections do not require a parent signature. Corrections will be considered during the first five (5) class meeting days for the following reasons only:

- The student is a senior and does not have a course required for graduation
- The student does not have the prerequisite(s) for the course
- Course credit was previously received (for example, through summer school, correspondence courses, Examination for Acceleration, etc.)
- A data entry error made by the school (for example, two first-period classes, or a schedule that does not contain the full number of classes)
- Student has been dismissed from a program where approval must be granted for placement
- Student has previously failed this course with the same teacher
- Student needs remedial coursework for State assessment graduation requirements

Schedule change requests are new choices requested by a student. Any requests to change a schedule will be considered only for a compelling educational circumstance, will be subject to space availability, and will require a parent signature. In order to schedule efficiently and effectively, student schedules will not be changed to select different teachers, lunch periods, or any different elective or alternate elective. Schedule change requests will be considered during the summer (by August 1) and during the first two weeks of school.

Course level changes are requests to change from an advanced-level class into an on-level class or another elective. Advanced course work in high school is the single best preparation for college and career. Students and parents should give careful consideration to any request to change these courses.

- Course level change requests for advanced-level courses with a corresponding on-level class (for example, AP World History to World History) will be accepted during the summer, until August 1, by contacting the campus counselor.
- Course level change requests for advanced-level courses with no corresponding on-level class (for example, AP Calculus to Technical Theater) will be considered a schedule change request and will be handled as described above.
- After the start of school, course level changes for advanced courses with a corresponding on-level course:
  - will be considered only at the end of the first three-week progress reporting period and at the end of the first semester.
  - will be considered only after the student has made a sincere effort to succeed by attending tutorials, completing assigned work, and by conferencing with the teacher.
  - will be considered only after a parent-teacher conference has been conducted.
- An appeals process exists to request a course level change outside of the guidelines listed above. Please see your school counselor for additional information.
- Grade transfer from advanced-level course to on-level course:
  - The student will transfer into the new course with the grade(s) recorded from the original teacher. These grades will be averaged with the new grades recorded in the new course.
  - The transfer grade (grade from original teacher) is not weighted (see below)
- Weighted grades for advanced courses:
  - Students earn additional GPA points (weighted grades) at the semester upon completion of advanced coursework.
  - Weighted grades are used in GPA calculation only. Individual assignment grades, numeric six-week cycle grades, and transcript grades do not reflect weighted grades.

For examples, see GPA Calculation and Reporting in LISD High School Course Catalog.

Career Development System

“Career” implies more than just a job; it includes education, work, and lifestyle. Achieving a successful and satisfying career takes years of education, planning, studying, training, and hard work. The Leander ISD Career Development System provides a seamless array of Career-planning opportunities and experiences for all LISD students. Its components are closely interwoven, each supporting the other in a multifaceted, comprehensive system. Below is a brief description of the major components of LISD’s Career Development System.
Professional Communications is designed to blend the development of well-rounded communication skills with tools for academic success, academic and career planning, as well as health and social-emotional well-being. The global economy requires individuals to be creative and have a strong background in computer and technology applications, a strong and solid academic foundation, and a proficiency in professional oral and written communication. This course combines the development of communication skills (writing, reading, editing, speaking, listening, applying software applications, conducting Internet research, etc.) with an emphasis on tools and strategies for academic success, such as time management, organization, and study skills. Furthermore, the course will allow students to develop a greater understanding of educational and career opportunities while exploring their interests, aptitude, personality, and learning styles. Students will use the Naviance software to assist in the exploration of career and educational opportunities, develop a four-year high school plan, and explore the LISD Programs of Study. A Student-led Parent Conference is held during the year to allow parents an opportunity to review four-year high school plans. Professional Communications is a requirements for all 9th grade students.

Career Opportunities on Location (COOL) Week is a partnership program in which seniors can attend a business site, in a chosen field, to job shadow and to learn the connection between education and the world of work, culminating in a presentation involving problem-solving and teamwork skills. A major goal of COOL Week is for students to learn how specific occupations are performed and become aware of the aptitudes, education, and training required to be successful in their chosen profession.

The Program of Study Leander ISD offers Program of Study opportunity in all five (5) state recognized Endorsement areas. The State recognized endorsement areas are: Science, Technology, Engineering and Mathematics (STEM); Business and Industry; Public Service; Arts and Humanities; and Multi-disciplinary. An important goal of the Program of Study is for our graduates to be set apart from other students from across the state. The Program of Study is the vehicle through which this is accomplished. A Program of Study certificate is awarded upon graduation. More than 25 Programs of Study are currently available in the five (5) Endorsement areas. Courses chosen during high school become the foundation for the future; therefore, careful selection of courses will form a Program of Study related to a chosen post-secondary educational goal.

Career and Technology Education
Leander ISD offers career and technology education programs in agricultural science, business, health science technology, family and consumer sciences, marketing, technology education, building trades, computer-aided drafting, cosmetology, architecture, engineering, electrical trades and automotive. Admission to these programs is based on interest and aptitude, age appropriateness, class space available, and the student’s career passport.

It is the policy of Leander 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.

For information about student’s rights or grievance procedures, contact the Title IX Student Services Coordinator, Brandon Evans (512-570-0150), and/or the Section 504 Coordinator for Student Services, Linda Sekula, at P. O. Box 218, Leander, Texas 78646, (512-570-0000).

Correspondence Courses
All high school students may take correspondence, distance and virtual courses and earn credit toward graduation. Students may choose to take correspondence, distance and virtual courses outside the school day at their own expense (in certain circumstances, Texas Virtual School Network may be provided free of charge). Prior to enrollment in these courses, students must make written request for approval to enroll in the course through their guidance counselor. Credit toward state graduation requirements shall be granted under the following conditions:

1. The institution offering the course is The University of Texas, Texas Tech University, Texas Virtual School Network, or other public institution of higher education—approved by the Commissioner of Education.
2. The course includes the state-required Texas Essential Knowledge and Skills for such a course.
3. LISD will consider granting credit for courses taken through entities not named above. Prior approval must be sought, and the campus counselor should be provided with syllabi and other course information. The counselor will submit the documentation to the District Curriculum office for approval. Families should allow at least two weeks for this process.

Grades earned in correspondence, distance and virtual courses are not used to determine grade point average (GPA). Leander ISD Virtual School will be calculated in GPA. T’xVSN and MyLanguage will be calculated in GPA beginning with the 2014-2015 school year for students entering the 9th grade and beyond. Seniors who are enrolled in correspondence,
distance or virtual courses to earn units required for graduation shall complete the course and submit the grade for recording at least 30 days prior to the graduation date in order to be eligible for graduation at the end of the term.

Student athletes who are considering correspondence, distance or virtual courses must check with the NCAA to inquire if a course of this type is acceptable as part of the NCAA core curriculum requirements. See www.ncaa.org or 1-877-262-1492.

A correspondence, distance, or virtual course is not considered completed until the final grade is recorded in the campus registrar’s office.

Credit by Examination – If You Have Taken the Course
If a student fails a course, he/she may have the opportunity to recapture the lost credit by taking a credit by exam (C.B.E.), typically from the University of Texas at Austin, at their own expense. The student should contact the appropriate counselor for registration information. A grade of 70 must be earned on the exam for the student to reinstate credit for the course, although this grade is not used to determine grade point average (GPA). A student may not use this examination to regain eligibility to participate in extracurricular activities.

Exam for Acceleration – If You Have Not Taken the Course
Examination for Acceleration (EA) allows students who, without prior instruction, have already mastered the content and skills in a particular course, to advance to the next level. EA registration forms are available through the campus counselor. The district provides four EA testing windows at no cost to the student. Specific testing windows and registration deadlines for EA are posted on the District and Campus websites. Parents and students may get additional information about EA from campus counselors or by emailing kathy.wood@leanderisd.org or sarah.hyde@leanderisd.org

Students must score 80% or higher on the Exam for Acceleration, although it is not used to determine grade point average (GPA). The campus will notify the parents and students upon receiving results of the tests. At the beginning of the semester after EA testing, students will be scheduled into appropriate classes based upon EA results, recommendations of District staff and written parental permission.

Credits for Promotion
A student must earn the required number of credits to be promoted from one grade level to the next grade in high school. The following information outlines the minimum number of credits a student must have:

- 5 credits = 10th grade
- 11 credits= 11th grade
- 18 credits= 12th grade
- Graduation= 26 credits or more, and student must meet all state graduation requirements.

Summer School
LISD offers many courses in summer school both for recovery and original credit. Students desiring to take a summer school course should receive course approval through their school counselor. Information concerning summer school is available on the LISD website, or in the counseling office. **Summer school courses taken in LISD will count toward GPA.** Courses are scheduled based on sufficient student enrollment.

Grading System
Grades will be recorded as a numerical average of the work done to satisfy course requirements.

Grades of:
- 90-100= A
- 80-89= B
- 70-79= C
- 0-69 = F

An Incomplete may be given on a temporary basis until the student makes up all required work. A seven (7)-day period will be allowed for this purpose. If the work is not made up within the time allowed, the grade will be converted to a failing grade. The principal may modify this regulation in cases of extenuating circumstances. Grades shall not be reduced for disciplinary reasons except in case of late assignments or academic dishonesty.
Honor Recognition
Leander ISD recognizes the academic achievements of its students. Each grading period, A Honor Roll and A-B Honor Roll students receive special recognition for their achievements. Students are eligible for the A Honor Roll if they receive a grade of 90 or above in all subject areas. Students on this list must have all "satisfactory" conduct grades. Students who maintained all "A's" for a complete semester are also recognized at the campus level. Students are eligible for the A-B Honor Roll if they receive a grade of 80 or above in all subject areas. Students on this list must have all "satisfactory" conduct grades.

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

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

- Students must complete the retake or redo opportunity within five school days of the notification to the student of a failing grade.
- Students must participate in any re-teaching or review activities assigned by the teacher in preparation for redoing an assignment or test
- Semester final exams are excluded for the retest or redo policy.
- Students that receive a failing grade due to violation of academic dishonesty are not eligible for the retake or redo opportunity.
- The maximum grade for a replacement/retake or redo assignment will be a 70 for high school courses.

End-of- Course Assessments
Under House Bill 5 passed by the Texas Legislature last year, Texas students are now required to pass five end-of-course exams – Algebra I, English I, English II, Biology and U.S. History – to receive a high school diploma. (Exception- Senate Bill 149/ Individual Graduation Committee)

Progress Reports
Progress reports will be issued to all students after the third week of each grading period. Students who are borderline or failing should seek academic help from their respective teachers. —Grades are updated on a weekly basis and parents are encouraged to view student progress by using txConnect. -The txConnect link can be found on every page of the District website, www.leanderisd.org, under the “Quick Links” section. The txConnect system will NOT replace current paper Progress Reports, which will still be mailed to Leander ISD parents.

Progress Reports and Report Cards Now Available in Electronic Format
Parents of secondary students have the option to view and print their child(ren)’s interim progress reports and report cards by using txConnect rather than receiving paper copies. To receive electronic grade reports, parents must follow two steps. First, parents will need to set up or login to their txConnect account (at https://ittcsgb.esc20.net/PALN/Login.aspx), and second, register to receive these reports by following the instructions (also available at www.leanderisd.org and on your child’s campus website). If parents select this option, parents will be notified by email as soon as the interim progress reports and report cards are available in txConnect. These reports will be replaced every grading period when new reports are produced. The grade reports on txConnect will look identical to those that are sent home. If you have any questions or concerns, please contact your campus registrar.

Report Cards
Report cards will be mailed to the parents following the end of each six weeks-grading period. Parents are encouraged to schedule an appointment with teachers to discuss the academic progress of their students. Parents are also encouraged to view student progress on txConnect (see Progress Reports above for directions).
Student Conduct Evaluation
In addition to the achievement grade in each subject, the student is also evaluated on conduct in class. This evaluation gives the student and his parents an indication of the student's conduct in particular classrooms.

Course Exams
An exam may be given at the conclusion of each grading period. There may also be a semester exam or final exam.

Tutorials
Various help sessions are available before and after school to assist students in being successful in their classes. Students who are experiencing difficulty in their courses are encouraged to attend the sessions. Information about specific sessions can be obtained from the student’s teacher.

Spring Final Exam Exemptions
All students are required to take their fall semester exams. Students may earn exemptions from their Spring Final Exams if they qualify by meeting the criteria described below. Exemptions from Final Exams are an honor earned by students who attend school regularly, follow the student code of conduct, master the required content and demonstrate required grades. Students who qualify for spring semester exam exemptions must attend all classes during the week of semester exams. Qualifying students are exempt from taking the semester exam but are not exempt from attending class.

Qualification for Spring Exam Exemptions will be based on a student’s attendance for the entire school year. Students will qualify for an exemption in each class based on a combination of absences and minimum grade requirements:

- **Number of Absences** must not exceed 6 per class period for the entire year. Students moving in at semester must not exceed 3 absences per class period.

- **Minimum Average Grade Required** is determined by averaging the 5 grading cycles. Students must obtain a grade average of 80 - 100. Students who level down from AP/Pre-AP to an on-level course must follow the general exemption requirements.

- Semester Courses including AP Government and AP Economics are not eligible for exemptions. Students enrolled in semester courses will be required to take the semester exams.

Additional Exemption Considerations:
- Students taking an AP/IB exam for the course in consideration will not have an additional final exam in that class (except AP Government, AP Economics).
- **All students enrolled in an AP/IB course will take the AP/IB Exam or the Spring final** for the course in consideration. AP/IB courses are considered college level courses; therefore, they are not eligible for exemptions.
- Students with a passing semester average in a course that requires an End of Course (EOC) exam are exempt from the final exam in that class.
- Students who have earned an exemption for a class may choose to take the semester exam and have the exam count in their semester grade if it improves their grade for the course.
- Students and parents/guardians may check attendance and grade records for accuracy through their txConnect account at: [https://itccsgb.esc20.net/PALN/Login.aspx](https://itccsgb.esc20.net/PALN/Login.aspx).

Exemption Eligibility Process:
- Absence from any single class period or an entire day will trigger a phone call to the number on file to notify the family of an absence.
- Already mentioned above, written verification of the absence must be received by the school within two (2) days of a student’s return to school.

Attendance Coding Adjustments:
- On occasion, a teacher may mark the wrong attendance code for a student. Example: Student marked Unverified-Unexcused when the student is participating in a UIL event. Adjustment to such errors should be completed according to the following guidelines:
  - **Attendance Correction Process**:
    - At the end of each grading cycle, the number of absences per class will be posted.
    - At the end of each grading cycle, attendance corrections must be made within ten calendar days.

*During the last grading cycle of the Spring Semester:*
An exemption status list will be posted at the end of the three weeks for students to review.

Any corrections for the last grading cycle of the second semester must be turned in within five (5) school days of the posting. Attendance coding adjustments will not be made past this deadline.

During the fourth week of the last grading cycle, a timeline will be posted at the Assistant Principal's office to inform students of further posting, deadlines and exemption distribution. Students are responsible for meeting all deadlines. No changes are made after the deadline. Please refer to the chart below for additional clarification.

### Attendance Code & Exemption Implications

Please refer to this attendance codes chart to determine if an absence is counted against exemptions eligibility:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Not Counted Against Eligibility</th>
<th>Counted Against Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Absence-Excused</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>ACC Testing</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Co-Curricular School Related Absence</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Under Doctor Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure to Attend</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Other Instruction on Campus</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Homebound/CEHI</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>ISS Placement</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Medical Appointment-Parent Note</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>LEO Assignment</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Medical Appointment- Doctor Note</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Funeral/Memorial</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Unverified-Unexcused</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Nurse Sent Home</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td>Appealed Absence-Approved by Attendance Committee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Suspended</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Late to Class but Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unexcused Absence</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Hours Made Up-Excused Absence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Extra-Curricular School Related Absence</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Permit w/o Absence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>College Visit</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Testing(i.e. AP/IB/TAKS)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>State Approved Non-Absence</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Truant on Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Late Excused Absence</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Late Unexcused Absence</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Hours Made Up-Unexcused Absence</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Absent from Sub-Campus</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

1. Any class period marked with an absence code from this column will **NOT** be counted for exam exemption eligibility. Even if a student has more than three absences in a class period from this column, she/he *may* be eligible for exam exemptions.

2. Each and every class period marked with an absence code from this column will be counted as one of the absences counted to determine eligibility for exemptions. Any single class period with more than three absences from this column do **NOT** qualify for an exam exemption.

All students’ absences must be verified in writing by a parent. All absences are documented as unverified-unexcused absences are until written verification is received by the school. Written verification of the absence must be received by the school within two (2) days of the student’s return to school. It is best to submit a hand-written note directly to the attendance office. However, a faxed copy of a parent’s not or a scanned and E-mailed copy of a parent’s note is acceptable if sent from the parent’s E-mail address on file with the registrar. Upon receipt of written verification from a parent for a valid reason, the unverified-unexcused absence will be changed to an excused absence. Student and
parents/guardians may check attendance and grade records for accuracy through their account at https://itccsgb.esc20.net/PALN/Login.aspx

Early Finals
Early finals will not be given to any student without administrative approval.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Action</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 48 hours of return to school</td>
<td>Written Verification of student absence</td>
<td>Student turns in parent note for absence due to illness</td>
</tr>
<tr>
<td>Within 10 days of grade posting</td>
<td>Adjust grading errors</td>
<td>Student works with teacher(s) to complete assignments or exams to correct any incomplete grade postings</td>
</tr>
<tr>
<td>Within 10 days of the end of the first six-weeks of a semester</td>
<td>Adjust attendance code errors</td>
<td>Student turns in written note of ACC testing on the day the teacher marked the student absent(unexcused/unverified)</td>
</tr>
<tr>
<td>Within 10 days of the end of the second six-weeks of a semester</td>
<td>Adjust attendance code errors</td>
<td>Student turns in written note from clinic for a date 3 class periods were missed for an appointment and marked absent(unexcused/unverified)</td>
</tr>
<tr>
<td>Within 5 days of a posted absence during the last six-weeks of a semester</td>
<td>Adjust attendance code errors</td>
<td>Student turns in written note of Co-Curricular School Related Absence for a day a teacher marked the student absent(unexcused/unverified)</td>
</tr>
<tr>
<td>Third six-weeks of a semester</td>
<td>Adjust attendance code errors</td>
<td>Student may check the listing to determine their eligibility and learn where to receive exemption tickets</td>
</tr>
<tr>
<td>Day of Exams</td>
<td>Follow Campus Exemption Process</td>
<td>Each campus will have unique rule/procedures on how students must check in for daily attendance purposes</td>
</tr>
</tbody>
</table>

Help Sessions
Various help sessions are available before and after school to assist students in being successful in their classes. Students who are experiencing difficulty in their courses are encouraged to attend the sessions. Information about specific sessions can be obtained from the student’s teacher.

Conferences with Teachers
Students are encouraged to speak with teachers about any questions or concerns they may have. Teachers will arrange to meet with individual students before or after school, as needed.

Academic Counseling
Students are encouraged to talk with their school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation programs. All students in grades 8-12 and their parents will be provided information about the recommended courses for students preparing to attend college, as well as available career and technology/technical school programs or the military.

Students in grades 8-12 who are interested in attending a college, university, training school, or pursuing some other advanced education should work closely with their school counselor to take the courses that will best prepare them for their future. In order to obtain graduation requirements, course descriptions and sequencing, and/or endorsements offered through the Career Technical Education program, parents and students can access the Leander ISD Course Catalog, on the district website or talk with their school counselor.

Personal Counseling
Counselors are also available to help students with a wide range of personal concerns. Counselors are familiar with community resources and may refer you to them, other sources of information and assistance. Students and/or parents who wish to discuss academic or personal concerns with a counselor should contact the campus.

Certified drug and alcohol counselors provide educational services to all students and are available to counsel students who are concerned about their own substance use or the substance use of someone close to them. Materials or videotapes that may be used with students are available for preview by contacting 512-570-0315.
Chemical Abuse Prevention Program (CAPP)

Chemical Abuse Prevention Program (CAPP): Early Substance Abuse Intervention.
Leander ISD promotes the prevention of substance use, misuse, abuse, and dependency with K-12 research-based education following the TEKS, individual and group counseling for students at risk of using, affected by someone else’s use or their own use. Students who are placed at LEO for a drug or alcohol related offense are screened by a counselor with a non-medical screening tool, and parent contact is made by the CAPP coordinator after the screening. Parent/guardian involvement is required for further assessment and referral. LISD staff is provided access to training on the signs and symptoms of substance use and abuse so that they may recognize the signs that may indicate the need for substance abuse intervention and then would contact their campus counselor to initiate a referral to CAPP. The campus counselor is the liaison for identified students and works closely with the CAPP counselors and CAPP coordinator. A student who is referred to CAPP counseling is required to have parental consent.

CAPP’s Mission: The Chemical Abuse Prevention Program will promote and support wellness, healthy choices and a drug free lifestyle through prevention and counseling.

Education – K-12 health education is done addressing the TEKS related to alcohol, tobacco, and other drugs. For more information on the elementary health education including the subjects covered, the videos used, and sample follow-up questions to use with your children after their health lessons, go to www.leanderisd.org, Parents and Students, Student Services, Chemical Abuse Prevention Program, Alcohol, Tobacco and other Drug (ATOD) Education.

Counseling - Individual and group counseling is available for students concerned with their own substance use or the substance use of someone close to them. Counseling assists students in building skills, such as problem solving, critical thinking, communication, assertiveness, refusal and resistance skills, resolving conflicts, building positive relationships, planning and decision making, and more. Benefits of counseling may include improvements in grades, attendance, communication skills and relationships. For further information and a referral to a CAPP counselor, contact your campus guidance office.

Substance Abuse Assessments - If you have a student who may have an alcohol or drug use, misuse, or abuse problem, a substance abuse assessment can be done to ascertain if the use is experimental, recreational or social use, substance abuse, or substance dependency. The assessment takes approximately 2 hours and can be completed during or after school. At least one parent needs to be in attendance at the appointment. For more information or to schedule an assessment, contact the CAPP coordinator Mary Ann Kluga at 512-570-0315.

Tobacco Education Classes are offered several times during the school year that meet school and/or court requirements for a student’s tobacco citation. For more information and to register online, go to www.leanderisd.org, Parents/Students, Student Services, Chemical Abuse Prevention Program, Tobacco Cessation.

Parenting Classes are offered periodically. Watch the Leander ISD website and the Leander Insider, for dates or contact the CAPP coordinator Mary Ann Kluga at 512-570-0315 for details.

Voluntary Random Drug Testing Program - Students are encouraged to be a part of the random drug-testing program. Testing is done from oral fluids (saliva swabs). This program is a helpful deterrent to drug use. There are two portions of the voluntary program: voluntary random (where your child will be included in the testing pool with all the other students who have signed up) or the family/student request program (where the parent or the student can call up to twice a year and request their child be drug tested the next time testing is done at their child’s campus). To enroll your child in the drug testing program, go to www.leanderisd.org, Parents/Students, Student Services, Chemical Abuse Prevention Program, Voluntary Drug Testing. Complete the consent form and be sure that both your and your child’s signatures are included, and return it to Mary Ann Kluga via email at maryann.kluga@leanderisd.org or regular mail at Leander ISD, P.O. Box 218, Old Admin Building, Leander, TX 78646. The drug testing consent forms are also included in the first day of school packets sent home with each secondary student. For more information, contact the CAPP Coordinator, Mary Ann Kluga at 512-570-0315.

Graduation Requirements
High school graduation requirements are based on the school year a student first enters the 9th grade. A detailed description of these graduation requirements and plans can be found in the LISD High School Course catalogue.
Graduation Under Special Education

A student receiving special education services may graduate and be awarded a high school diploma in one of the following ways:
1. The student has satisfactorily completed the state or District’s curriculum and credit requirements; OR
2. The student’s ARD committee determines that the student has successfully completed their IEP; OR
3. The student’s ARD committee determines that the student no longer meets age eligibility requirements and has completed the requirements specified in the IEP.

Physical Education

Students are required to earn one (1) credit from the following courses for graduation: Foundations of Personal Fitness, Aerobic Activities, Team or Individual Sports, or Adventure/Outdoor Education. Leander ISD shall allow students to substitute certain physical activities for the one (1) required unit of physical education. Such substitutions shall be based on the physical activity involved in drill team, marching band (fall semester only), cheerleading, athletics and ROTC. If a student drops out of these programs, the student must immediately begin to take PE at the rate of one course per semester until the one (1) credit requirement is met. A student participating in an appropriate private or commercially sponsored physical activity program conducted off campus may credit for PE substitution. See campus counselor for details.

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

Athletics

We believe that an exemplary athletic program is an extension of the classroom. As such, athletics offers students an opportunity to develop and grow physically, intellectually, emotionally, and socially. The positive benefits that participation in athletics offers include, but are not limited to self-esteem, self-discipline, self-confidence, goal setting, commitment and the development of team spirit. Further, participants learn the values associated with competition and benefit from the experience of both victory and defeat.

For more information regarding LISD Athletics, visit our webpage at: http://www.leanderisd.org/default.aspx?name=dept.athletics

Human Sexuality Curriculum

Leander ISD provides human sexuality instruction to all students grades 4-12 in accordance to Board policy (EHAA, Legal) and state law (Ed Code 28.004 (c)). The content of the curriculum includes instruction related to human sexuality, sexually transmitted diseases, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS). State law requires districts that provide instruction on human sexuality to focus the curriculum on abstinence as the preferred choice of behavior for unmarried persons of school age. Human sexuality instruction in Leander ISD will be limited to the content, courses, and guidelines specified in the LISD Human Sexuality Curriculum. Participation in the human sexuality instruction is voluntary and students can be removed from participating in the instruction by written request of a parent or legal guardian. Parents or legal guardians will receive notice in the form of a letter about the teaching of the curriculum. Parents or legal guardians are provided an opportunity to preview the curriculum document and teaching materials by contacting the campus. Parental input to the development and/or review of the human sexuality curriculum can be made to the LISD School Health Advisory Council (SHAC). For information about the LISD SHAC or grievance procedures, contact the Assistant Director of Whole Student Initiatives, Kim Davies, at P.O. Box 218, Leander, Texas, 78646, (512-570-0383).

School Health Advisory Council

Leander ISD has established a School Health Advisory Council (SHAC), in accordance with the state (19 TAC 74.31) and district (EHAA (Legal)) policy, to insure that local community values are reflected in the District’s health education instruction. The council’s duties include making recommendations on the number of hours of health instruction, curriculum related to the prevention of obesity, cardiovascular disease, and type 2 diabetes, human sexuality and the coordinated school health program. For information about the LISD SHAC or membership procedures, contact the Assistant Director of Whole Student Initiatives, Kim Davies, at P.O. Box 218, Leander, Texas, 78646, (512-570-0383).

College and Career Readiness

College Admission/Top Ten Percent

Texas students may be eligible for automatic admission to a state college or university as an undergraduate student if they meet the following criteria:
1. earn a grade point average in the top 10 percent* of his/her high school graduating class
2. graduate from a Texas public or private high school
3. successfully complete the Recommended High School Program or the Distinguished Achievement Program (or satisfy ACT College Readiness Benchmarks or earn a score of at least 1500 (out of 2400) on the SAT) and
4. apply for admission to a state college or university within the first two school years after graduation from high school.

Students who meet the criteria for automatic admission must submit an application before the deadline set by the college or university to which they are applying.

*The University of Texas at Austin
The University of Texas at Austin is no longer required to automatically admit applicants in excess of 75% of its enrollment capacity for first-time resident undergraduate students.

For the 2017-18 academic year, UT has determined that it will automatically admit all eligible applicants who rank within the top 7% of their graduating classes.

Additional Resources
For the complete text of the statute, please refer to Texas Education Code (TEC), §51.803, available online at http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.803
For questions related to the Automatic Admission policy, please visit the Texas Education Agency webpage at http://tea.texas.gov/index2.aspx?id=2147485632. Please see a counselor on any Leander ISD high school campus for further information and assistance.

College Entrance Exams: PSAT, SAT and ACT
In addition to taking rigorous courses in high school, students should prepare themselves for college entrance exams. College entrance exams include the SAT and the ACT.

The SAT reinforces the key skills and knowledge students are learning in the classroom. Preparation for the SAT begins with the PSAT or Preliminary SAT. In October, LISD administers the PSAT free of charge during the school day to all 9th, 10th and 11th grade students. By taking the PSAT 8/9 in 9th grade and the PSAT/NMSQT (National Merit Scholarship Qualifying Test) in 10th and 11th grades, students have three opportunities to practice for the SAT. Keep in mind, the PSAT/NMSQT is a junior level assessment and the PSAT 8/9 is targeted to 8th and 9th grade level students. Students may receive information from potential colleges through the Student Search Service if indicated by the student on the PSAT answer document. In addition, the 11th grade PSAT/NMSQT is used for qualification for the National Merit Scholarship Competition. Students receive feedback on their PSAT results that can help them identify strengths and weaknesses in preparing for the SAT. LISD recommends that all students take the optional writing portion of the SAT. Information about the PSAT and the SAT can be found on the College Board’s website, www.collegeboard.org.

Another college entrance exam, the ACT, assesses high school students’ general educational development and their ability to complete college-level work. All LISD juniors will have the opportunity to register for an official school day ACT given in April. The ACT multiple-choice tests cover four (4) skill areas: English, mathematics, reading, and science. Writing is not a component of the general ACT exam. Leander ISD recommends that all students take the optional writing test that measures skill in planning and writing a short essay. More information about ACT can be found at their website, www.act.org.

For both the SAT and ACT, registration is available on the websites indicated above. Additional information is available in the guidance office as well as fee waivers for students with financial need. FREE Test prep resources can be found on the campus home page under College and Career Readiness.

We encourage our 11th grade students to take both the SAT and ACT tests, or practice tests, that are given in October and November, and review their PSAT/NMSQT results by January. By taking these exams early, students have the benefit of taking the exams again after comparing results and then deciding which test to concentrate on depending on performance.

Spring semester of the 11th grade year, students should continue to take either an SAT or ACT based on performance. Students should log into Naviance to check the average SAT and ACT scores of the colleges or universities they are interested in attending. The last summer testing opportunities for both the SAT and ACT are in June, so it is important that by the end of their junior year, students have had the opportunity to take both exams and have either registered for June
College Scholarships and Financial Aid
In general, the best source of information about the availability of scholarships and other financial aid is the director of financial aid at a specific college. Students and parents should fill out the application for Federal Student Aid (FAFSA) in October (NEW TIMELINE) of the senior year. This form is required for virtually all types of financial aid. Both parents and students should apply for a FAFSA PIN as early as junior year. Please visit www.fafsa.ed.gov.

Information and applications for local scholarships are available in the high school guidance office and Naviance. Parents and students are encouraged to contact the guidance office with questions 512-570-1000 (LHS), 512-570-1200 (CPHS), 512-570-1800 (VRHS), 512-570-2000 (RHS) or 512-570-2300 (VHS).

Transcripts
Graduating students who plan to enter college should place a transcript order through their Parchment account. All debts and obligations must be cleared before transcripts will be forwarded.

Class Ranking
Graduating seniors are ranked within the graduating class on the basis of their cumulative grade point average for the four years in high school in all subject areas. Grades from the following courses/sources shall not be considered in class rank: correspondence, summer school outside of LISD and other non-accredited schools, distance learning, online, locally developed courses, those taken prior to the ninth grade, dual and co-enrollment, college, credit by exam, exam for acceleration, foreign countries, and credit recovery.

Reporting Class Rank
The District shall report class rank on a student’s official academic transcript unless the parent or student requests that class rank not be reported. The opt-out form for class rank can found in the counseling or registrar’s office.

Academic Honors
The valedictorian and salutatorian are the two students with the highest cumulative grade point averages. To be eligible for valedictorian or salutatorian for class ranking purposes, a student must have attended the high school from which he/she will graduate for the preceding three full semesters.

Beginning with Grade 9 in the 2013-14 school year:
The valedictorian and salutatorian are the two students with the highest cumulative grade point averages. To be eligible for valedictorian or salutatorian for class ranking purposes, a student must have attended the high school from which he/she will graduate for the preceding four full semesters and graduate in no more than or no fewer than four years.

Graduation Commencement Exercises
A student may participate in the high school graduation exercises only if he has successfully completed all requirements as stipulated by the Texas Education Agency and the policies of Leander ISD. A student must have passed all five state mandated end-of-course exams (Algebra I, English I, English II, Biology and U.S. History) to receive a high school diploma and participate in graduation commencement exercises. (Exception- Senate Bill 149/ Individual Graduation Committee) Students completing graduation requirements after the graduation ceremony may receive diplomas by calling the principal’s office. They may also participate in the next regularly scheduled graduation exercise.

All candidates for graduation from Leander ISD’s high schools must wear academic caps and gowns at the graduation exercises. All students are also required to meet dress codes and to practice for the graduation ceremony. In addition, all school obligations must be cleared before a diploma will be issued. (Additions to or substitutions for academic caps and gowns will not be permitted.)

Graduation Expenses
Because you and your child will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, you and your child should monitor his or her progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.
Texas Scholars Program
Texas Scholars is the collective name for a community’s incentives and strategies to motivate all of its students to complete the Recommended High School Plan or Distinguished Achievement Program. LISD is devoted to promoting academic achievement and rigor for all students. Recognition is given to seniors who graduate as Texas Scholars. Currently students are recognized with a frame-ready certificate and a Texas Scholar medal to be worn at graduation.

Requirements for students first entering 9th grade during the fall of 2012 or 2013.

Gold Medal Requirements
• Graduate on Recommended High School Plan or Distinguished Achievement Program
• Complete two courses eligible for college credit
• Meet Texas Success Initiative (TSI) college readiness standards
• Complete a LISD Program of Study

Silver Medal Requirements
• Graduate on Recommended High School Plan or Distinguished Achievement Program
• Completion of two courses eligible for college credit

Requirements for students entering 9th grade during the fall of 2014

Gold Medal Requirements
• Graduate on The LISD Distinguished with Honors graduation plan

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

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

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

Laws To All Parents/Guardians of LISD Students:
The attendance section serves as the official required WARNING NOTICE per Texas Education Code for parents and/or students who might have non-compliance attendance related issues. School districts are required to provide parents with information regarding the Compulsory School Attendance Laws.
If a student is absent for **ten (10) or more days or parts of days** in a six-month period in the same school year:

1. The student’s parent is subject to prosecution under of the Texas Education Code; **and**

2. The student is subject to a referral to Truancy Court under of the Texas Education Code.

It is the parent’s duty to monitor the student’s school attendance and require the student to attend school. Parents may request a conference with school officials to discuss absences. The fact that a parent did not receive an additional notice from the school does not create a defense to prosecution. In this section, “parent” includes a person standing in parental relation. Legal action may be filed against the child, the parent(s), legal guardian(s) and/or any person(s) standing in a parental relation to the child.

**The law in the State of Texas requires a child to attend school. Texas Education Code states:**

(a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.

(b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 19th birthday shall attend school.

(c) On enrollment in prekindergarten or kindergarten, a child shall attend school.

(d) Unless specifically exempted by Section 25.086, a student enrolled in a school district must attend:

   (1) an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under Section 29.084;

   (2) an accelerated reading instruction program to which the student is assigned under Section 28.006(g);

   (3) an accelerated instruction program to which the student is assigned under Section 28.0211;

   (4) a basic skills program to which the student is assigned under Section 29.086; or

   (5) a summer program provided under Section 37.008(l) or Section 37.021.

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

**Attendance for Class Credit or Final Grade**

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

**Official Attendance Taking Time**

In Leander ISD, the official attendance taking time for the District to receive state funding is as follows:

- Elementary—One hour after the beginning of the student's school day
- Secondary—Ten (10) minutes into second/sixth period
- Leander Extended Opportunity (LEO) Center—9:45 a.m.

**Absence Classifications**

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

**Excused Absences:**

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

**Unexcused Absences:**

An unexcused absence is any absence that does not meet the definition of an excused absence (examples: personal business, vacation, traffic, car trouble, etc.).
State Approved Non-Absences:
The following absences are considered “State Approved Non-Absences” if the proper documentation is provided by the student and/or parent/guardian within two (2) days of the student’s return to school. A “State Approved Non-Absence” is one for which the District still receives funding and the student is marked in the attendance system with a code that is equivalent to present.

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

Absences for Military Dependents
A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences to visit with the student’s parent or legal guardian relative to such leave or deployment of the parent or guardian. See Policy FEA (LEGAL), §25.087 Texas Education Code for additional information.

Absences for College Visits
The District may excuse a student from attending school to visit an institution of higher education accredited by a generally recognized accrediting organization during the student’s junior and senior years of high school for the purpose of determining the student’s interest in attending the institution of higher education. The District may not excuse more than two (2) days during the student’s junior year and two (2) days during the student’s senior year. Official verification of the absence from the institution of higher education must be provided within two (2) days of the student’s return to school.

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

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

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

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

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

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

All notes from parents/guardians should include the following:
1. Full legal name of student
2. Student’s ID number
Important: When the student returns to school on the day of or after a medical appointment, it is best if the student presents written verification of the medical appointment from the medical office. The above information can be added to the notice from a medical provider. Parent/Guardian notes will also be accepted within two (2) days of the student’s return to school.

As per LISD Board policy FEC (LOCAL): If a student has established a questionable pattern of absences, the principal or attendance committee may also require that the student present a physician’s or clinic’s statement of illness after a single day’s absence as a condition of classifying the absence as one for which there are extenuating circumstances (state approved non-absences).

If your child has a chronic health condition that requires frequent absences or medical appointments, it is the parent’s responsibility to communicate this information to the school attendance office or administration. The parents will be asked to provide supporting documentation from medical professionals annually.

If the student is 18 years old or older or has been declared an emancipated minor by the court, the student may sign in place of a parent or guardian. Parents/Guardians will be notified by the school when their child is absent. If parents do not want to receive the notifications, they may contact their child’s campus Attendance Office.

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

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

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

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

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

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

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

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

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

Verification of Enrollment and Attendance for Driver’s License
Any person who has NOT obtained a high school diploma or its equivalent must meet specific school enrollment and attendance requirements when applying for a driver’s license. Public school students who will be applying for an original driver’s license or renewing a license must show evidence of 90 percent attendance (do not owe attendance hours) for each class in which the student was enrolled during the preceding semester. Students must furnish the Department of Public Safety a completed and signed copy of the Verification of Enrollment and Attendance. Students should allow at least 24 hours for the attendance office to complete these requests. Students who do not meet the 90 percent criteria (owe attendance hours) may submit a written appeal to the administration.

Attendance and Credit Appeals
A student or parent who wishes to appeal attendance hours owed and/or loss of credit may obtain an appeal form from the attendance office, fill it out completely and return the form to the attendance office. The attendance clerk will provide a copy to members of the Attendance Committee. Petitions for credit may be filed at any time during the semester but no later than thirty (30) calendar days after the last day of classes for that semester.

The Attendance Committee will review the appeal request and determine whether the student should be eligible for credit. The committee may take into consideration attendance records, doctor’s notes, prior arrangements with school administration, extenuating circumstances, additional clock hours completed and behavior. After review of the case, the Attendance Committee will make its recommendation to grant credit, grant credit with stipulations or deny credit. They may also decide to uphold, modify or waive attendance hours owed. The student or parent may choose to appeal the committee’s decision to the campus principal.

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

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

Delayed Opening/Early Dismissal of School Due to Inclement Weather
On occasions of possible hazardous road conditions, the Leander ISD transportation department will check the roads. The Superintendent will make a decision about whether to delay school starting time, cancel school, dismiss classes or proceed as usual with school. Information about school closings, delays or dismissals will be posted on the District Website at www.leanderisd.org, the Leander ISD “Insider” messaging system and will be announced on local radio and televisions stations.

Questions should be directed to the LISD transportation department after 6:00 a.m. at 512-570-0700. In the event school is dismissed during the day, parents may pick students up at the main office if they so desire. Parents must notify the school office and sign the appropriate forms before students can be taken from campus.
Withdrawals
We are always sorry to have a student move from our school. If a family must move, parents are reminded to call the school office a day or two ahead of time so that records will be in order the day of departure. All lunch charges and lost library/textbook fees must be paid before departure.

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

Leander ISD Attendance Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Absence-Excused</td>
</tr>
<tr>
<td>B</td>
<td>ACC Testing</td>
</tr>
<tr>
<td>C</td>
<td>Co-curricular School Related Absence (not UIL)</td>
</tr>
<tr>
<td>D</td>
<td>Absent w/Doctor Note</td>
</tr>
<tr>
<td>F</td>
<td>Failure to Attend</td>
</tr>
<tr>
<td>G</td>
<td>Other Instruction on Campus</td>
</tr>
<tr>
<td>H</td>
<td>Homebound/CEHI</td>
</tr>
<tr>
<td>I</td>
<td>ISS Placement</td>
</tr>
<tr>
<td>J</td>
<td>Under Doctor Care (Chronic)</td>
</tr>
<tr>
<td>K</td>
<td>Medical Appointment – Parent Note</td>
</tr>
<tr>
<td>L</td>
<td>LEO Assignment</td>
</tr>
<tr>
<td>M</td>
<td>Medical Appointment – Doctor Note</td>
</tr>
<tr>
<td>N</td>
<td>Funeral/Memorial</td>
</tr>
<tr>
<td>O</td>
<td>Unverified – Unexcused</td>
</tr>
<tr>
<td>P</td>
<td>Present (Use for Spread Only)</td>
</tr>
<tr>
<td>Q</td>
<td>Appealed Absences Approved by Attendance Committee</td>
</tr>
<tr>
<td>R</td>
<td>Nurse Sent Home</td>
</tr>
<tr>
<td>S</td>
<td>Suspended</td>
</tr>
<tr>
<td>T</td>
<td>Late to Class but Present</td>
</tr>
<tr>
<td>U</td>
<td>Unexcused Absence</td>
</tr>
<tr>
<td>W</td>
<td>Hours Made Up – Excused Absence</td>
</tr>
<tr>
<td>X</td>
<td>Extra-Curricular School Related Absence</td>
</tr>
<tr>
<td>Y</td>
<td>Leave Early</td>
</tr>
<tr>
<td>1</td>
<td>College Visit</td>
</tr>
<tr>
<td>2</td>
<td>Testing</td>
</tr>
<tr>
<td>3</td>
<td>State Approved Non-Absence</td>
</tr>
<tr>
<td>4</td>
<td>Truant on Campus</td>
</tr>
<tr>
<td>5</td>
<td>Late Excused Absence</td>
</tr>
<tr>
<td>6</td>
<td>Late Unexcused Absence</td>
</tr>
<tr>
<td>7</td>
<td>Hours Made Up – Unexcused Absence</td>
</tr>
<tr>
<td>8</td>
<td>District Approved</td>
</tr>
<tr>
<td>9</td>
<td>Absent from Sub Campus</td>
</tr>
<tr>
<td>0</td>
<td>Military Deployment</td>
</tr>
</tbody>
</table>

HEALTH AND SAFETY

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

A student who is ill, needs to stay home until the student is without fever of 100.0 or above and without other symptoms, (vomiting, diarrhea, etc.) for twenty-four (24) hours, and without the use of medications. If a student has been hospitalized, a note from the student’s physician stating the date the student is allowed to return to school is required. Students who come to school with an injury requiring interventions such as surgery, casts, crutches, wheel chairs, etc., must have a physician’s note prescribing what activities the student is/is not allowed to do while under the physician’s care for the injury.

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

The clinic does not furnish any medication. All medication must be provided to the clinic by the parent or guardian. Students are not allowed to carry medications, over-the-counter or prescription (see self-carry exception below). All medication must be in the original container and unexpired. Prescription medication must have the pharmacy label attached, and have a written request signed by both the parent/guardian AND the physician. Physician’s orders are valid for one (1) school year. A physician’s written order is required for any medication change. Over the counter medications must have written instructions and be signed by the parent/guardian. Over the counter medications that are given more than 10 consecutive school days will need an order from the physician. Clinic personnel are only allowed to follow the dosage directions on the bottle/box unless a physician order states otherwise. Medications that are ordered by the physician to be given one, two, or three times per day will not be administered at school unless a specific time is requested by the physician. Medication forms can be downloaded from the clinic’s website. A student with asthma or severe allergies may be permitted to self-carry and use prescribed asthma and/or severe allergic reaction (anaphylaxis) medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. Self-carry forms and guidelines can be found on the clinic website. Narcotics are not routinely administered at school. Please see clinic personnel for additional medication guidelines and procedures.

Immunization Requirements

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

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

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

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

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

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

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

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

**Vision and Hearing Screening**

When a student's initial enrollment in Leander ISD is also the student's initial enrollment in any Texas school, the student shall be screened for possible vision and hearing problems. 25 TAC 37.23(a)

The student or minor student’s parent, managing conservator, or guardian, may elect to substitute one (1) or more professional examinations for the required screening tests. Health and Safety Code 36.005(a) Students in kindergarten and grades pre-k, 1, 3, 5, and 7, shall be screened for vision and hearing problems. 25 TAC 37.23,(d)

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The student or minor student's parent, managing conservator, or guardian shall submit to the clinic on or before the day of admission an affidavit stating the objections to screening. 25TAC 37.23(h)

**Spinal Screening**

Any ninth grader who has not been screened in the 8th grade will be screened unless there is documentation of a screening at a previous school or from a physician. 25 TAC 37.148 (a), (d)

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

**Bacterial Meningitis** Education Code 38.0025

**What is Meningitis?**

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

**What are the Symptoms?**

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

**How serious is Bacterial Meningitis?**

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

**How is Bacterial Meningitis spread?**

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

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

What should you do if you think you or a friend might have bacterial meningitis?
Seek prompt medical attention.

FOR MORE INFORMATION
Your campus clinic staff, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases and vaccines. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Preparedness Drills: Evacuation, Severe Weather and other Emergencies
Several times during the year, students will take part in preparedness drills. Your child’s teacher will show the students what to do. It is very important to follow the teacher’s instructions. Classes will not be dismissed unless authorized by the District administrators. Students that drive to school cannot leave during this event without properly checking out with the office or teacher.

Security Cameras
The district has installed closed circuit security cameras in common areas of the high schools. Students and the general public will not be told the location of the cameras.

Pesticides Notice
Leander ISD periodically applies pesticides. More information concerning these applications may be obtained from the LISD Plant Services Department at 570-0637. The schedule for pesticide application is posted in the campus office.

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

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

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

Student Insurance
Leander ISD makes available accident insurance designed to assist parents/guardians with medical expenses for students. Two plans are offered for parents/guardians to purchase: At School Protection or 24-Hour Coverage. Plans and enrollment information are available online at www.mmc-ins.com or call 1-800-662-2778. Enrollment is easy if your student needs coverage. Throughout the year parents may call 512-570-0135 for additional information.
Important notice: Texas public school districts are immune for bodily injury to students and the public (except for limited liability for negligent operation and use of a motorized vehicle) as provided in the Texas Tort Claims Act, section 101.001 et seq. of the Texas Civil Practices and Remedies Code. The District does not carry insurance on students and does not assume liability for any costs associated with an injury or for personal property that is lost, stolen or damaged.

TRANSPORTATION

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

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

For safety reasons, animals or other living things, glass containers, skateboards, and any other object that, due to its size, would obstruct an aisle or emergency exit, prevent correct student seating, or obstruct the driver’s views are not allowed on the bus. To the extent possible, band instruments or athletic equipment will be in the seat with the student. If items carried on the bus cannot safely ride in the student’s seat it will not be allowed on the bus. Telecommunication devices may be used on the school bus, by the owner only, if their use does not create problems. The displaying or taking of photos, with devices so equipped, is not permitted. Refer to Student Code of Conduct for other prohibited items.

Discipline and Student Management

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

Students will be held accountable for their own behavior.

Discipline Management Techniques

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

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

Since the District’s primary responsibility in transporting students in District vehicles is to so as safely as possible, the operator of the vehicle must focus on driving and have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student’s transportation privileges, in accordance with law.

The District shall provide transportation to the DAEP for students in a Disciplinary Alternative Education Program. However, if a student placed in the DAEP violates District transportation rules, the student may be denied transportation provided by the District.
A bus driver may refer a student to the principal’s office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student’s bus riding privileges.

Safety Rules and Procedures

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

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

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

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

Discipline: Drivers will make on-the-spot corrections and may assign specific seating to students who are misbehaving.

When students do not respond to the driver's initial efforts to correct misbehavior, a formal Bus Conduct Report will be given to the campus administration. Campus administration will address the student misbehavior using any of the techniques outlined in the LISD Student Code of Conduct. Student discipline management procedures will consider the severity of the offense, the maturity of the student, and the student’s past conduct on the bus.

Changing Routes, Stops

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

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

Extracurricular Trips

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

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

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

Crossing Guards
Crossing guards are provided at specific locations for students to cross at major intersections and crosswalks. To ensure a safe route to school, students must obey all procedures and rules provided by the crossing guard at all intersections and crosswalks.

Student Drivers
Students who drive vehicles to school are expected to adhere to the following guidelines:

- Student drivers must be in high school (9th – 12th grade) in order to drive on campus and use the school’s parking lot facilities.
- Student drivers are expected to follow all of the specified guidelines for those parking on school property. Please refer to each school’s set of expectations for parking on campus.
- Student drivers should understand that their vehicles are subject to periodic drug dog searches.
- Student drivers are expected to visibly display the school’s proper vehicle identification tag.

STUDENT ACTIVITIES

Distribution of Printed Material
All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations.

All such material over which the district does not exercise editorial control that is intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within twenty-four (24) hours of the time that it was submitted, it must be considered disapproved. Any student who sells, circulates or distributes any non-approved materials will be disciplined in accordance with the Student Code of Conduct.

Extracurricular Activities

Academic/Behavior Standards
Participating in extracurricular activities and representing the District in University Interscholastic League (UIL) competitions is a privilege afforded to students. As with any privilege, there are responsibilities that students must uphold. A student will be permitted to participate in extracurricular activities subject to the following restrictions:

- A student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three (3) school weeks. An ineligible student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes other than those that are honors or advanced; and (2) has completed at least three school weeks of ineligibility.

- The District shall permit students to be absent for extracurricular activities in accordance with State Board rules. When a student has accumulated ten (10) absences for extracurricular activities, additional absences must be approved by the principal.
- Any disciplinary behavior-related restrictions on participation are set out in the Student Code of Conduct.

A student who misses class because of participation in an activity sponsored by a non-approved organization will receive
Suspension of a student with a disability that significantly interferes with the student's ability to meet regular academic standards must be based on the student's individualized education program. The determination of whether a disability significantly interferes with a student's ability to meet regular academic standards must be made by the student's admission, review, and dismissal committee. For purposes of this section, "student with disability" means a student who is eligible for a district's special education program. A student may not participate in extracurricular activities if that student is placed on Home-Based Instruction, suspended, in a DAEP, or expelled.

Rules for Participation in Extracurricular Activities

Certain activities, elected offices, student clubs, performing groups such as band and choir, and drill and athletic teams have established rules and consequences for misbehavior that are stricter than those for students in general. If a violation of those rules is also a violation of school rules, the consequences specified by the school shall apply, in addition to any consequences specified by the organization. Each organization's rules for participation will be distributed to all participants.

University Interscholastic League (UIL)

The majority of extracurricular activities are governed by the Constitution and Rules of the University Interscholastic League. These UIL activities include literary events (e.g., debate, informative speaking, poetry interpretation, prose reading, science, ready-writing, spelling and plain writing, number sense, calculator applications, one-act play, typewriting, shorthand and journalism); music contests (band and choir events); and athletic contests (football, volleyball, basketball, tennis, golf, track, baseball, swimming, softball, soccer and cross country). All students are encouraged to participate in the UIL events. The rules set forth will be strictly enforced during the year.

Organizations/Clubs

Each campus has a wide variety of organizations and clubs available for student to become involved in during the school year. Below is a list of many of the opportunities available to students at the high school level. We encourage you to check in the assistant principal and counselors offices to confirm availability of these organizations for your specific campus. There may also be additional organizations available to you that are not listed below. If a student would like to request starting a new club, they must get the New Club Request form from the assistant principals’ office and follow the steps outlined.

JROTC is both an elective curricular course and an extra-curricular activity. Leander ISD currently has an Air Force JROTC unit at Leander High School and a Navy JROTC unit at Vista Ridge High School. Both JROTC programs include a strong academic program along with an opportunity to participate in extra-curricular activities such as drill teams and color guard. This student run organization will prepare students for life, providing job skills, life skills, and leadership.

Band is an organization that is open to any student by audition. The primary objective of the band program is to further music education, the appreciation of music, development of cooperation/teamwork/coordination skills, promotion of individual responsibility, and instillation of pride in accomplishments through participation in marching and concert band performances.

Cheerleaders are selected by spring tryouts. The squads are required to attend a summer camp (residential) and both pre- and post-camp practice sessions. This auxiliary organization includes several squads. Squad members are encouraged to display school spirit at sporting events, as well as loyalty to all school activities. Squad members develop self-confidence, good sportsmanship, leadership and self-initiative, and are expected to maintain exemplary conduct.

Choir is open to all young men and women who are interested in enriching their personal lives and achieving higher academic standards through the study of vocal music. Choir classes provide students with the opportunity to develop their singing, music reading, listening, and higher level thinking skills, as well as their self-discipline, team-building, and leadership skills. There is a strong emphasis on music theory, vocal technique, positive attitudes, leadership, responsibility, and teamwork.

Color Guard is an organization that is an extension of the band program. The Color Guard performs with the marching band in the fall at football games and band competitions, providing visual enhancement of the music performed by the marching band. In the spring semester, the Color Guard (also referred to as the Winter Guard) participates in the Texas Indoor Color Guard Circuit, performing at from three to seven indoor competitions per season with a culminating State Competition, under Winter Guard International rules. Color Guard is open to anyone attending Leander ISD's high schools by audition, although membership may be limited to non-instrumentalists at the discretion of the band director. Most rehearsals occur outside of regular school hours. Students who wish to participate in Color Guard must enroll in
band for both semesters. Students participating in the Color Guard will receive a P.E. waiver during the fall semester and a Fine Arts credit during the spring semester.

**Crime Stoppers** is a program designed to encourage students to help reduce and prevent crime on campus. Through this anonymous witness program we hope to maintain a safe environment and provide a good student experience, as well as help the school surrounding community.

**Dance Team** – The purpose of the organization is to promote school spirit and cooperation and to support the high school athletic teams. The group gives girls the opportunity to develop leadership and responsibility and, at the same time, share fun in the execution of their many duties. The dance team performs at football games. Many additional activities are held in the spring semester, including competitive performances and a dance show.

**Destination Imagination (DI)**
Destination Imagination is an extracurricular, school-sponsored program that fosters creativity and team-based problem-solving skills and life skills for students. Leander ISD DI is open to all students in third through twelfth grades. The goal of DI is to cultivate the creative problem solving process and make it an unconscious part of students’ everyday lives. Team members engage in creative problem solving and teamwork all year long, individually and together, with DI Challenges, which they showcase at the Regional Tournament.

**DECA and Association of Marketing Students** – Students enrolled in the marketing program are eligible for membership in the local chapter of the DECA and Association of Marketing Students.

**FFA Chapter** is composed of students currently enrolled in agriculture courses, as well as former agriculture students. The objective of the club is to develop leadership and to strengthen the confidence of students in themselves and their work. FFA encourages team play and good sportsmanship. It also provides recreational activities for its members and carries out projects for the betterment of agriculture in the community.

**FCCLA** – Family, Career and Community Leaders of America is open to students enrolled in Family and Consumer Sciences classes. The goal of this organization is to help individuals improve personal, family, and community living skills.

**Friends in Action** is a tutoring program sponsored by the high school Student Council. High school students tutor elementary students who have been selected by their teachers. This program is designed to provide the students with positive role models and to show them an enthusiastic attitude toward school and learning. In addition to being an invaluable aid to elementary students, high school students are able to achieve a sense of commitment for themselves as well.

**HOSA** - Health Occupation Students of America is open to students enrolled in Health Occupations classes. This organization helps students make greater use of skills, knowledge, and experiences to become effective members of the health care community.

**Jazz Band** is designed to further the appreciation of jazz and jazz/rock fusion music through rehearsal and performance. In addition to the musical benefits, cooperation, individual responsibility, and other character building skills are attainable goals. Membership is by audition and is open to students enrolled in the band program. Choir students may audition for the band’s rhythm section that includes piano, bass, trap set, guitar, and extra percussion.

**JETS** - Junior Engineering Technical Society is a national nonprofit educational organization dedicated to preparing precollege youth for the challenging world of tomorrow. JETS programs include: **TEAMS** - Tests of Engineering Aptitude, Mathematics and Science - an academic competition in which school teams challenge each other; NEAS - National Engineering Aptitude Search guidance test that measures mathematical understanding, scientific reading and reasoning ability and conceptual problem solving strengths; and NEDC - National Engineering Design Challenge - a program that teaches students real-life applications of engineering concepts when they design and build a product to address a specific need.

**Junior Statesmen of America** is an organization that provides opportunities to become politically involved. Each year participants attend two (2) major conventions in Texas-Fall State and Spring State. Statesmen attend mock trials, active debates, and tough talks on current issues. The JSA is open to anyone attending LISD’s high schools, all ages and grades.

**M.A.S.H.** - Medical Association of Sports Health is open to students enrolled in Athletic Training classes. This organization helps students develop their skills in the prevention and care of Athletic Injuries.

**National Honor Society (NHS)** serves primarily as an honorary club for selected sophomores, juniors and seniors who have excelled in the areas of scholarship, character, leadership, and service. For consideration into National Honor Society,
a student must have attended a LISD high school the previous semester and have a cumulative average of 90 in high school. Having been a member of the National Junior Honor Society does not mean that a student automatically qualifies as a member of National Honor Society. Selection is made by a five (5)-member faculty council chosen by the principal. Input is given to the council by all faculty and staff members. A student’s character, leadership, and service toward fellow classmates and teachers are important factors in determining the vote. National Honor Society students must provide one (1) service project per semester. Most fulfill this requirement through community service, tutoring other students, or being an aide to teachers. Members must maintain the standards for scholarship, leadership, service, and character that were used as the basis for their selection. Transfer students who were National Honor Society members should bring a letter from their former principal stating that they were members of the school's NHS and were in good standing. Upon receipt and confirmation of the letter, NHS membership will be conferred.

**Peer Connection/Pals** are twelfth grade students trained to help others within a school environment deal with the problems that confront them. Mood changes, problems with friends, school, and drugs are typical struggles for teenagers. The effects of these struggles often show up in school as poor grades, absenteeism, and alcohol and/or drug use. As a group, teenagers tend to be more comfortable discussing their problems with other students. Peer Connection/Pals provides students with that opportunity. Peer Connectors are available to the students throughout the day. Students seeking help may be referred by a teacher, parent, students, or anyone concerned about a friend.

**Robotics** – Capital BEST and FIRST are volunteer organization whose mission is to inspire students to pursue careers in engineering, science, and technology through participation in a sports-like, science- and engineering-based robotics competition.

**Shakespeare** - To be a member of the club, a student must have a deep interest in Shakespeare and be active in club functions.

**Spanish Club** - The objective of the Spanish Club is to develop an appreciation for the Spanish culture, language, people, and countries where Spanish is spoken. The club is open to any student who wishes to participate.

**STARS/STAND** are Leander ISD high school student governed organizations with the objective of eliminating illegal drug and alcohol use by students. The only requirement to be a member is voluntary drug testing of the student with the permission of the parent. Students are awarded a student I.D. that entitles them to discounts from local merchants and free admission to certain school-sponsored events. These organizations encourage a drug free life.

**Student Council** - The student body elects nine officers, and each class elects its officers and eight representatives. Student Council promotes the well-being of the student body and provides a means for free expression. It plans activities that will promote school spirit. Student/faculty communication is enhanced. The Student Council provides service to the surrounding community and provides an organization that will aid the school and student in achieving success.

**Theatre Arts** is for students who are interested in the performance and/or technical aspects of theater. All students are welcome to participate in both theatre arts courses and extra-curricular productions.

**Skills USA** – Students enrolled in the trades and industry programs are eligible for membership in the local chapter of Skills USA. This organization helps students make greater use of skills, knowledge, and experiences as they explore and pursue career in trades and industry.

**Youth and Government** is designed to educate students about their government. Students will participate in conventions in which they will study the governmental system including the legislature, lobbyists, judiciary, news media, etc. The organization provides a quality program for the student's development of leadership qualities. It also increases political awareness and encourages productive, responsible citizenship.

**Social Activities**

Social activities, such as dances, parties, etc., sponsored by the school must be held on the school campus unless otherwise approved by the principal. Students who desire to bring a friend to a school dance who is not a member of the student body of a Leander ISD high school must obtain a visitor’s pass from an Assistant Principal 24 hours prior to the function. Middle school students are not allowed to attend high school dances. Anyone 21 years old or older will not be allowed to attend dances on a campus unless enrolled there. Additionally, anyone 21 years old or older will not be permitted to attend the prom dance unless currently enrolled on an LISD High School campus.

The rules of good conduct and grooming shall be observed for school social events by students and their friends. The person inviting the guest shall share responsibility for the conduct of their guest.
**School Publications**
The yearbook is published by the yearbook staff under the supervision of the yearbook sponsor. Orders for yearbooks are taken each year. The campus newspaper published by the journalism class is also available to the student body.

**Posters**
Signs and posters that students wish to display must first be approved by the campus administrator. Posters displayed without authorization will be removed. Students must remove posters and adhesives within twenty-four (24) hours of event(s). Posters should not be taped to painted surfaces.

**Technology Use and Data Management Regulations**
The District has established specific guidelines for the use of technology, including the Internet. A complete copy of the Acceptable Use Guidelines is found in the Appendix. All students are responsible for abiding by these guidelines. Special attention must be paid to the issues of:
- Consent Requirements
- Security and Password Requirements
- Prohibition on Vandalism and Forgery
- Web Publishing Standards
- Availability of Access
- Acceptable Use
- Internet Safety
- Prohibited Activities
- Intellectual Property Rights
- Google Apps for Education
- Use of Personally Owned Technology Devices (BYOT)

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

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

**PARENT INFORMATION**

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

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

If the informal meetings fail to reach the outcome requested by the student or parent, the student or parent may initiate the formal process by timely filing a written complaint (board policy FNG). Formal Level I parent/student complaints should be directed to the campus Principal and the Director of Human Resources. During this process that complaint will be thoroughly reviewed and researched. If the parents/student needs are not met then a level two grievance can be filed. Should the results at level two not satisfy the parent/student then a level three grievance may be referred to the Superintendent and Board and Trustees.
Below you will find additional information regarding the complaint process.

1. Parent/student complaints and concerns should be addressed in accordance with Policy FNG (LOCAL). A copy of the policy may be obtained from an administrator’s office or found on the Leander ISD website at www.leanderisd.org.

2. A student and/or parent with a complaint regarding possible discrimination on the basis of sex, in any school program, should contact Brandon Evans.

3. A complaint or concern regarding the placement of a student with disabilities, who is not eligible for special education, or a complaint about the District’s programs and services available to the student, should be brought to Kendra Shaffer.

Harassment
Harassment will not be tolerated by the District. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

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

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or the office of Student Support Services, 512-570-0150.

Harassment on the Basis of Race, Color, Religion, National Origin, Sex, Sexual Orientation, or Disability
Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

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

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

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Brandon Evans, 512-570-0150.

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

Parent/Teacher Conferences
The school encourages communication through parent/teacher conferences. A parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or principal. A parent who wishes to conference with a teacher may call the teacher for an appointment during the teacher’s conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

Teachers are not permitted to leave their classrooms during instructional time for parent conferences unless there is an
Teachers may schedule one or more conferences during each school year with the parents of a student who is not maintaining passing grades or achieving the expected level of performance, who presents problems to the teacher or for any other reason the teacher considers necessary.

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

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

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

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

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

Unsupervised Students
Parents should be aware that there is no adult supervision for students arriving prior to the first bus each morning or remaining on campus after dismissal time each evening.

Student Pick-Up Procedures
If parents wish to pick up a student prior to the end of school, parents must come to the attendance office, show their ID, and request their student. They must also sign their student out. Ordinarily, students will be released only to their parents. If the student is to be released to someone else, the student must have a note from the parent stating so. If there are any restrictions prohibiting any individuals from contacting a student, the proper legal documents must be on file at school. Parents are reminded that the curbing in front of the building is restricted from all parking.

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

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

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

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

**Trips Outside the District**

Before students will be allowed to travel outside the District parents must sign and return appropriate permission form.

**Notice of Parent and Student Rights**

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

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

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Leander ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 2, 2016. Leander ISD has designated the following information as directory information: student’s name, address, telephone listing, photograph, honors and awards received dates of attendance, grade level, most recent school attended/attending, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

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

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

Releases to any other person or agency – such as a prospective employer or for a scholarship application – will occur only with parental or student permission as appropriate. The principal is custodian of all records for currently enrolled students at the assigned school, and for students who have withdrawn or graduated.

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

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

The addresses of the principals’ offices are found at the back of this handbook.
A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the [principal or superintendent]. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the District denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (LOCAL).

The District’s policy regarding student records found at FL (LOCAL) is available on the District’s website at www.leanderisd.org.

Parents or eligible students have the right to file a complaint with the U. S. Department of Education if they believe the district is not in compliance with the law regarding student records.

**Notification of Rights under FERPA**

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

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

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

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

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

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

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

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

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

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 Sandy Kelly-Khan at 512-570-0300.

Special Education Records
Personally identifiable information that is maintained to provide educational services to students with disabilities will be destroyed seven years after the student has been dismissed or graduated, unless the parent notifies the District otherwise. Two (2) public notices are made one week apart and at least 30 calendar days prior to the destruction of any records, during which time parents of students with disabilities or adult persons with disabilities may notify the District should they want records to be maintained.

Student Rights, Safety and Discipline
Protection of Student Rights under 20 U.S.C. Sec.1232h

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

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

No Child Left Behind/Elementary Secondary Education Act
The Federal No Child Left Behind Act of 2001/ESEA requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Leander ISD will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child’s classroom teachers:
Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
Whether the teacher is teaching under emergency or provisional status because of special circumstances.
The teacher’s college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of the information listed above about your child’s teacher, please e-mail your request to: public.information@leanderisd.org.

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

Prior Parental Consent Needed
Students shall not be required to participate in a survey, analysis, or evaluation as part of any program that reveals information concerning the following topics without prior written consent of parents. Parents will be able to inspect such material.
1. Political affiliations or beliefs of the student or the student’s parents.
2. Mental and psychological problems of the student or the student’s family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have a close family relationship.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliation, or beliefs of the student and the student’s parent.
8. Income (other than that required to determine a child’s eligibility for participation in a program or for receiving financial assistance under such a program.)

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

Student Right to Pray
The school recognizes a student’s right to voluntarily pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

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

Services for the Homeless
For specific information contact Linda Sekula, 512-570-0311, the District Homeless Liaison for Children and Youths, who coordinates services for homeless students.
STUDENT CODE OF CONDUCT

The information on the following pages is VERY important! Please make certain that you read and understand the Student Code of Conduct section. For assistance with the Student Code of Conduct, you may call 512-570-0150.

PURPOSE

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

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

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

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

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

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be posted on the District's Web site.

(http://www.leanderisd.org/default.aspx?name=ps.handbook)

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

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

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

This code contains the following topics:

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

Section II: School District Authority and Jurisdiction
   o Campus Behavior Coordinator

Section III: Dress Code

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

Section V: Placement in a Disciplinary Alternative Education Program
   o LEO
   o Removal to a DAEP

DAEP Discretionary Placement
   o Part A – Reasons for Discretionary DAEP Placement
     ▪ School-Related
     ▪ Off-Campus
     ▪ Regardless of Location

DAEP Mandatory Placement
   o Part B – Reasons for Mandatory DAEP Placement
     ▪ School-Related
     ▪ Within 300 Feet
     ▪ Off-Campus
     ▪ Regardless of Location
Section VI: Expulsion

Discretionary Expulsion
  o Part A – Reasons for Discretionary Expulsions

Mandatory Expulsion
  o Part B – Reasons for Mandatory Expulsions

Section VII: Procedures

Registered Sex Offenders
  o Notification
  o Review Committee
  o Newly Enrolled Student
  o Appeal

Certain Felonies
  o Hearings and Required Findings
  o Length of Placement
  o Newly Enrolled Students

DAEP Placement
  o Removal to a DAEP
  o Appeal to DAEP Placement
  o Mandatory Formal Removal
  o Removal by Campus Administrator
  o Conference
  o Placement Order
  o Coursework Notice
  o Length of Placement
  o Returning Student to Classroom
  o Withdrawal During Process
  o Newly Enrolled Students
  o Extra-Curricular and Non-Curricular Restrictions
  o Transportation
  o Emergency Placement
  o Graduation
  o DAEP Placement Review
  o Court/Criminal Proceeding

Expulsion Procedures
  o Expulsion Hearing
  o Hearing Review
  o Length of Placement
  o Withdrawal During Process
  o Additional Misconduct
  o Academic Credit
  o Newly Enrolled Student
  o Continuation of Other District’s Expulsion Order
  o DAEP Placement of Expelled Students
  o Emergency Expulsion
  o Juvenile Justice Alternative Education Program (JJAEP) Placement

Questioning of Students and Searches

Drug Free Notice and Sexual Assault
  o Drug Free Notice
  o Sexual Assault and Campus Assignments

Questions, Concerns or Appeals
  • Glossary
Section I: Ethical Principles/Expected Behaviors

ETHICAL PRINCIPLES

The following ten major ethical values form a philosophical basis for ethical judgment and define the moral duties and virtues implicit in ethical behavior. Leander ISD is committed to these principles.

Honesty - a good faith intent to be truthful, accurate, straightforward and fair in all communications.

Concern for Others - concern for the well-being of all those affected by their actions by being caring, considerate, and compassionate.

Integrity - acting in ways that are consistent with core beliefs.

Accountability - be accountable and accept personal responsibility.

Promise-Keeping - trustworthiness by keeping promises and fulfilling commitments.

Law Abidance/Civic Duty - act as responsible citizens and uphold the rule of law.

Loyalty - a special moral responsibility to promote and protect the interest of certain people, organizations or governments.

Respect for Others - honoring the rights of others and treating others with courtesy and decency.

Fairness - making impartial decisions, demonstrating a commitment to justice, correcting mistakes, and refusing to take unfair advantage of others.

Pursuit of Excellence - seek to perform their duties with excellence.

STANDARDS OF STUDENT CONDUCT

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

1. Exercise self-control, self-respect, and self-discipline,
2. Demonstrate a positive attitude,
3. Respect the rights and feelings of others,
4. Respect school property,
5. Support the learning process,
6. Adhere to rules, **and**
7. Promote a safe environment.

Section II: School District Authority and Jurisdiction

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

CAMPUSS BEHAVIOR COORDINATOR

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

A student, whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment shall be subject to disciplinary action.

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

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

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

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

The District has the right to revoke the transfer of a nonresident student for violating the District’s Code. In addition, the District also has a process for revoking in-District transfers (see campus administrator for details).

In general, discipline shall be designed to correct the misconduct and to encourage adherence by all students to their responsibilities as citizens of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, previously tried discipline management techniques, whether a student was reasonably acting in self-defense, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

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

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

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

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

DRESS CODE

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

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

General Information:

- No clothing featuring pictures, emblems, writings, or slogans that are lewd, offensive, risqué, vulgar, obscene, provocative, or that convey hate messages or racially, religiously, or ethnically demeaning messages may be worn (including jewelry or accessories)
- No clothing or grooming shall disrupt the learning environment or create a health or other hazard to a student’s safety or the safety of others
- No apparel or accessories shall depict tobacco products, alcoholic beverages, drugs or any other dangerous, prohibited, or controlled substance
- No attire that identifies, condones, depicts, or promotes a student as part of an unauthorized group, such as a gang. For more information about what constitutes a gang, please contact your campus administrator or local law enforcement
- No clothing or accessories that promote violence, weapons, bombs, illegal acts, or anything that could be construed as provocative or offensive or otherwise distract from the learning environment, as determined by the administrators
- No extremes in any type of clothing, footwear, make-up, hair, or jewelry will be permitted
- No pajamas, sleepwear, or house slippers of any kind (except for designated days such as theme or character days, etc.)
- No clothing that is too tight such as spandex/lycra unless worn with a dress, skirt, or tunic (using the standards that are applied to shorts, skirts, and skorts)
- For safety reasons, tennis shoes (rubber sole, closed toe, and heel) are to be worn during Physical Education (P.E.). Shoes such as flip flops, boots, Crocs, sandals, etc. are not permitted during P.E.
- School-sponsored uniforms (athletics, cheerleading, dance teams, ROTC, etc.) are exempt from this dress code. Students who participate in extracurricular activities may be subject to additional standards. The sponsor or coach will distribute additional requirements to participants
- No holes in apparel that expose any areas that are not allowed by this dress code
- For health and safety reasons, shoes are to be worn in the building. On special occasions with administrative approval shoes may not be worn.

Pants, Jeans:

- Shorts, skirts, and skorts must be at finger-tip or mid-thigh length as measured with relaxed shoulders
- Pants, jeans, shorts, skirts, and skorts must be worn at the hip and cover undergarments

Shirts, Blouses, Sweatshirts, Sweaters, Vests, Jackets, Coats:
• No strapless tops, spaghetti-strap tops, backless, halters, large armholes, or off-the-shoulder tops
• No low necklines (which reveal cleavage or chest area)
• No see-through or mesh shirts
• Tops must meet the beltline, and must not reveal undergarments or skin
• No full-length jackets and coats such as those commonly referred to as “trench coats” or “dusters”

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

Headgear:
• Hats, caps, sweatbands, scarves, bandanas, doo-rags, hoods, and other headgear shall not be worn inside campus buildings without administrative approval

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

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

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

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

Students are prohibited from:

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

MISTREATMENT OF OTHERS

9. Threatening a District student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
10. Throwing objects that can cause bodily injury or property damage.
11. Directing profanity, vulgar language, or obscene gestures toward other students, District employees or visitors.
12. Fighting, participating in any manner in fight clubs or boxing.
13. Fighting or scuffling that does not result in physical pain, illness, or any impairment of a physical condition.
14. Engaging in horseplay, roughhousing, and other playful behavior that, though not intended to harm, presents a reasonable risk of harm or threatens the safety of others.
15. Participating in hazing.
16. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force.

17. Engaging in bullying or cyberbullying, including intimidation, teasing, name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe shall substantially disrupt the school program or incite violence.
18. Engaging in any conduct that constitutes sexual or gender-based harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors.
19. Engaging in harassment of any kind, including, but not limited to, harassment motivated by race, color, religion, national origin, disability or age directed toward another student or District employee.
20. Engaging in any inappropriate physical or sexual contact.
21. Engaging in inappropriate or indecent exposure of private parts.
22. Making threats, including verbal and written statements, hit lists, mail and e-mail, threats of a graphic nature (drawings, graffiti), and joking about threatening subjects that threaten the safety of another student, a school employee, or school property.
23. Committing simple assault (assault by contact).
24. Participating in consensual hugging, touching, or other displays of affection that are inappropriate.

25. Participating in consensual activities that result in physical alteration or injury to self or of another person’s body (i.e. piercing, tattooing, etc.).
26. Failing to immediately report to a school employee knowledge of a device, object, substance, or event that could cause harm to self or others.

27. Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in a current or past dating relationship.

*BULLYING*

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored event or school-related activity, or in a District operated vehicle, and the behavior:

- Results in harm to the student or the student’s property
- Places a student in reasonable fear of physical harm or of damage to the students’ property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

Bullying is prohibited by LISD and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying”.

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

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

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

Review the Bully information flyer in the handbook Appendix.

**MISUSE OF PROPERTY**

28. Stealing from students, staff, or the school.

29. Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code. (Felony robbery, aggravated robbery, and theft offenses are addressed later in the Student Code of Conduct.)

30. Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)

31. Defacing or damaging school property – including textbooks, lockers, furniture, and other equipment with graffiti or by other means.
32. Possessing prohibited items. The District also prohibits students from possessing certain other items without administrative approval while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property.

<table>
<thead>
<tr>
<th>POSSESSION</th>
<th>OF PROHIBITED ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radios</td>
<td>Permanent/Sharpie® Markers</td>
</tr>
<tr>
<td>Lighters, matches, e-cigarettes, and Tobacco Products</td>
<td>Pornography and/or materials of a profane, vulgar or obscene nature</td>
</tr>
<tr>
<td>Sling Shots</td>
<td>Animals</td>
</tr>
<tr>
<td>Starter Pistols</td>
<td>Pacifiers</td>
</tr>
<tr>
<td>Guitars, Harmonicas and other Instruments unless through Administrative approval</td>
<td>All Knives, regardless of blade length, including pocket knives and any type of Firearms (real or otherwise), Razors, Box Cutters, and Chains</td>
</tr>
<tr>
<td>Inline Skates</td>
<td>Roller Shoes</td>
</tr>
<tr>
<td>Lighters, matches, e-cigarettes, and Tobacco Products</td>
<td>Paintballs and Paintball Guns</td>
</tr>
<tr>
<td>Sling Shots</td>
<td>Aerosol Spray Cans</td>
</tr>
<tr>
<td>Starter Pistols</td>
<td>Spray Paint</td>
</tr>
<tr>
<td>Guitars, Harmonicas and other Instruments unless through Administrative approval</td>
<td>Incendiaries, Smoke or Stink Bombs, Fireworks, or any other Pyrotechnic Device, Stun, Air, “look alike” Weapons, Tasers or BB Guns, etc.</td>
</tr>
<tr>
<td>Inline Skates</td>
<td>Ammunition, shells, bullets, or gun powder</td>
</tr>
</tbody>
</table>

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


**NOTE:** We encourage and support the proper use of the various forms of technology. The District IS NOT liable for lost or stolen personal electronic devices (i.e. cell phones, iPods, iPhones, iPads, Kindles, etc.). In addition, the District will not expend resources to recover these items.

34. Recording the voice or image of another without the prior consent of the individuals being recorded, or administrative approval, in any way that disrupts the educational environment or invades the privacy of others.

35. Copying, downloading, reproducing, distributing, retransmitting, redisplaying, or modifying items from the District’s website.
| MISUSE OF ILLEGAL PRESCRIPTION AND/OR OVER-THE-COUNTER DRUGS | 36. Possessing, selling, or giving something represented to be drugs, contraband, or related paraphernalia.  
37. Violating the District’s regulations on taking or possessing prescription drugs and/or over-the-counter medication; abusing one’s own prescription or giving one’s own prescription to another; being under the influence of another person’s prescription drugs; being under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See Glossary for “under the influence”).  
38. Abusing or sharing/giving/selling vitamins, minerals, or herbal/dietary supplements to other students  
39. Possessing, selling, delivering, giving, using or being under the influence of intoxicants or inhalants (i.e. whippets, bath salts or related items listed in number 32).  
40. Possessing, selling, delivering, giving, using or being under the influence of look-alike drugs (i.e. K2, spice, or fake marijuana).  
41. Possessing, smoking or using tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device.  
42. Discharging a fire extinguisher without valid cause.  
43. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct shall substantially disrupt the school program or incite violence.  
44. Behaving in any way that disrupts the school environment or educational process.  
45. Making false accusations or perpetrating hoaxes regarding school safety.  
46. Possessing or using a knife with a blade 3 inches or under. |
| SAFETY | 47. Engaging in cheating, plagiarism or, copying. This offense may result in possible grade reductions and other consequences as permitted by policy.  
48. Bringing skateboards onto the bus. (Students with skateboards in their possession shall not be allowed to get on the bus.)  
49. Aiding a student or students in committing prohibited behaviors.  
50. Participating in gambling or betting money or other things of value.  
51. Falsifying records, passes, or other school-related documents.  
52. Certain criminal behavior resulting in the student receiving a ticket or citation, being arrested, or having an arrest warrant issued for himself/herself, regardless of where or when the alleged behavior occurred.  
53. Using profane language verbally, written, or any electronic form. |
| MISCELLANEOUS OFFENSES | 47. Engaging in cheating, plagiarism or, copying. This offense may result in possible grade reductions and other consequences as permitted by policy.  
48. Bringing skateboards onto the bus. (Students with skateboards in their possession shall not be allowed to get on the bus.)  
49. Aiding a student or students in committing prohibited behaviors.  
50. Participating in gambling or betting money or other things of value.  
51. Falsifying records, passes, or other school-related documents.  
52. Certain criminal behavior resulting in the student receiving a ticket or citation, being arrested, or having an arrest warrant issued for himself/herself, regardless of where or when the alleged behavior occurred.  
53. Using profane language verbally, written, or any electronic form. |

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

**STUDENTS WITH DISABILITIES**

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

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

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

**DISCIPLINE MANAGEMENT TECHNIQUES**

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

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

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

In deciding whether to order out-of-school suspension, to place in a DAEP or to expel, the District shall take into consideration:
1. Self-defense (see Glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

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

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

In deciding whether to order out-of-school suspension, the District shall take into consideration:
1. Self-defense (see Glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

The number of days of a student's out-of-school suspension shall be determined by the appropriate administrator. State law allows a student to be out-of-school suspended for no more than three
school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Before being out-of-school suspended a student shall have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

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

NOTIFICATION

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

ROUTINE REFERRAL

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

REGULAR EDUCATIONAL SETTING REMOVAL

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

FORMAL REMOVAL

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

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

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

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

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

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

- Another appropriate classroom.
- In-school suspension.
Section V: Placement in a Disciplinary Alternative Education Program (DAEP)

LEO

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

REMOVAL TO A DAEP

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

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

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

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the District shall take into consideration:
1. Self-defense (see Glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student’s disciplinary history.
4. When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be place in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

PART A REASONS FOR DISCRETIONARY DAEP PLACEMENT

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

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

SCHOOL-RELATED. A student may be placed in a Disciplinary Alternative Education Program (DAEP) for any of the following misconduct if committed while on school property, within 300 feet of school property as measured from any point on the school’s real property boundary line, or while
attending a school-sponsored or school-related activity on or off school property:
1. Possessing, giving, buying, or selling less than a useable amount of stems, seeds, or other pieces of marijuana.
2. Possessing, using, selling, buying, or giving paraphernalia (see Glossary) related to any prohibited substance, including but not limited to marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
3. Abusing the student’s own prescription drug or using it in a way other than prescribed; giving, buying, or selling a prescription drug; possessing, using, or being under the influence of another person’s prescription drug.
4. Preparing a hit list.
5. Engaging in serious or persistent misbehavior.
6. Disruptive activities (if results in disorderly conduct or assault).
7. Disruption of classes (if results in disorderly conduct or assault).
8. Theft.
9. Weapons or instruments represented as or used as weapons, any form of brass knuckles or finger armor.
10. Fighting.
11. Sexual harassment.
12. Transfer from another district’s DAEP.
13. Possession, use or transmittal of something represented to be a prohibited substance or paraphernalia associated with a prohibited substance.
14. Possessing or bringing any type of ammunition.
15. Criminal trespass.
16. Threats. The District takes seriously and shall act upon all threats made (verbal or written) toward the safety of our schools or others.
17. Bullying, cyberbullying, or harassment.
18. Violation of any campus, classroom, District transportation, or Student Code of Conduct rules as listed in Section IV, General Misconduct.

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

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

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

1. If the student is a registered sex offender who is not under any form of court supervision. (A registered sex offender who is not under any form of court supervision shall be placed in regular classes if the student is not a threat to the safety of others, is not detrimental to the educational process and such placement is not contrary to the best interests of the District’s students.)
2. Engages in criminal mischief if not punishable as a felony.

PART B
REASONS
FOR
MANDATORY
DAEP
PLACEMENT

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

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

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

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

- Committing aggravated assault, sexual assault, or aggravated sexual assault.
- Committing murder, capital murder, or criminal attempt to commit murder or capital murder.
- Committing indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Committing a felony drug- or alcohol-related offense.
- Using, exhibiting, or possessing a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possessing a firearm (as defined by federal law).
- Continuous sexual abuse of a young child or children.

**OFF-CAMPUS.** A student must be placed in DAEP for engaging in conduct punishable as aggravated robbery or a felony listed under Title 5 of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
1. The student receives deferred prosecution for a Title 5 (see Glossary) felony offense.
2. A court or jury finds the student engaged in delinquent conduct for a Title 5 felony offense.
3. The administrator reasonably believes that the student engaged in a Title 5 felony offense.

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

| 1. Murder                      | 9. Unlawful transport               | 16. Injury to a child, an elderly person, or a disabled person |
| 2. Capital murder             | 10. Assault                         | 17. Abandoning or endangering a child                        |
| 3. Manslaughter               | 11. Aggravated assault              | 18. Improper photography or visual recording                |
| 7. Aggravated kidnapping      | 15. Indecency with a child          | 22. Aiding a person to commit suicide                       |
| 8. Trafficking of persons      |                                    | 23. Harassment by a person in a correctional facility      |
|                                |                                    | 24. Continuous sexual abuse of a young child or children  |
|                                |                                    | 25. Tampering with a consumer product                      |

4. Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

**REGARDLESS OF LOCATION.** A student must be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:
1. Engages in conduct relating to a false alarm or report (including a bomb threat) or a terrorist threat involving a public school. (See Glossary)
2. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property.
3. **Engages in conduct that contains the elements of assault under Penal Code 22.01(a)(1) in**
PART A
REASONS FOR DISCRETIONARY EXPULSIONS

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

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

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

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

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

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

*Offenses in italics and bolded may result in a discretionary expulsion.*
In accordance with the Education Code 37.0081, after an opportunity for a hearing before the Board or its designee, a student may be expelled if:

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

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

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

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

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

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

1. A student may be expelled for engaging in conduct that contains the elements of assault under Texas Penal Code Section 22.01(a)(1) against an employee or a volunteer.

**PART B**

**REASONS FOR MANDATORY EXPULSIONS**

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

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

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

2. Use, exhibition, or possession of the following, under the Texas Penal Code:
   a. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
   b. An illegal knife, such as a knife with a blade over 5 ½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; switchblade knife; or spear.
   c. A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
d. A prohibited weapon, such as an explosive weapon, a machinegun, a short-barrel firearm, a firearm silencer, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun, or a tire deflation device. (See Glossary).

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

REGARDLESS OF LOCATION. A student must be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:
1. Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expellable offenses.

---

**Section VII: Procedures**

**Placement and/or Expulsion for Certain Offenses**

**Registered Sex Offenders**

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

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

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

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

The placement review of a student with a disability who receives special education services must be made by the ARD committee.
NEWLY ENROLLED STUDENT
If a student enrolls in the District during a mandatory placement as a registered sex offender, the District may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

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

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

The District may expel the student and order placement under these circumstances regardless of:
1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the District, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

HEARINGS AND REQUIRED FINDINGS
The student must first have a hearing before the Board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:
1. Threatens the safety of other students or teachers,
2. Shall be detrimental to the educational process, or
3. Is not in the best interest of the District's students.

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

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

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

REMOVAL TO A DAEP
If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.
After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

**APPEAL TO A DAEP PLACEMENT**

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

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

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

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

**MANDATORY FORMAL REMOVAL**

A teacher may remove a student from class for an offense listed in Part A. A teacher must remove a student from class for offenses listed in Part B of this Section. The teacher shall write a Code of Conduct Violation Report if a student commits any of the behaviors in Section IV of the Code. Within three (3) school days of receiving the Student Code of Conduct violation report and removal of the student, the principal shall schedule a conference with the student's parent, teacher and the student.

**REMOVAL BY CAMPUS ADMINISTRATOR**

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

**CONFERENCE**

Until a conference can be held as a result of a DAEP offense, a formal teacher removal or campus administrator removal, the campus administrator may suspend or place a student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A Disciplinary Alternative Education Program in which the student must be separate from the other students for the entire school program day and shall be provided instruction in the core subjects. Counseling shall also be provided to the student.

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

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

**PLACEMENT ORDER**

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

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

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

**COURSEWORK NOTICE**

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

**LENGTH OF PLACEMENT**

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

In order for a day to count toward the DAEP assignment, the student must be present for the entire day, arrive on time, complete all assignments, follow all rules, and engage in no additional violations of the Student Code of Conduct.

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

**Exceeds One Year:**

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

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

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

**Exceeds School Year:**

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

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

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

**Exceeds 60 Days:**

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

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

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

WITHDRAWAL DURING PROCESS

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

NEWLY ENROLLED STUDENTS

The District shall decide on a case-by-case basis whether to continue the placement of a student who enrolls in the District and was assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district). The District may place the student in the district’s DAEP or a regular classroom setting.

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

EXTRA-CURRICULAR AND NON-CURRICULAR RESTRICTIONS

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

TRANSPORTATION

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

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

EMERGENCY PLACEMENT

In an emergency, a campus administrator may order the immediate placement of a student into a Disciplinary Alternative Education Program when the student is so unruly, disruptive, or abusive that the student’s presence seriously interferes with a teacher’s ability to communicate effectively with the students in a class, with the ability of the student’s classmates to learn, or with the operation of school or a school-sponsored activity.

PARTICIPATING IN GRADUATION

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

The District has the right to limit a student’s participation in graduation activities for violating the District’s Code.
Participation may include a speaking role, as established by District policy and procedures.

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

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

DAEP PLACEMENT REVIEW

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

COURT/CRIMINAL PROCEEDING

A juvenile court shall notify the district, if prosecution of a student’s case was refused.

1. Prosecution of the student’s case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication, or deferred prosecution shall be initiated; or

2. The court or jury found the student not guilty or concluded the student did not engage in delinquent conduct or conduct indicating a need for supervision and the case was dismissed.

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

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

Expulsion Procedures

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

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

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

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

Not later than the second business day after the hearing, the hearing officer shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code (if applicable).
A student expelled or removed to a DAEP by order of the Board's designee after the due process hearing may request that the Board review the expulsion or removal decision. The student or parent shall submit a written request to the Board's designee within ten (10) days from the date of the written decision of the designee. The Board’s designee shall provide the requestor written notice of the date, time, and place of the meeting at which the Board will review the decision.

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

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

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency. The length of an expulsion shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, and statutory requirements.

The duration of a student’s expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one (1) calendar year except as provided below:

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

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

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

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

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

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

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

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

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

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

CONTINUATION OF OTHER DISTRICT’S EXPULSION ORDER

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

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

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

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

DAEP PLACEMENT OF EXPELLED STUDENTS

The District may provide educational services to any expelled student in a DAEP. When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled but shall be place in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

EMERGENCY EXPULSION

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

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

JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (JJAEP) PLACEMENT

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

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

QUESTIONING OF STUDENTS AND SEARCHES

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

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

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

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

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

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

**DRUG FREE NOTICE**

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

The District’s policies and Student Code of Conduct provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the District’s policies.

Depending on the nature and severity of a drug or alcohol-related offense, a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other disciplinary sanctions. The principal or counselor can provide information about rehabilitation and re-entry programs available in the LISD community or within reasonable access of the LISD community.

**SEXUAL ASSAULT AND CAMPUS ASSIGNMENTS**

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

**PARENTAL QUESTIONS, CONCERNS OR APPEALS**

Questions from parents regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG (LOCAL). A copy of this policy may be obtained from the principal’s office or the Central Administration Office or through Policy on Line at the following address: www.leanderisd.org. At the administrator's discretion, consequences shall not be deferred pending the outcome of a grievance.
END OF CODE OF CONDUCT
This section provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct and terms found in the Student Handbook.

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

**ABUSE** is improper or excessive use.

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

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

**AGGRAVATED ROBBERY** is defined in part by Texas Penal Code 29.03(a) when a person commits robbery and:
1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
   a. 65 years of age or older; or
   b. A disabled person.

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

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

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

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

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

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

BULLYING is engaging in written or verbal expression, expression through electronic means or physical conduct that occurs on school property, at a school-sponsored or school-related-activity, or in a vehicle operated by the District and that:
1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Conduct described in the definition of ‘bullying” is considered bullying if the conduct:
1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student’s education or substantially disrupts the operation of a school.

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

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

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

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

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

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

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

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

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

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

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

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

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

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011-2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.
EXPLOSIVE WEAPON is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

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

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

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

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

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

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

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

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

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

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

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

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student’s present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student’s progress will be measured and how the parents will be kept informed; accommodations for state or Districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.
ILLEGAL KNIFE is a knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; switchblade knife; or spear.

INDECENT EXPOSURE is the inappropriate or indecent display of a student’s private body parts which are ordinarily covered by clothing through such acts as mooning, flashing, streaking, or wearing attire in a sexually suggestive manner. Indecent exposure also includes the conduct defined in Texas Penal Code section 21.08.

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC LEWDNESS is those acts defined in Texas Penal Code 21.07.

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

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

RETAILIATION is harming or threatening to harm another: (1) on account of their service as a District employee or volunteer, (2) to prevent or delay another’s service to the District, or (3) because the person intends to report a crime.
SAT refers to one of the two (2) most frequently used college or university admissions exams: The Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

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

SELF-DEFENSE is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself. To claim self-defense, the student must (1) be without fault in provoking the encounter and not act as the aggressor, and (2) use the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter shall not be considered self-defense. Interactions prior to the encounter shall also be considered.

SERIOUS MISBEHAVIOR means:

a. Deliberate violent behavior that poses a direct threat to the health or safety of others;

b. Extortion, meaning the gaining of money or other property by force or threat;

c. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or

d. Conduct that constitutes the offense of:
   i. Public lewdness under Section 21.07, Penal Code;
   ii. Indecent exposure under Section 21.08, Penal Code;
   iii. Criminal mischief under Section 28.03, Penal Code;
   iv. Personal hazing under Section 37.152, Penal Code; or
   v. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

SERIOUS OR PERSISTENT MISBEHAVIOR includes but is not limited to:

a. Behavior that is grounds for permissible expulsion or mandatory DAEP placement.

b. Behavior identified by the District as grounds for discretionary DAEP placement.

c. Actions or demonstrations that substantially disrupt or materially interfere with school activities.

d. Refusal to attempt or complete work as assigned.

e. Profanity, vulgar language, or obscene gestures.

f. Leaving school grounds without permission.

g. Falsification of records, passes, or other school related documents.

h. Refusal to accept discipline assigned by the teacher or principal.

SEX OFFENDER is a student required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure for an offense committed on or after September 1, 2007. The term does not include a student who:

1. Is no longer required to register as a sex offender under Chapter 62,

2. Is exempt from registering as a sex offender under Chapter 62, or

3. Receives an early termination of the obligation to register as a sex offender under Chapter 62.

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

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

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

SHORT-BARREL FIREARM is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.
STAAR is the State of Texas Assessments of Academic Readiness, the state’s system of standardized academic achievement assessments, effective beginning with certain students for the 2011-2012 school year.

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

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

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

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

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

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

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

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

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

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

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

TITLE 5 OFFENSES are offenses against the person that, depending on the circumstances, may include murder; capital murder; manslaughter, criminally negligent homicide; unlawful restraint; kidnapping; aggravated kidnapping; trafficking of persons; unlawful transport; assault; aggravated assault; sexual assault; aggravated sexual assault; improper relationship between educator and student; unlawful restraint; coercing, soliciting, or inducing gang membership; 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; 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.

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

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

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

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

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

Will Streit, President * Pamela Waggoner, Vice-President * Grace S. Barber-Jordan, Secretary * Members * Trish Bode * Russell Bundy * Don Hisle * Aaron Johnson

Central Administration

204 W. South St., Leander, TX 78641


High School Campus Administration

Cedar Park High School  *  2150 Cypress Creek Road  *  Cedar Park, TX 78613  *  (512) 570-1200  *  John Sloan, Principal  *  Date Opened: 1998

Leander High School  *  3301 South Bagdad  *  Leander, TX 78641  *  (512) 570-1000  *  Tiffany Spicer, Principal  *  Date Opened: 1984

Lieutenant Matthew Vandegrift High School  *  9500 McNeil Dr.  *  Austin, TX 78750  *  (512) 570-2300  *  Charlie Little, Principal  *  Date Opened: 2009

New Hope High School  *  401 S. West Drive  *  Leander, TX 78641  *  (512) 570-2200  *  Barbara Spelman, Principal  *  Date Opened: 2002

Rouse High School  *  1501 County Rd. 271  *  Leander, TX 78641  *  (512) 570-2000  *  Christine Simpson, Principal  *  Date Opened: 2008

Tom Glenn High School  *  1320 Collaborative Way  *  Leander, TX 78641  *  (512) 570 1405  *  Principal: Arturo Lomeli  *  Year of Opening: 2016

Vista Ridge High School  *  200 S. Vista Ridge Blvd.  *  Cedar Park, TX 78613  *  (512) 570-1800  *  Paul Johnson, Principal  *  Date Opened: 2003

Leander Extended Opportunity Center (L.E.O.)  *  300 S. West St.  *  Leander, TX  *  (512) 570-2230  *  Principal: Cathy White* Date Opened: 1985
APPENDIX A

Take Action Against Bullying

On next page
Take Action Against Bullying

What is bullying?
TBC §37.0832. “Bullying” means engaging in written or verbal expression, expression through electronic means or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that: 1.) has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or 2.) is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Conduct described in the definition of “bullying” is considered bullying if the conduct: 1.) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and 2.) interferes with a student’s education or substantially disrupts the operation of a school. This definition applies to student-on-student behavior only.

What bullying is not:
Bullying is not a fact of life. It is not a phase children have to go through. Likewise, it is not just “a part of growing up,” “kids being kids” or an “unavoidable part of life.” Bullying should not be dismissed nor tolerated. Bullying is not indicated when the issues are surrounding conduct by an adult toward a student. Contact the human resources department or campus administrators for guidance on how to handle the alleged adult misconduct.

Types of bullying:
Bullying can take on many different forms. It can be physical (hitting or pushing), social relational (spreading rumors, leaving people out on purpose, breaking up friendships) or verbal (name calling or taunting). Cyberbullying (using the Internet or mobile phones to harm others) is considered a form of verbal bullying.

How do I know if a student is being bullied?
While every child is different, some common warning signs that a student is being bullied include when he or she -
• Is unhappy, downhearted, depressed or has mood swings with anger or irritation.
• Experiences a sudden drop in grades/Lacks interest in school, is afraid to go or refuses to go.
• Withdraws from family or school activities/ Stops talking about peers and everyday activities.
• Comes home with torn or missing clothes or keeps losing things or has injuries inconsistent with the explanation.
• Experiences stomachaches, headaches, panic attacks, is unable to sleep or sleeps too much.

How do I know if a student is a bully?
Some warning signs that a student is a bully toward another student are when he or she -
• Feels contempt for another human being and is intolerant towards differences.
• Is often hot tempered, impulsive, aggressive, nasty, spiteful, and/or oppositional.
• Has a marked need to dominate or manipulate others/ is good at talking his or her way out of situations.
• Finds it difficult to fit in with rules.

How to help...
If a student you know is being bullied:
• Listen to him or her. Tell him or her, “I hear you, I am here for you, I believe you. It is not your fault. It takes courage to tell me. Thank you.”
• Talk about what happened and what he or she can do if it happens again (turn around and walk away, tell a teacher or another trusted adult, or be in a group for more protection).
• Help the student become “bully proof.” Bullies often pick on students who are shy, looking down, have poor posture who appear to have low self-esteem or low self-confidence. Help the student stand up straight, look people in the eye, smile, stay calm and talk in a confident voice. Training for the bystanders is crucial in helping to stop bullying of students who are unable to speak up for themselves.

How to help...
If you witness a student being a bully:
When you witness bullying, immediately address the behavior.
Report the incident to your child’s counselor or assistant principal.
• At home, follow through with discipline consequences – let them know that the behavior is not okay.
• Teach empathy, acceptance and tolerance.

Facts about bullying...
• Bullying can cause serious and lasting harm, it can be a life changing event.
• School is the place where the majority of bullying occurs. About 60-70% of bullying takes place during breaks in the school yard, in corridors, or in secluded places such as the bathroom (USDOHHS).
• Bullying is a form of abuse, harassment and violence.
• Bullying happens more frequently than is reported. Often it is not reported because the victim is afraid no one will believe them, they think they will get blamed, or they believe the bully will retaliate.

LISD has a strong policy prohibiting bullying. You need to:
• Report bullying to your child’s assistant principal who will then investigate the situation.
• If counseling resources are needed because your child is a bully, victim or bystander - please contact your child’s school counselor or notify an assistant principal.
• Visit www.leanderisd.org for more information about LISD’s safe schools program.
APPENDIX B

LISD Technology Resource Acceptable Use Guidelines

The role of Technology in Leander ISD (LISD) is to facilitate and enhance the learning environment, communications, and District management.

Consent Requirements

The District reserves the right to post original work created by any District student on a web page under the district's control. Original work will not be posted if the student's parent or guardian has notified the District in writing requesting that their work not be displayed.

Student directory information may be posted on District websites unless the District has received written notification from the student's parent or guardian that such information be withheld. This includes student pictures posted on campus or District websites. (See CQ Web Page Development and Policies at FL)

Security

Users are responsible for the use and protection of their District system accounts (Electronic Identity).

The individual in whose name a system account is issued will be responsible at all times for its proper use.

- System users may not use another person’s system account.
- System users must not share passwords and must change passwords in accordance with District directives.
- All computers will be configured to require user re-authentication after a specified period of inactivity.

Password Requirements

LISD network systems will require users to comply with password character and change frequency requirements. Requirements include network passwords of a minimum of eight (8) non-repeating characters that meet complexity requirements and must be changed every 120 days for all staff. Student password requirements vary by grade level.

Prohibition on Vandalism

Any attempt to harm or destroy District equipment, data, or data of another user of the District’s system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of LISD Technology Resource Acceptable Use Guidelines and may constitute criminal activity under applicable state and federal laws. In such cases, the district will file charges.

Vandalism, as defined above may result in the cancellation of system use privileges and restitution for costs associated with system restoration, as well as other appropriate consequences. (See Policies DH, FN series, FO series, and the Student Code of Conduct.)

Prohibition on Forgery

Unauthorized attempts to read, delete, copy or modify the electronic mail of other system users, or deliberate interference with the ability of other system users to send/receive electronic mail, are prohibited.

Web Publishing Standards

- All work must be free of any spelling or grammatical errors.
- Documents may not contain any objectionable material. This includes religious, racial, sexual, violent, or profane material.
- No unlawful copies of copyrighted material may be reproduced or transmitted.
- There will be no personal reference made about staff or students (i.e., phone numbers, addresses, names of other family members, etc.).
- Published e-mail addresses will be restricted to those of staff members.
- Other than District approved fundraisers or sponsors, no advertisements or endorsements of any kind will be permitted.
- All publishing of information must be located on District owned or District approved sites.
**Termination/Revocation of System User Account**
The District may suspend or revoke a system user’s access to the district’s system upon violation of District policy and/or guidelines. Termination of student’s access will be effective on the date the principal or District Information Technology staff member receives notice of student withdrawal, revocation of system privileges, or on a future date if so specified in the notice.

**Availability of Access**

**Access by Authorized Employees**
Access to the District’s electronic communications system, including the internet, shall be made available to authorized employees for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the user:
- Does not impose tangible cost on the District.
- Does not unduly burden the District’s technology resources; or
- Has no adverse effect on any employee’s job performance or on any student’s academic performance.

**Access by Students**
Access to the District’s technology resources, including the internet, shall be made available to students exclusively for instructional purposes and in accordance with administrative regulations.

Students issued a laptop through the mLISD program will abide by the terms and conditions in the mLISD Student and Parent Handbook in addition to the LISD Technology Resource Acceptable Use Guidelines.

**Access by Members of the Public**
Access to the District’s technology resources, including the internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the user:
- Does not impose tangible cost on the District; and
- Does not unduly burden the District’s technology resources.

**Acceptable Use**
Access to the District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District’s technology resources and District’s right to monitor their use to ensure compliance with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. (See DH, FN series, FO series, and the Student Code of Conduct.) Violations of law may result in criminal prosecution as well as disciplinary action by the District.

End-user systems are an integral part of the overall technology infrastructure and must be carefully managed to maintain effective operation of critical technology applications and to protect the integrity of the LISD network. End-user systems include desktops, workstations, laptops, software, and associated accessories. The District is committed to observance of all laws and regulations applicable to our business, including those governing the licensing and use of software by anyone working for the District or in a District facility.

**Internet Safety**
LISD will promote a safe learning environment by:
- Making a best effort to control student access to inappropriate materials as well as materials that are harmful to minors through the use of a tiered filtering system.
- Monitoring student online activity to promote safety and security while utilizing District resources.
- Prohibiting unauthorized access, including hacking and other unlawful attempts at circumventing network security.
- Restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.
Leander Independent School District

• Educating students and staff about cyberbullying awareness, digital citizenship, and appropriate online behavior.

• The student’s parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside LISD.

Digital Citizenship
Leander ISD promotes responsible digital citizenship by educating staff and students on:

• Copyright principles (current laws, fair use guidelines, creative commons, open source, public domain).

• Safe and appropriate behavior and digital etiquette in all forms of online social media, such as text messaging, instant messaging, electronic mail (e-mail), chat rooms, web logs (blogs), forums, video-sharing websites, Google applications, social networking websites, and backchannels.

• Understanding the negative impact of online bullying, harassment, hacking, intentional virus setting, invasion of privacy, and piracy.

• Appropriate personal security guidelines; such as protecting one’s login information and passwords, digital identity, such as protecting one’s personal identity by not using full names, and acceptable use of technology.

Prohibited Activities (including off school property if the conduct causes a substantial disruption to the educational environment) includes:

• Possessing, using, or attempting to use any item (physical or electronic) which has the intended or specific purpose to cause harm, in any form, to LISD technology resource(s), or any other computer networks. This includes, but is not limited to, any items or software that could cause a network outage, damage technology equipment, capture sensitive or unauthorized information, or circumvent or change security policies.

• Possessing, using, or attempting to use any item (physical or electronic) which has the intended or specific purpose to bypass security or monitoring safeguards. This includes, but is not limited to applications used to bypass web filtering or applications used to make your activity anonymous from district monitoring. Attempting to circumvent Internet content filtering or disabling the filter for student use is prohibited per federal law (Children’s Internet Protection Act).

• Possessing, using, or attempting to use any item (physical or electronic) which involves use of technology not directly related to Leander ISD curriculum for that particular end user. This includes, but is not limited to installing or using games not approved by Leander ISD on Leander ISD equipment and using personal technology devices in a way that is in violation of LISD Technology Acceptable Use Guidelines or specific directions of faculty.

• Making unauthorized copies of software, or using software in violation of the license agreement.

• Installing unapproved software or applications on District-owned devices.

• Using the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.

• Transmitting or accessing 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.
• Incurring or attempting to incur any financial liability while utilizing a District-owned device. This includes, but is not limited to, accessing any fee-based services.

• Redistributing copyrighted programs or data except with the written permission of the copyright holder or designee, and the Information Technology Services Department. Such permission must be specified in the document or must be obtained, in writing, directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, (EFE Legal, Local, Exhibit) and administrative regulations. Copies of any such authorizations must be provided to the office of the Executive Director of Information Technology Services.

• Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyber bullying and “sexting”, while on school property. These actions are also prohibited when occurring off school property, if the conduct causes a substantial disruption to the educational environment.

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

• Wasting District resources. Storage of personal, redundant, or out-of-date materials wastes valuable and expensive resources. Users are to periodically review their files and delete unnecessary information.

• Attempting to access or circumvent passwords or other security related information of the District, students, or employees, or using someone else’s username and password.

• Uploading or creating computer viruses.

• Using e-mail or Web sites to encourage illegal behavior or threaten school safety.

• Using the Internet or other electronic communications to threaten District students, employees or volunteers.

• Masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to sending out e-mails, creating accounts or posting messages or other online content (e.g. text, images, audio or video) in someone else’s name.

• Attempting to circumvent Internet content filtering or disabling the filter for student use is prohibited per federal law (Children’s Internet Protection Act).

Leander ISD reserves the right to examine all data stored in all District computer systems or District issued Google Apps for Education Accounts to make sure that all users are in compliance with these regulations.

Leander ISD also reserves the right to use electronic means to restrict access to questionable material and to track and monitor system use, including electronic mail, Internet, and files.

Violating any of these rules can result in a disciplinary action ranging from 5 days placement in In School Suspension (ISS) to 45 days placement in Leander Extended Opportunity Center (LEO). The nature of the violation will determine the appropriate disciplinary action on a case by case basis. Disciplinary actions may vary depending on the circumstances and
Intellectual Property Rights
Students shall retain all rights to work they create using the District’s electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District’s electronic communications system. The District shall retain the rights to any product created for its use by an employee even when the author is no longer an employee of the District.

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

Google Apps for Education is a set of online tools for communication, collaboration and document storage. Provided by Google to the District at no cost, these tools include:

- Gmail: a full functioning e-mail program. The District may provide email accounts for students enrolled in grades 3-12, as needed. Students in grades 3 through 8 will be restricted to sending and receiving email to/from internal or approved addresses only.

- Calendar: a customizable calendar and to-do list

- Drive: a word-processing, spreadsheet, presentation, form and drawing program that allows multi-user access and editing.

- Sites: a website application allowing the gathering of a variety of information in one place - including videos, calendars, presentations, links, and text - and easily shared for viewing or editing with a small group or an entire organization.

- As Google continues to add new tools, the District will evaluate each for its educational potential. The District may add additional tools within Google Apps for Education throughout the school year.

The District’s primary reasons for supplying these tools to students are;

- To promote the technology TEKS and give students practice and guidance in using current technology applications and tools for productivity.

- To increase communication and collaboration among students and teachers.

- To facilitate “paperless” transfer of work between students and teachers.

- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience.

- To provide adequate long-term storage space for student work.

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

Conduct: Students are responsible for appropriate behavior online just as they are in a school building. It is inappropriate and possibly illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course-related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated. The privacy of others should be respected at all times. All rules governing acceptable use of District technology resources by students contained in this document apply to the use of LISD Google Apps for Education regardless of whether they are accessed at school or home.
Access Restriction: Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of LISD. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of guidelines, law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

Security: Leander ISD cannot and does not guarantee that the security and confidentiality of Google’s system will never be breached, nor that, as a result, personal identifiable information will never be obtained or accessed by unauthorized persons. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

Privacy: The District reserves the right to access, monitor and review content in the Google Apps for Education system at any time. The District complies with all state and federal privacy laws.

Consent: By acknowledging receipt of the Student Handbook, Student Code of Conduct, and Technology Resource Acceptable Use Guidelines, parents are giving consent for their student to use their District-created Google Apps for Education account.

COPPA (Children’s Online Privacy Protection Act)
Under the provisions of COPPA all commercial websites must get prior consent before children under the age of 13 are permitted to share any personal information about themselves, or are permitted to use any interactive communication technologies where they would be able to share personal information with others. This includes chat rooms, e-mail, instant messaging, personal profiles, personal websites, registration forms, and mailing lists. Both students in this age group and their teachers will be educated as to the provisions of the law and our Acceptable Use Guidelines.

Students under the age of 13 may not visit any websites that collect personal information unless it is for curricular reasons and is under the direction or supervision of a staff member of LISD. By acknowledging receipt of the Student Handbook, Student Code of Conduct, and Technology Resource Acceptable Use Guidelines, the parent/guardian of a child under the age of 13, grants LISD permission to create a Google account for their child, as well as act as proxy in consenting for their child to provide necessary information to District approved sites for instructional purposes.

Use of Personally Owned Technology Devices (BYOT)
Student use of personally owned devices on LISD property or at a District sponsored event is at the sole discretion of their teacher and/or campus administration. The decision of whether or not the student may bring a personally owned device to school will be at the discretion of the student’s parent(s)/guardian(s).

Personally Owned Device Internet Usage
Leander ISD offers wireless Internet access for personally owned devices in our buildings. The LISD-WiFi Network, provided to staff and students, is the same filtering system accessed from District owned devices. Upon login, students and staff will receive Internet filtering appropriate for their credentials. Staff may connect their personally owned devices to the LISD-WiFi Network using their District login credentials. Students are required to connect their personally owned devices to the LISD-WiFi Network with their District login credentials when on school property. Students are prohibited from using the LISD-Guest network.

The District also offers a separate guest wireless access, which allows community members, such as PTA organizations, to gain access to the Internet with any personally owned devices. The LISD-Guest network will be provided with the most protective level of Internet filtering currently deployed for LISD student access.

Both the LISD-WiFi Network and LISD-Guest Network are provided on an as-is, as-available basis for use by LISD staff members, students, and guests. Because the primary purpose of the LISD network is to provide connectivity for District-owned devices, LISD reserves the right to restrict access, bandwidth, and content as it deems necessary on the LISD-Guest and LISD-WiFi Networks. Configuring personal devices to connect to the LISD Wireless Network is the sole responsibility of the user. LISD does not provide technical support and assistance for personally owned devices.

Personally Owned Device User Agreement
Each time a personally owned electronic device is used on LISD property or at a District sponsored event, the user agrees to the terms listed below:
User will abide by all provisions outlined in the Acceptable Use Guidelines.

User will not hold Leander ISD liable for any damage that may occur as a result of connecting to the LISD-WiFi and LISD-Guest Wireless Networks.

User will not hold Leander ISD responsible for any physical damage, loss, or theft of the personally owned device.

Students are responsible for logging into the LISD-WiFi network while on campus and not using family’s private data plan. The district will assume no financial obligation.

Leander ISD reserves the right to inspect, at any time, any personally owned device, and the network communications going to and from it, while connected to the LISD-WiFi and LISD-Guest Networks. Such monitoring may be conducted remotely, and without prior notification to the device owner. Any other inspection of any personally owned device is subject to the requirements set forth in the Student Code of Conduct.

A personally owned device many not be plugged into the LISD physical network (Ethernet).

Any attempt to circumvent the LISD internet filtering may result in a loss of BYOT privileges, as well as may result in disciplinary actions.

Leander ISD will not be obligated to supply electrical power access for these devices nor will the District be responsible for damage caused by using the District’s power supply.

Use of personally owned devices on LISD property or at District sponsored events is governed by the District/campus administration.

Student use of personally owned devices in the classroom setting will be at the discretion of the classroom teacher.

Persons connecting computers to the LISD-WiFi and LISD-Guest Networks agree to maintain current malware prevention software enabled on their computers.

Persons accessing LISD email or any confidential LISD information using a personally owned device agree to prevent unauthorized access to the device by securing it with a password and complying with all District required system security procedures as well as applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191) [HIPAA] standards. If a computer or portable electronic device, such as a cell phone, is lost, stolen, or disposed of without properly deleting all LISD email or other confidential information, the user must contact the LISD Information Technology Help Desk immediately.

Employees connecting to the LISD-WiFi network with any personally owned devices agree to adhere to all of the provisions of the Personal Use of Electronic Media (Policy DH).

The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse LISD for any damage that their student may cause arising out of and relating to the use of the wireless network with his/her personally owned device.

Students are responsible for his/her own device set-up, maintenance, and charging. District employees are not permitted to diagnose, repair, or work on a student’s personal device.

Students are responsible for their devices at all times.

**Personally Owned Device Prohibited Activities**

- All previously listed prohibited activities within the LISD Technology Resource Acceptable Use Guidelines.
Leander Independent School District
High School Handbook

- No photos, videos, texting, or phone calls during class unless deemed appropriate by the teacher for instructional purposes.
- Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyberbullying, accessing offensive/obscene materials, and engaging in illegal activity.
- No use of personally owned devices will be permitted during tests unless authorized by the teacher; use or possession of personal devices are not permitted during administration of any state assessment.
- Devices should not be shared or loaned to others without parental permission.
- No non-educational games allowed during the school day.
- Social media (e.g. Facebook, Twitter, Instagram, etc.) will not be permitted for non-instructional purposes.

Personally Owned Device Recommendations
- All devices and accessories are clearly labeled with student's name.
- A password or passcode be set on the device.
- The serial number and model information be recorded and kept at home.
- Students bring headphones to use when accessing digital resources containing audio.
- All devices should come to school fully charged.

Disclaimer
The District's system of technology resources is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

Access to the Internet is provided on an as is basis. Leander ISDs Board of Trustees, agents and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to the Internet, Time Warner or the LISD network, or any information or software accessed or received by the user. Leander ISD will make a best effort to prevent access to inappropriate Internet content, however, due to the fact that no prevention means are foolproof, LISD is not responsible for any material a user may be exposed to while using the LISD Network. Leander ISD will not be responsible to or liable to the user for any claims, losses, or damages the user may suffer as a result of these Terms and Conditions or access to the Internet, including without limitation any losses, claims, or damages arising from LISDs negligence or the applicant's own errors or omissions.

All users of the system agree that this limitation releases LISD from any claims; damages or losses suffered arising from the use of this system. Use of any information obtained over this network is at the applicant's own risk.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

Students who are authorized to use end-user systems are required to abide by the provisions of the District's Technology Resource Acceptable Use Guidelines and any administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

The District shall not be liable for users' inappropriate use of electronic communication resources or violations or copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

These acceptable use guidelines may be updated or revised as needed throughout the year.
Leander ISD has the right to collect and examine any device suspected of attack/virus infection.