



**Lake Travis High School
Student/Parent Handbook
Student Code of Conduct
2017-2018**

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Lake Travis Independent School District

3322 Ranch Road 620 South

Austin, Texas 78738

Telephone: 512-533-6000

Fax: 512-533-6001

www.ltidschools.org

Board of Trustees

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Assistant Superintendent for Administrative & Community Services

Holly Morris-Kuentz

Assistant Superintendent for Human Resources

Evalene Murphy

Assistant Superintendent for Business, Financial and Auxiliary Services

Johnny Hill

Student Holidays

September 4 – Labor Day

October 9 – Columbus Day

October 10 – Staff Development/Student Holiday

November 20-24 – Thanksgiving Break

December 22 – Staff Development/Student Holiday

December 25-January 5 – Winter Break

January 8 – Staff Development/Student Holiday

January 15 – MLK Day Student/Staff Holiday

February 15-16 – Staff Development/Student Holiday

February 19 – Staff Development/Student Holiday

March 9 – Staff Development/Student Holiday

March 12-16 – Spring Break

March 30 – Good Friday Student/Staff Holiday

April 27 – Staff Development/Student Holiday

Bad Weather Day: March 30

Grading Period

August 16 – October 13

October 16 – December 21

January 9 – March 8

March 19 – May 25

Lake Travis Independent School District Campuses

Bee Cave Elementary School

14300 Hamilton Pool Road
Austin, Texas 78738
Jennifer Andjelic, Principal
Michaele Pansza, Assistant Principal
Telephone: 512-533-6250
Fax: 512-533-6251

Lake Pointe Elementary School

11801 Sonoma Drive
Austin, Texas 78738
Kelly Freed, Principal
Ann Robinson, Assistant Principal
Telephone: 512-533-6500
Fax: 512-533-6501

Lake Travis Elementary School

15303 Kollmeyer Drive
Austin, Texas 78734
Angela Frankhouser, Principal
Lizeth Thompson, Assistant Principal
Telephone: 512-533-6300
Fax: 512-533-6301

Lakeway Elementary School

1701 Lohmans Crossing Road
Austin, Texas 78734
Sam Hicks, Principal
Kim Kellner, Assistant Principal
Telephone: 512-533-6350
Fax: 512-533-6251

Serene Hills Elementary School

3301 Serene Hills Drive
Austin, Texas 78738
Julie Nederveld, Interim Principal
TBD, Assistant Principal
Telephone: 512-533-7400
Fax: 512-533-7401

West Cypress Hills Elementary School

6112 Cypress Ranch Boulevard
Spicewood, Texas 78669
Amanda Prehn, Principal
Melanie Beninga, Assistant Principal
Telephone: 512-533-7500
Fax: 512-533-7501

Hudson Bend Middle School

15600 Lariat Trail
Austin, Texas 78734
Thomas Payne, Principal
Amanda Toon, Assistant Principal
Kevin Malandrucolo, Assistant Principal
Ashley Bernard, Assistant Principal
Telephone: 512-533-6400
Fax: 512-533-6401

Lake Travis Middle School

4932 Bee Creek Road
Spicewood, Texas 78669
Jodie Villemaire, Principal
Zach Freed, Assistant Principal
Janet Pyne, Assistant Principal
Jennifer Sanders, Assistant Principal
Telephone: 512-533-6200
Fax: 512-533-6201

Lake Travis High School

3324 Ranch Road 620 South
Austin, Texas 78738
Gordon Butler, Principal
Karen Reich, Associate Principal
Patrick Hinson, Assistant Principal
Roy Hudson, Assistant Principal
Darnell Horton, Assistant Principal
Angie Watson, Assistant Principal
Telephone: 512-533-6100
Fax: 512-533-6101

Student Hours

8:50a.m. – 4:05 p.m.

PREFACE

To Students and Parents:

Welcome to school year 2017–2018! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The High School Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

Section II—INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “parent”, unless otherwise noted, is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Lake Travis Independent School District ***Student Code of Conduct***, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document is located in the **Appendix**, on the district website at www.ltidschools.org and is available in hard copy upon request.

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

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

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

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

After reading through the entire handbook with your child, bookmark it for reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

DISTRICT POLICIES

The Lake Travis ISD Board Policy Manual contains the official, Board approved policies of the District is available at the Central Administration Building and an official electronic copy is available on the Lake Travis ISD website – www.ltidschools.org.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the office of the Deputy Superintendent at 512-533-6030.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, the Lake Travis Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, or any other basis prohibited by law, in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex:

- Mary Patin, Deputy Superintendent – 512-533-6030
- Evalene Murphy, Assistant Superintendent for Human Resources-512-533-6019
- Michael Drinkwater, Assistant Athletic Director – 512-533-6059

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

- Mary Patin, Deputy Superintendent of Curriculum and Instruction – 512-533-6030
- Dr. Laura Abbott, Director of Special Services – 512-533-6460
- Krystie Griffin, Intervention Services Coordinator– 512-533-6460

All other concerns regarding discrimination:

- Mary Patin, Deputy Superintendent 512-533-6030

AUTOMATED OR ELECTRONIC COMMUNICATION NOTICE

Your child's school will request that you provide contact information, such as your current phone number and email address, in order for the school to communicate items specific to your child, your child's school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school's administration office immediately upon a change in or disconnection of your phone number. The district or school may generate automated or pre-recorded messages, text message, or real-time phone or email communication, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard

messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. Please see **Emergency Crisis Communication** in this handbook for information regarding contact with parents during an emergency situation.

PARENT AND FAMILY ENGAGEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the teacher, counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school. Monitoring your child's attendance and academic progress and contacting teachers as needed. [See Academic Counseling.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in- person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. Please give 24-48 hours for a return phone call. [See **Grades.**]
- Becoming a school volunteer. [For further information, see policies at GKG and the campus directly.]
- Participating in campus parent organizations. Parent organizations include: PTO, Student Mentor, Campus Volunteers, Athletic Booster Club, and Campus Advisory Team.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus directly.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at School Health Advisory Council section.]
- Serving on ACE (PTO Presidents).
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Consent Required Before Student Participation in Federally Funded Survey, Analysis or Evaluation

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such survey, analysis, or evaluation. [For further information, see policy EF (LEGAL).]

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

Unless a law requires a student to participate in a survey, as a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling, or otherwise disclosing that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Any nonemergency, invasive physical examination or screening required 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. [For further information, see policies EF and FFAA.]

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Consent to Conduct a Psychological Evaluation

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Display a Student’s Original Works and Personal Information

Teachers may display students’ work, which may include personally identifiable student information,

in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

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

Teacher and Staff Professional Qualifications

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certificate. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. The district shall make teaching materials and tests readily available for parental review and may specify reasonable hours for such review.

As a parent, you are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the instructional materials at the beginning of the next school day if requested to do so by the child's teacher.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO (LEGAL) and the *Student Code of Conduct*.]

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

You will find information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district at <https://www.ltidschools.org/STAAR>

Student Records

You may review your child's records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,

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

Authorized Inspection and Use of Student Records

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

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorize without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. 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 20202-5901

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

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

Inspection and release of student records is primarily restricted to an eligible student or a student’s 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 education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, all rights under FERPA transfer from the parent to the student. The school may not release records to a parent of an eligible student unless the student has given consent, the student is a dependent for tax purposes, or in limited circumstances, a threat to the health and safety of the student or other individuals exists.

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

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

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

A parent or eligible student who wishes to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

A parent (or eligible student) may inspect the student’s records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the appropriate

records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

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

The district's policy regarding student records found at policy FL is available from the Deputy Superintendent's office or on the district's Website at www.ltidschools.org.

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

Directory Information

FERPA permits the district to disclose appropriately designated "director information" from a student's education records without written consent. The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the Denial of Release of Student Directory Information form in the forms packet.]

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form is available for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

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

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety; including the maintenance of order and discipline in common areas of the school or on buses;
- When it relates to classroom instruction or a co-curricular or extracurricular

- activity;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings under section 29.022.

The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law. [See **Video Cameras** for more information, including a parent's right to request video and audio equipment be placed in certain special education classrooms or settings.]

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

Religious or Moral Beliefs

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate in conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation Purposes

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The schools will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal. The school may also offer tutorial services, which students whose grades are below 70.

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

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

As a parent, you may 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 Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** and policy EC (LEGAL).]

Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week 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. [See policy EHBK (LEGAL).]

Limited Electronic Communications with Student by District Employees

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual's professional responsibilities. (e.g., for classroom teachers, matters relating to class work, homework and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

The purpose of the human sexuality curriculum and programming at the elementary level is to help young people understand the changes in their bodies using developmentally appropriate terminology. The program's goal at the secondary level is to empower teens with accurate information regarding human development and practical tools to help them make healthy decisions, build healthy relationships, and postpone sexual involvement until marriage. The LTISD SHAC has recommended to the Board of Trustees, and the Board has approved, two options related to the LITSD Health Education curriculum: [Austin LifeGuard](#) (Abstinence Based),, and Opting Out.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

School Safety Transfer/Assignment

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying, which includes cyberbullying,

defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the campus principal for information.

- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. [See **Bullying**, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]
- Request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization
- Grade level, course or educational program placement
- Eligibility requirements for participation in extracurricular activities
- Graduation requirements

Immunization is not required for admission to a district if the student can prove that he or she is a member of the armed forces of the United States and is on active duty.

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

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

Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB (LEGAL).] Administration may move student to a different class if the placement is not successful and change of placement is necessary.

The Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

Students in the Conservatorship of the State (Foster Care)

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

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

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

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

Please contact the Health and Social Programs Coordinator, who has been designated as the district's foster care liaison, at 512-533-6041 with any questions.

Students Who Are Homeless

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

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

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

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

For information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, the Health and Social Programs Coordinator, at 512-533-6041.

Students Who Have Learning Difficulties or Who Need Special Education Services

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

A parent may request an evaluation for special education services at any time. If a parent makes a written request to a school district's director of special education services or to a district administrative employee for an initial evaluation for special education services, the school must, not later than the 15th school day after the date the school receives the request, either give the parent a prior written notice of its proposal to evaluate the student, a copy of the *Notice of Procedural Safeguards*, and the opportunity for the parent to give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the *Notice of Procedural Safeguards*.

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

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

Upon completion, the school must give you a copy of the evaluation report at no cost.

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

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

- Educational Service Center Region 13: 512-919-5207 (ann.jinkins@esc13.texed.net)
- Texas Parent 2 Parent: 512-458-8600 (laura@txp2p.org)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Dr. Laura Abbott, Director of Special Services, 512-533-6460.

The district will notify the parent of a student, other than a student enrolled in a special education program, who receives assistance from the district for learning difficulties, including intervention strategies, that the district provides assistance to the student.

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

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding any transportation prior to requesting a transfer for any other children in the home. [See policy FDB (LOCAL).]

Students With Physical or Mental Impairments Protected Under Section 504

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

For more information contact Laura Abbott, Director of Special Services, at 512-533-6460.

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact your student's school.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit that are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Age 19 or Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five (5) unexcused

absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Between Ages 6 and 19

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. Once a student is enrolled in school, the compulsory attendance laws apply.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Excused Absences and Required Documentation

<u>Acceptable District Excused Absences</u>	<u>Acceptable Documentation</u>
Personal Illness	Note provided by parent within 3 days of the first day returned to school (with principal approval). A student absent for more than 5 consecutive days must bring a note from the doctor's office verifying the illness or condition that caused the student's extended absence.
Family Emergency (e.g., severe illness or death of immediate family)	Note provided by parent within 3 days of the first day returned to school (with principal approval).
Weather or road conditions making travel dangerous	Note provided by parent within 3 days of the first day returned to school (with principal approval).
Participating in early and periodic screening, diagnosis and treatment program by TDHS and Medicaid eligible	Note from TDHS or person providing services that is signed and dated.
Observing religious holy days (One day for the observance, one day for travel to, and one day for the returning travel.)	Note provided by parent within 3 days of the first day returned to school.
Attending a documented appointment with a health care professional (face-to-face) if student commences classes or returns to school on the day of the appointment	Note from doctor's office that is signed and dated.
Appearing at a governmental office to complete paperwork related to application for US citizenship or taking part in a US naturalization oath ceremony	Documentation from the US Citizenship and Immigration Service Department stating that the absence was due to applying for citizenship or a copy of letter detailing the ceremony information.
Receiving generally recognized services for autism spectrum disorder resulting from treatment by a	Note from the health care professional that is signed and dated.

healthcare professional (as defined by TX Insurance Code §1355.015(b)) and the student commences classes or returns to school on the day of the appointment	
Visiting a college or university as a junior or senior (allowed 2 days)	Written documentation from the college or university admissions office. [See College Days for further information on the procedures.]
Serving as an early voting clerk or an election clerk (up to 2 days in a school year)	Note from the election clerk.
Sounding TAPS at a military honor funeral held in Texas for a deceased veteran (grades 6-12)	Note provided by parent within 3 days of the first day returned to school or a copy of the funeral program.
Participating in a school board approved activity that is under the direction of a professional staff member	Signed permission slip for approval to participate.
Participating in mentorship approved by District personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program	A signed note from the mentor sponsor stating that the student is participating in a mentorship program.
Enrolled in one or more TXVSN courses but attend part of the day at a regular campus and not scheduled to be on campus during official attendance taking time	Enrollment and approval forms from TXVSN coordinator.
Visiting a parent, stepparent, or legal guardian who is called to military duty, is on leave or immediately returned from continuous deployment of at least 4 months (for up to 5 days)	Copy of deployment order or other official military documentation.
Attending a court appearance	Copy of a subpoena or other court documents requiring the student to attend.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days and the student provides verification to the district of these activities.

Notes from parents may be emailed from the parent's email address to the school's campus attendance office. Notes signed by students will not be accepted. However, students who are 18 years of age or older and are not living at home may apply through the Associate Principal's office for a waiver of this requirement.

Phone calls will not be accepted as appropriate documentation for any absence.

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

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

unexcused.

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

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Age 19 or Older

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

Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor his or her child’s attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

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

A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 19 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy FEA (LEGAL).]

Attendance for Credit or Final Grade (K-12)

To receive credit or a final grade in a class, a student in kindergarten-grade 12 must attend at least 90 percent of the class periods 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 or final grade for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the

approval of the judge presiding over the case will also be required before the student receives credit or final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student, parent, or a representative may submit a petition to the Campus Attendance Committee requesting award of credit or a final grade. Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee shall use the following guidelines:

- If makeup work is completed satisfactorily, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or final grade.

The Campus Attendance Committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

- Completing additional assignments, as specified by the committee or teacher;
- Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs;
- Maintaining the attendance standards for the rest of the semester;
- Taking an examination to earn credit [see EHDB];
- Attending a flexible school day program;
- Attending summer school;
- Fulfilling any other stipulation deemed appropriate by the committee.

The student or parent may appeal the committee's decision to the board by following policy FNG (LOCAL).

The actual number of days a student must be in attendance in order to receive credit or a final grade

will depend on whether the class is for a full semester or for a full year.

Official Attendance-Taking Time

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

Official attendance at the high school will be taken at 10:35 a.m., during the second instructional hour of each day.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures in **Excused Absences and Required Documentation** to provide documentation of the absence.

Make-Up Hours

Students who are denied credits or have not received a final grade for a course due to excessive absences may be provided the opportunity to make up the absences. In order to receive credit, students must make up attendance hours prior to the end of the school year. The makeup of attendance hours lost during the final nine-week grading period of the current school year must be completed no later than 20 calendar days beyond the last day of instruction for that school year. Students will not be allowed to participate in Winter Formal, Prom, Senior Trip or Graduation if they owe hours.

Make-up hours can be made up through the Saturday School. Make-up hours will not be allowed to be made up with individual teachers. Saturday School - sessions run from 8:00 A.M. - 4:00 P.M. and can be segmented in increments of four hours (i.e. 8:00 A.M.-12:00 P.M.).

Extracurricular and UIL Absences

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW

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

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

This Information can be found on the district's website at <https://www.ltidschools.org/accountability>

Hard copies of any reports are available upon request to the district's administration office.

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

ALTERNATING BLOCK SCHEDULE

Lake Travis High School will operate on an alternating block format with four class meetings every other day. Four 9-week grading periods comprise the school year. (See **Grades** for more information regarding the grading system on this schedule.) Most courses will meet every other day, all year (36 weeks). If a course is “double-blocked” it will meet every day, all year, and will consume two of the eight total blocks.

The student calendar will be divided between “A” days and “B” days. These days will alternate every school day so that if a school week ends on an “A” day, the next school week will start on a “B” day. Non-school days including weekends and holidays are not designated as an “A” or “B” day so if a school week ends on a “B” day with a holiday the following Monday, the next school day (Tuesday) would be an “A” day. A link to the “A” day / “B” day student calendar will be available at our school website: www.ltisdschools.org. See Appendix B for schedule.

Armed Services Vocational Aptitude Battery Test

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

Please contact the principal for information about this opportunity.

ANNOUNCEMENTS

Announcements occur daily and include important information such as directions for assemblies, meetings, activities, and safety drills. Teachers and students should listen carefully to all announcements.

BULLYING (All grade levels)

The District has incorporated the Olweus Bullying Prevention Program at all campuses with the integration of its key components for all students: school wide rules, classroom meetings, individual interventions, parent involvement and community connection. For more information on the Olweus Program, contact your campus principal or go to www.olweus.org.

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

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

- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

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

The district is required to adopt policies and procedures regarding:

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

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by using the District's Cavs Who Care tip line located on the district and each campus website as well as the District mobile app.

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

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

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the

campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments**]

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

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

CERTIFICATIONS AND LICENSURES

Several Career and Technical Education (CTE) courses offer industry standard certifications and licensures that students may take examinations to obtain. For more information, please contact the CTE teacher or the College and Career Readiness Coordinator at 512-533-5940.

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

Lake Travis ISD offers various career and technical programs in the following areas: Agriculture, Food & Natural Resources, Architecture & Construction, Arts, A/V Technology & Communications, Business Management & Administration, Finance, Health Science, Information Technology, Manufacturing, Marketing, and Science, Technology, Engineering & Math. Admission to these programs is based on student interest and completion of any identified prerequisites.

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

The District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. [See **Statement of Nondiscrimination** for the name and contact information for the Title IX coordinator and Section 504 coordinator.]

CAVS IN SERVICE

LTHS values and encourages active student participation and volunteerism in our school and community. In conjunction with the LTHS PTA, eligible LTHS Seniors will be recognized at graduation for outstanding volunteer community service hours accumulated during their enrollment at LTHS. Students achieving this honor will receive an additional recognition cord to be conferred at graduation. To qualify, a graduating senior must have accumulated 100 hours of recognized and approved volunteer

community service hours while attending LTHS. Students can begin accumulating volunteer service hours effective June 1st of the start of their freshman year (including eligible summer activities performed during the summer following their 8th grade graduation).

The community service volunteer sponsor will set a timeline for final consideration of student service hour submissions prior to graduation. The deadline for submission will be communicated to participating students, but will occur no earlier than 4 weeks prior to graduation. The student is responsible for accurate and timely submission of all volunteer service hours. The format and method of submission will be distributed to students during the first grading period of each school year. Seniors must have all forms turned in by May 1, 2018 to be considered for graduation recognition.

CELEBRATE FREEDOM WEEK

LTISD participates in Celebrate Freedom Week, which is scheduled by law to occur during the last full week of classes during the week in which September 17th occurs. Instruction should include study of the intent, meaning, and importance of the Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical context. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during this week 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 U.S. government extends diplomatic immunity. [See policy EHBK (Legal).]

CELL PHONES, CAMERAS, AND OTHER PERSONAL ELECTRONIC DEVICES

Student use of personal mobile devices in school is allowed, subject to the LTISD Student Code of Conduct, Campus Handbook, LTISD Student Acceptable Use Policy, and the discretion of the teacher and other campus personnel. LTISD personnel will direct students in the appropriate use of personal mobile devices, which at times may be encouraged, and at other times may require that the devices are to be turned off and put away for certain activities. Personal devices may not be allowed to disrupt classes or educational purposes. Personal mobile devices may be collected by the teacher or other LTISD personnel to prevent disruption to the learning environment. Personal devices that negatively impact the LTISD computing environment or network may be shut down or blocked to prevent disruption of service to others. Taking pictures and video is only allowed with teachers and other student(s) permission.

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

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

See **Acceptable Use Policy (AUP)** in Appendix A.

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

Unacceptable and Inappropriate Use of Technology Resources:

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

CHANGE OF ADDRESS OR PHONE NUMBER

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

CHILD FIND

The District shall ensure that all children residing within the District who have disabilities, regardless of the severity of their disability, including those attending private schools, and who are in need of special education and related services are identified, located, and evaluated. The District shall have a practical method for determining which children are currently receiving needed special education and related services and which children are not currently receiving needed special education and related services. This requirement applies to highly mobile children (including migrant and homeless children) and children who are suspected of being in need of special education but who are advancing from grade to grade. 20 U.S.C. 1412(a)(3), 1413(a); 34 CFR 300.125. Please contact the Special Services Office at 512-533-6460 for more information.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law

enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping or eating disorders, and problems in school.

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see: http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following websites might help you become more aware of child abuse and neglect:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Texas Association Against Sexual Assault, Resources](#)
- [Texas Attorney General, What We Can Do About Child Abuse Part 1](#)
- [Texas Attorney General, What We Can Do About Child Abuse Part 2](#)

Reports of abuse or neglect may be made to:

The CPS division of the DFPS (1 -~~352~~5400 or on the web at [Texas Abuse Hotline Website](#)).

CLASS RANK AND WEIGHTED NUMERICAL GRADE AVERAGE

In the calculation of class rank, the district only includes semester grades earned in high school credit courses taken in grades 9-12, except for those courses excluded below. The calculation will include failing grades.

The following provisions shall apply to students in the graduating classes of 2018:

Calculation of the student's class rank shall exclude grades earned in the following classes:

- Physical education or any course substituted for physical education;
- Distance learning courses;
- Dual credit courses;
- Credit recovery courses;
- Courses for which student has previously received credit;
- Local credit courses;
- Pass/fail courses, whether earned in the district or transferred; and
- Credit by examination, with or without prior instruction.

The district will assign weights to semester grades earned in eligible courses and calculate a weighted numerical grade average in accordance with the following:

<u>Category</u>	<u>Grade Range</u>	<u>Weight</u>
Advanced	100-90	Plus 15
	89-80	Plus 12
	79-70	Plus 9
Honors	100-90	Plus 10
	89-80	Plus 8
	79-70	Plus 6
Regular	100-40	Plus 0

No points will be added to failing grades. The district will record unweighted numerical grades on transcripts.

The following provisions shall apply to students beginning with the graduating classes of 2019:

Calculation of the student's class rank shall exclude grades earned in the following classes:

- Physical education through district-approved private or commercially sponsored physical activities (PE waivers);
- Distance learning courses;
- Dual credit courses;
- Credit recovery courses taken through an online program;
- Courses for which students have previously received credit;
- Summer school courses taken for original credit without prior instruction;
- Local credit courses;
- Pass/fail courses; and
- Credit by examination, with or without prior instruction.

The district will assign weights to semester grades earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

<u>Category</u>	<u>Weight</u>
Advanced	Multiplied by 1.2
Honors	Multiplied by 1.1
Regular	Multiplied by 1.0

The district will record unweighted numerical grades on student transcripts.

IMPORTANT NOTE: The district will apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a

student first earned high school credit.

For further information see policy EIC (LOCAL).

CLUBS

Student clubs and performing groups such as band, choir, drill, and athletic teams may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. If misbehavior is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. All extracurricular activities are also subject to the rules and regulations of the University Interscholastic League. Candidates for student elections such as student council, class officer, homecoming court, prom court, and other recognition must be eligible under UIL guidelines.

Clubs can be accessed on the school website at www.ltisdschools.org/lths.

Non-school Clubs

Students wishing to meet on school premises for a non-curriculum-related group shall file a written request with the campus principal or designee. The request shall be signed by a minimum of ten students and shall designate a professional employee who has agreed to serve as the faculty sponsor. Non-school persons shall not direct, control, conduct, or regularly attend activities of the club. Written parental permission is required in order for a student to participate in the club or organization. The request shall contain a brief statement of the group's purposes, goals, and activities; a list of the group's members; a description of any funding or other assistance received from, or affiliation with, any non-students or non-student groups; and a schedule of its proposed meeting times. Requests shall be approved annually by the principal and Superintendent subject to availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings otherwise permitted by law.

Notices of meetings shall be posted in a manner determined by the principal.

No club or organization shall be authorized, which, by virtue of its purposes, goals, or activities, promotes, encourages or condones, directly or indirectly, participation in any conduct by students that is classified as criminal offense under Texas law, or that poses a risk to their health, safety, or welfare (including, but not limited to, sexual activity by minors).

School personnel shall not promote, lead, or participate in the meetings of non-curriculum-related student groups. The principal may assign staff to monitor student meetings, as needed, and may establish reasonable written guidelines for the conduct of meetings to maintain order and discipline, protect the wellbeing of students and faculty, and ensure that student attendance is voluntary. The sponsor is present for the sole purpose of monitoring student behavior. [See policy FNAB (LOCAL).]

COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least 480 for EBRW and 530 for

Math on the SAT.

*Beginning with ninth graders in the 2014–15 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

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

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

[See Students in the Conservatorship of the State (Foster Care) for information on assistance in transitioning to higher education for students in foster care.]

COLLEGE CREDIT COURSES

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Austin Community College (ACC), which may be offered on or off campus;
- Enrollment in courses taught at Lake Travis High School by ACC staff; and
- Certain courses with local agreements.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student's grade level and the course, an end-of-course assessment may be required for graduation and, if so, will affect a student's final course grade.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COLLEGE DAYS

A junior or senior student's absence of up to two days related to visiting a college or university will be considered an excused absence, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

College trips must be approved in advance by the attendance office and must be requested on an official application form, which is available in the attendance office. College days may not be taken during exams, or in conjunction with Thanksgiving, Winter Break, Spring Break, or Easter Holidays. College days will not count for purposes of determining final exam exemptions provided the following procedures are followed:

- If prior approval is obtained from the attendance office,
- The college visitation form is completed with all signatures and returned to the attendance office one week prior to the visitation date; and
- Written documentation from the University/College admissions office is provided to the attendance office.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed informally. If you or your student have a complaint or concern, you are encouraged to take the following steps:

1. The most direct route to resolving a concern is to confer directly with the person involved. Therefore, parents should contact the appropriate staff member (usually the teacher, coach or counselor) by voicemail or email. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. In many cases, the concern can be resolved with a conversation over the phone or an email. If this is a situation that should be discussed in person, the parent should make an appointment to meet with the staff member.
2. If not satisfied, the parent's next step should be to contact the appropriate campus administrator (assistant principal or principal) to set up a time to talk about a resolution to the concern.
3. If the issue is not resolved at the campus level, parents should contact the Deputy Superintendent.

Should the concern not be resolved using this informal process, a formal grievance may be filed. For information and paperwork regarding this process, contact the office of the Deputy Superintendent and review District Policy FNG (LOCAL), posted on the District web site.

COMPUTER AND TECHNOLOGY SYSTEMS USE/INTERNET ACCESS

A student will be permitted to use District computers and other technology systems, including appropriate use of the Internet, only if the student and/or the parent sign and turn into the school office the form acknowledging the District's Student Acceptable Use Policy. (See Exhibit A.) All student computer and technology system use, including use of student personal technology devices or systems, shall be in accordance with District policy and teacher directives. Inappropriate use or abuse of District computers, District or personal technology systems, and/or Internet access may result in denial or restriction of the privilege to use the District's computers and technology systems, and possible further disciplinary action in accordance with the Student Code of Conduct.

Students and their parents should be aware that e-mail and other technology systems use are not

considered private and may be logged or monitored by district staff.

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

Unacceptable and Inappropriate Use of Technology Resources:

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

CONDUCT

Discipline Management Philosophy

The Lake Travis Independent School District will provide a positive learning environment for students both during the school day and at school-related functions. School personnel are to guide students to become individuals who consider all issues, analyze differences, comprehend choices, and reach decisions through thoughtful reasoning. Students should also exhibit responsible citizenship and strive for excellence within the school setting as preparation for lifetime success. In order to help students become self-motivated and self-disciplined life-long learners, school personnel are encouraged to respond to student success with positive reinforcement. Such techniques may include verbal reinforcement, recognition of success to peers, informing parents of student successes, and recognition of success by other teachers and/or administrators.

A variety of discipline management techniques will be administered to students who choose to violate the Student Code of Conduct. In general, consequences increase according to the severity or persistence of the misconduct. When administering consequences, school personnel shall adhere to the following

guidelines:

- Consequences shall be administered when necessary to protect students, school employees, or property, and maintain essential order and discipline.
- Students shall be treated fairly and equitably.
- Consequences shall be administered based on careful assessment of the circumstances of each case. Factors to consider shall include seriousness of the offense, student's age, frequency of misconduct, student's attitude, and potential effect on the school environment.
- Scholastic penalties will not be imposed as a consequence with the exception of cases involving cheating or plagiarism. Suspensions and/or expulsions are subject to grade adjustments as well.

The classroom teacher can successfully manage many behaviors. There will be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school.

Some infractions will result in a referral to an administrator. The disciplinary action will depend upon the offense, previous actions, and the seriousness of this misbehavior. Disciplinary actions taken by an administrator will be based on the guidelines stated in the Student Code of Conduct. Actions will reflect the needs of the student as well as the need of the school to ensure a safe, orderly learning environment for all students.

Campus Behavior Coordinator

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

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school- sponsored activities.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district

- property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

Social Events

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

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONFERENCE PERIODS/PARENTS CONFERENCES

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

CORRESPONDENCE COURSES

Students may earn a maximum of 3 credits towards graduation by correspondence. Students may only be enrolled in one correspondence course at a time. Credit toward state graduation requirements will be granted after successful completion if the institution offering the course is the University of Texas at Austin, Texas Tech University, or another public institution approved by the Associate Principal for Curriculum. Grades earned in correspondence courses are not used to compute class rankings or weighted numerical grade average. Seniors must complete correspondence courses and submit grades by the end of the fall semester to be eligible for graduation. Any extension must be cleared through the Associate Principal for Curriculum. Student athletes need to check with the NCAA Eligibility Center concerning their policy for accepting or rejecting CBE's, correspondence courses, Odyssey Ware courses at www.eligibilitycenter.org. Taking a correspondence course for graduation credit requirements requires a signed request form from student's high school counselor.

COUNSELING

Academic Counseling

High School Grade Levels

High School students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities, as well as information on the importance of postsecondary education.

The school counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce

opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should fill out a request to see the counselor located in the counseling suite. . As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance. Counseling services are not intended to provide ongoing psychological therapy; however, counselors can provide information regarding additional resources that may be available and will continue to monitor progress upon parent request.

[Also see **Substance Abuse Prevention and Intervention, Suicide Awareness, and Mental Health Support.**]

COURSE CREDIT

A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

CREDIT BY EXAM (If a Student Has Taken the Course)

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an exam approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

The school counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

Credit by examination shall not be used to gain eligibility for participation in extracurricular activities.

Tests shall be administered according to procedures approved by the Superintendent or designee. [See policy EHDB.] A fee shall be charged for this examination in accordance with policy FP.

CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION (IF A STUDENT HAS NOT TAKEN THE COURSE/SUBJECT)

A student will be permitted to take an exam to earn credit for an academic course or subject area for

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

If a student plans to take an exam, the student (or parent) must register on the district's website no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

Grades 6-12

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

Tests for acceleration will be offered quarterly – October, January, June, and August. Grades earned through credit by examination shall not be included in the student's weighted numerical grade average. [See EIC (LOCAL)]

The District shall not charge for an examination for acceleration on the published dates or alternate dates. The District may deny a parent's or student's request for an alternate examination or alternate date. If the District grants a request for an alternate exam, it may administer and recognize results of a test purchased from Texas Tech University or the University of Texas at Austin. [For further information, see policy EHDC.]

CREDIT RECOVERY

Credit recovery programs may be made available for students who are behind in credit accrual. Credit recovery is determined on an as needed basis. These programs are available to Juniors and Seniors only, unless during summer school. Credit recovery is a computer-based recovery program. Please see a counselor for more information on credit recovery guidelines. Credit recovery is also available during summer school and during Saturday School.

DETENTION HALL

Since detention is an integral part of the school discipline process, in accordance with the Student Code of Conduct, a student who violates the school's rules of conduct may be assigned before-school, after-school or Saturday Detentions. Parents may be given notice before a student is assigned to detention hall in order to make arrangements for transportation. **Detention before or after school may be assigned as determined by the campus. Parents are responsible for providing transportation or students may ride the late bus. No transportation is provided for Saturday detentions.** If detentions are not served, students will be referred to the campus administrator for further disciplinary action.

DISCRIMINATION, HARASSMENT, RETALIATION, AND DATING VIOLENCE

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and on the district's website. [See policy FFH.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

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

Sexual Harassment and Gender-Based Harassment

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

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

Reporting Procedures

Any student who believes that he or she has witnessed bullying, experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH (LOCAL) for the appropriate district officials to whom to make a report.

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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

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

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

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

DISTANCE LEARNING

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

Texas Virtual School Network (TXVSN)

The Texas Virtual School Network has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor. Unless an exception is made, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once

each year. If you do not receive a copy or have questions about this policy, please contact the campus principal.

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal and Director of Community Programs, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school yearbook can be pre-purchased throughout the year for all interested students. The yearbooks will be delivered in May/June. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials From Students

Students must obtain prior approval from the principal before posting, circulating, or distributing more than 10 copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, invitations, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. Students requesting approval for materials to be posted, circulated or distributed at campuses other than their home campus, must follow the guidelines of the Office of Community Programs.

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

A student may appeal a principal's decision in accordance with policy FNG (LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

Non-School Materials From Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy and guidelines established by the Office of Community Programs for distribution as applicable. The name of the sponsoring person or organization must be submitted to the Director of Community Programs for prior review and consideration. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB (LOCAL).

- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS CODE

Students may wear uniforms associated with approved campus extracurricular activities, as directed/approved by the principal or sponsor.

It is impractical to list every possibility of dress and grooming. **The principal shall apply the Grooming Code and make all final decisions regarding what is acceptable and appropriate considering the age and activities of the students.**

The High School Dress Code is established to create a successful learning environment, model good citizenship, instill discipline, prevent disruptions, minimize safety hazards, and teach respect for authority. Administrators have final authority concerning the clothing worn on school property.

1. General

- A. Students may not wear very tight, very loose, oversized, revealing or very short clothing. Pants must be worn at the waist.
- B. Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, accessories having drug, sexual emblems, tobacco or alcoholic beverage references or designs.
- C. Form fitting garments such as Spandex may only be worn with another layer of clothing, which meets dress code.
- D. Bedtime attire (including slippers) is not allowed.

2. Shirts and Blouses

- A. Crop tops, tube tops, halters and spaghetti straps are unacceptable (anything less than two inches is considered a spaghetti strap). Revealing, transparent and/or distracting clothing is prohibited. No spaghetti straps, low-cut clothing, undershirts worn as outerwear, or halter tops are to be worn.
- B. Midriff must be covered (both while standing and sitting).
- C. Men: Sleeveless shirts should extend to the edge of the collarbone and fit appropriately under the arm.

3. Dresses, Skirts and Shorts

- A. Shorts, dresses, skirts and skorts must be fingertip length with arms relaxed fully extended down the student's side or have an inseam no less than three inches. Slits in shorts, skirts or dresses must not be above the fingertips or be of a distracting nature to the school environment.

4. Pants

- A. Pants should be the appropriate size for the student. Students shall not wear pants that, when fastened, sag below the waist (no visible undergarments). All pants must fit around the waist and be properly fastened. No wide-legged pants (no wider than 8" in diameter).

5. Accessories

- A. Shoes must be worn at all times.
- B. Hair should be kept neat, clean and reasonably styled.
- C. Proper undergarments should be worn, but not visible.
- D. Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.
- E. Chains or spiked jewelry are unacceptable (including wallet chains).
- F. No excessive or distinctive make-up.
- G. Piercings are to be appropriate and shall not be distracting.

The school administrator(s) may alter the dress code at any time based on any inappropriate or disruptive trends. Any student dress that indicates an affiliation with a gang, group, or organization that is not school approved is forbidden. This may include colored articles of clothing, professional team sportswear, or distinctive lettering or script that signifies an unapproved group association as identified by the school administrator. The administrator in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate those standards may be removed or excluded from the activity for a period determined by the administrator or sponsor and may be subject to other disciplinary action.

DRIVER'S LICENSE AND LEARNER'S PERMIT

A Verification of Enrollment (VOE) Form is a **state mandated** form that provides documentation of enrollment status and attendance for a student applying for an instructional permit and/or a license to operate a motor vehicle. Most driving schools will request a VOE Enrollment form before a student can enroll in their program. ARTICLE 6687B, as amended by H.B. 850, 71st legislature 19TAC §61.43 ABSENCES states that a student must be in attendance 90 percent of the days the class is offered. For students in grades 9-12, absences may be aggregated on the basis of a semester or a scholastic year. School enrollment and attendance is required as a condition of licensing a student to operate a motor vehicle. A student must clear all outstanding school obligations prior to receiving a VOE form.

This requirement applies to persons under 18 years of age unless a high school diploma or its equivalent has been obtained.

A student must meet one of the following two requirements to be eligible to receive an instruction permit and/or a Texas driver's license to operate a motor vehicle.

- The student has been enrolled for at least 45 days, and is currently enrolled in a program to prepare persons to pass the high school equivalency exam (GED), and has attended the GED program at least 30 days prior to licensing.
- The student is enrolled in a public or private school and has attended school for at least 80 days in the fall or spring semester preceding the date of application. SBOE rule 19 TAC §61.43. Absences should be used in determining 80 days of attendance. Students must meet the attendance requirements for each class in which they are enrolled. (A private or parochial school includes home schools).

*******IMPORTANT NOTICE*******

Students needing a Verification of Enrollment (VOE) form to obtain a driver's permit, license or attend a driving school will need to fill out a written request in the Attendance Office. A mandatory TWENTY-FOUR HOUR NOTICE is required to obtain this form. Students who will become of age over the summer will need to obtain this form BEFORE May 25, 2018. A student must clear all outstanding school obligations prior to receiving a VOE form.

ENGLISH LANGUAGE LEARNERS

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

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

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

ENROLLMENT

In order for a student to be enrolled in a Lake Travis ISD School, the following residency requirements must be met. See **Immunizations** under Health-Related Matters for information on proof of immunizations required for enrollment.

30 Day Provisional Enrollment

The responsibility for providing immunization records of students enrolling in school, entering school for the first time, or transferring from another district rests solely with the parents or guardian. If the school has not been furnished complete records of immunizations, the student may be entitled to provisional enrollment in school. 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. Once the 30 day provisional enrollment period ends, parents or guardians must present an official notarized TDH affidavit form, an up-to-date immunization record, or a physician's affidavit of medical contraindication to school officials to attend school. If parents or guardians cannot produce one of these three documents, their child/student will be excluded from school. Absences pending immunization will be unexcused. Information on immunizations may be obtained from the Texas Department of State Health Services.

Registration

To enroll a student, the parent, legal guardian, or person showing evidence of legal responsibility must accompany the student to complete and sign a registration form and a release of records consent form (available in the registrar's office) to allow the school to obtain student records from the previous school.

A parent/guardian or student should provide a Social Security number, if one is available, and show proof of identity (examples include birth certificate, passport, school report card, hospital birth record, or any other legal document that establishes identity) and proof of living in the District with his parent or guardian or a court-appointed adult. The names of students for whom no proof of identity has been submitted within 30 days of enrollment will be submitted to law enforcement officials as required by law.

At the time of registration, the parent should notify the school of any court order affecting his/her child. Parents must provide information at the time of registration for emergency notification.

Students enrolling in a school from another school or school district should present a copy of the last report card received and a withdrawal form from the previous school. At the time of registration, a student must bring a copy of his or her transcript for correct placement.

Residency

A student will attend the appropriate school in his or her attendance zone. Proof of residency, as exhibited by such documents as sales contract, closing documents, property tax statement, or property deed **and** a current utility bill - water, electricity or gas - with matching address or rental contract listing each occupant of a residence or manager of the apartment, is required for enrollment. If a student and his family reside with another family, a notarized statement acknowledging that fact is required from the owner of the residence or manager of the apartment building. False statements or listings concerning residency may result in collection of tuition fees.

A resident student who becomes a nonresident during the course of the semester will request a transfer form from Ami Tobin and in most cases, shall be permitted to continue in attendance for the remainder of the semester provided that he or she meets attendance, behavior, and academic expectations. A student who remains in the District but changes school attendance zones after the first nine-week grading period may remain at the first school until the end of the school year with an approved transfer request.

Residency may be checked and verified by residence checks, talking with neighbors, confirmation with apartment managers or talking with students by District personnel, including District police officers, throughout the year. Copies of all required documents will be made and kept on file.

EXAMS

Protecting the integrity and fairness of the examination protocols is essential. The following rules apply to ensure that the testing process is equitable to all students, and that no unfair advantage can be gained. During the administration of a midterm or final examination, all students must remain in the classroom to the end of the class period. There will be no early dismissal from final exams. Only the principal or an associate principal can approve exceptions to this policy.

Make-Up Policy

It is strongly advised that families do not schedule activities that conflict with final examinations. Requesting to take exams early or missing exams for travel or personal reasons is not acceptable. Only the school principal or associate principal for curriculum may approve advanced make up of midterm and final exams. Approval will only be granted for family emergencies, funerals, and extreme cases where extenuating circumstances warrant administering advanced examinations. Make-up exams after the examination date will only be granted for cases where the absence is due to illness or a death in the

family. Written verification from a doctor and/or other verification may be required on return to school.

EXTRA-CURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. For additional information please refer to the Extracurricular Code of Conduct in Appendix D

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.] To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of the Texas Education Agency at (512) 463-9581 or curriculum@tea.state.tx.us.

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Academic Requirements – No Pass/No Play

Eligibility for UIL Participants for the First Six Weeks

UIL participants are eligible to participate in contests during the first six weeks of the school year provided the student was promoted from a lower grade prior to the beginning of the current school year.

Eligibility For All Extracurricular Participants After The First Six Weeks Of The School Year

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any academic class (other than Advanced Placement courses or International Baccalaureate courses; a Pre-Advanced Placement course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English) or a student who receives special education and who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse but may not participate in any competitive activity.

The student regains eligibility when the principal and teachers determine that he or she has:

- Earned a passing grade (70 or above) in all academic classes, other than those that are advanced;
- or
- Completed the three school weeks of ineligibility.

All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are eligible until classes resume in January. The same is true for summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week.

Students lose eligibility for a three school week period. For purposes of the law, "three school weeks" is defined as 15 class days. Ineligible students no longer regain eligibility immediately. They must wait

seven calendar days after the end of the grading period. Students who were eligible shall not lose eligibility until seven calendar days after the end of the grading period. **EXAMPLE:** Grading period ends on Friday at 4:00 p.m. Students shall not regain or lose their eligibility until the following Friday at 4:00 pm. The grading period grade determines eligibility (not the course average).

Absences

A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, POM squad, dance, orchestra, and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. [For further information, see policies FM and FO.]

See **Transportation** below for rules regarding the transportation of students to and from school-sponsored or extra-curricular activities.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books or textbooks.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences

and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

[See **Waiver of Fees** below.]

FOOD AND NUTRITION

Lake Travis High School Cavalier Cafes offer free and reduced- price meals based on a student's financial need. Families can apply online at www.ltidschools.org/fans or with a paper application available at the LTISD Food & Nutrition Services office.

LTISD Cafés offer a variety of nutritious meals. Full menus and nutrition information are available online at www.ltidschools.org/fans and via a mobile app.

Nutritious snacks, desserts, and other items will be available for an additional charge. Students may charge these items to their positive-balance meal accounts. If you do not wish for your child to access meal funds to purchase the a la carte (snack) items, please complete and submit a Meal-Snack Permission form available at www.ltidschools.org/fans. We can then post an “alert” on the account to block this privilege.

Meal Account Balance Policy: No matter of account standing, there is always a meal option available for the student. Families are encouraged to sign up for low balance alerts via our meal prepayment system at www.ltidschools.org/fans. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals according to the grace period set by the school board, and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal. The district will make every effort to avoid bringing attention to such a student.

For more information related to negative café meal balances, see “Frequently Asked Questions” on the Food and Nutrition Page located at www.ltidschools.org/fans.

The emphasis on nutritious eating is reflected in our health curriculum and in the selection of food sold in the cafeteria or made available during the school day. Parents are required to adhere to the LTISD Wellness Guidelines, including rules concerning Food Given and Sold (aka Competitive Foods) on school campuses. These rules are in place to ensure the nutrition quality of the food made available to students during the entire school day.

For more information on the rules for Food Given and Sold, please see the FANS website at www.ltidschools.org/fans.

District policy also states that parents may bring meals to their own child, but *may not* provide items to other children at school.

LTHS operates a **CLOSED** campus for safety reasons . During the designated lunchtime, students should be in the cafeteria or patio area only. Students requiring tutorials, etc. will be allowed to do so

when they present the monitor with a signed and dated teacher note. Teachers, sponsors, and staff are not allowed to release students for lunch off campus. Students are not allowed to eat in the hallways or classrooms at any time.

FUNDRAISING

All fundraising efforts of District-affiliated school support, parent, or booster organizations must comply with all applicable laws and district guidelines for the purpose of supporting the program or activity. If student organizations or parent boosters desire to conduct a fundraising activity, the campus sponsor/staff member must submit a request form located on the Community Programs web page at www.ltidschools.org. For further information, see policy GE (LOCAL).

GANG-FREE ZONES

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

GIFTED AND TALENTED (GT)/DISCOVERY PROGRAM

Lake Travis ISD offers a program for the intellectually and/or creatively gifted and talented. While our curriculum and advanced courses meet the needs of most students in our community of students, the GT program is designed to meet the needs of the top 3-5% of the students nationally. Referrals to the program can be made by any person (students, parents, and teachers) who are familiar with the student's abilities, potential, and performance. Referrals are to be made to the campus GT Coordinator. All students have an equal opportunity to be considered for the GT program. Selection criteria are based on the state standards and include a collection of qualitative and quantitative data. The selection process takes place at least twice a year. Students who come to LTISD from another GT program must be reevaluated using the LTISD criteria (board policy EHBB LOCAL). The appeal process must be initiated by the parent or school personnel and presented to the GT Coordinator.

In order for students to remain active in the GT Program, they must participate in Honors, Pre-AP, AP or Dual Credit Coursework. Students who do not participate in any of these courses will receive a letter noting that they are choosing to "furlough" those requirements for a year. If a student furloughs for more than one year they are considered inactive and may be exited from the program.

GT Graduation Recognition

A GT student wishing to receive GT Recognition at graduation for his/her GT work must meet four of the following criteria during his/her high school career. Criteria may be repeated and include:

- Up to three of the criteria may come from successful completion of an AP class (with a final, un-weighted grade of a B or higher) and/or passing the AP exam with a score of 3 or higher.
- At least one of the criteria must come from meeting one of the standards listed below: (students may not repeat any of these as part of their 4 criteria, i.e., two 2nd place finishes at the regional level = 1 criteria)
 - Completion of an advanced GT independent study.
 - National Merit Scholar - Commended or higher designation.
 - Publication in an approved nationally or state recognized journal or magazine (can be

- print article, photo, or art publication). No Internet publication will be accepted.
- o Individual Regional Placement (1st -6th) or any Individual Statewide Recognition or Qualification in any UIL Competition, including academics, arts, athletics, band, cheer, choir, dance, forensics (speech and debate), orchestra, or theatre.

Identified GT students are eligible to receive the following special GT graduation recognitions:

- Recognition at the senior awards ceremony
- Receipt of a GT graduation Certificate
- Recognition in the graduation program

Seniors who are in year one of a GT furlough and meet the above criteria will be eligible for recognition. Seniors who are in year two of a GT furlough are considered inactive and will not qualify for the GT recognition.

Students must complete the required criteria and submit the appropriate documentation to the counseling office prior to May 1st of their senior year.

GRADE CLASSIFICATION

Students who are classified according to the number of units earned toward graduation as of the first day of each school year. Students will not be re-classified until the end of the each school year.

Grade Level Classification

Freshman	Promoted from 8 th grade
Sophomore	Earned 6 credits and completed one year of high school
Junior	Earned 12 credits and completed two years of high school
Senior	Earned 18 credits and completed 3 years of high school

(Exception for students who have filed an Early Graduation Plan)

GRADES

Grading - The academic grade not only measures the degree of achievement in absolute terms but also measures the student as he/she compares with others in a particular area. Such factors as tests, daily assignments, quizzes, projects, etc., are considered in compiling this grade.

Grade Scale

The following scale of grades is used in the high school to indicate the quality of the work of each student.

A	90-100
B	80-89
C	70-79
F	69 or below

Semester Averaging

Students earn credits in 0.5 increments and need a 70% or higher to earn each 0.5 credit. A student who fails one semester of a two-semester course can earn credit for a full year if the overall average is a

70% or higher. Semester averaging is only allowed between semesters in a single school year and not over multiple years.

Report Cards /Progress Report

Report cards with each student's grades or performance and absences in each class or subject are issued to parents once every grading period. Each grading period is approximately 9 weeks long.

During the third to fourth week and again during the six to seventh week of each grading period, parents will be given a written progress report if their child's performance in any course that is below 70. To check on the progress of your student, contact the teacher via email or phone. Grades can also be viewed online at txConnect on the district's homepage.

Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

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

Report Card/Grading Corrections

State law provides that an examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with school district grading policy, as determined by the board of trustees. The board's decision may not be appealed. In the case of an error or an omission of a course or a grade on a student's report card, it is the responsibility of the student to report such error(s) immediately to the teacher. The teacher will then initiate change of grade procedures with the Registrar. Correction to the final grade/credits must be made within six months after the issuance of the last report card or the card will be considered correct and final. [See policy EIA (LOCAL).]

Grading Periods

Lake Travis High School is on an Alternating Block Schedule with the ability to earn $\frac{1}{2}$ credit in the fall semester and $\frac{1}{2}$ credit in the spring semester for most courses. The grading periods are based on approximately 9-week sessions with the following weights:

Fall Semester = 0.5 credits (for most courses)

1st Grading Period: 45%

2nd Grading Period: 45%

Final Exam: 10%

Spring Semester = 0.5 credits (for most courses)

3rd Grading Period: 45%

4th Grading Period: 45%

Final Exam: 10%

Maximum Weight of a Grade

When calculating a grading period average, no single assignment, assessment or grade may count more than 20% of the total average regardless of the grade category. It should be noted, however, that some major projects may be comprised of more than one assignment.

Retest Policy

Students will have the option of arranging with their teacher to retake a failing major grade given the following conditions:

- The student must have completed the original test review and studied for the test.
- The student must attend a tutorial or prepare for the retest as outlined by the teacher.
- The student must take the retest at the agreed upon time.
- Retest grade for a minimum final grade of 70.
- The retest policy does not apply to midterms and final exams.

Students have a period of time equal to the length of the absence in which to turn in makeup work or to have developed a plan with the teacher for making up the work. A student absent for a previous scheduled test must make up the test on the day that they return to class.

Transfer Credit Policy

Course Credit from an Accredited State, National, or International School

LTHS grants course credit from any accredited educational institution providing that (1) the course credit is recorded on an official transcript of that educational institution, (2) the course is a recognized credit course in the State of Texas, and (3) the course meets the State of Texas TEKS for the specific course.

When a student transfers grades for courses that would be eligible under the Regular category and the district has accepted the credit, the district shall include the grades in the calculation of class rank. When a student transfers grades for courses that would be eligible to receive additional weight under the district's weighted grade system, the district shall assign additional weight to the grades based on the categories and grade weight system used by the district only if a similar or an equivalent course is offered to the same class of students in the district. However, a student who transfers to the district with successful completion of International Baccalaureate (IB) courses, the district shall assign additional weight.

If the educational institution grades on the IB grade scale, Lake Travis High School shall assign the following percent range:

IB Grade % Range Description

7	96-100	Excellent
6	90-95	Very Good
5	80-89	Good
4	70-79	Satisfactory
3	60-69	Mediocre
2	50-59	Poor
1	50	Very Poor

If the educational institution does not provide a numerical grade, LTHS shall assign the following numerical grades for letter grades:

Letter Grade Conversion Table

A+ = 98	A = 95	A- = 92
B+ = 88	B = 85	B- = 82

C+ = 78	C = 75	C- = 72
D+ = 68	D = 65	D- = 62
F = 50		

Transfer credit will not be awarded for any grade that is a “D” unless credit is reflected on the transcript of the educational institution that assigned the grade. In those cases, LTHS will honor that credit. Credit will not be awarded any courses receiving an “F”. Any “P” pass shall not be used in the calculation of class rank; however, credit shall be granted for any course receiving a “P” and meeting the above three criteria as stated in the first paragraph. Course credit earned through credit recovery will receive a “P.”

Course Credit for Correspondence Courses

Students may earn a maximum of 3 credits towards graduation by correspondence. Students may only be enrolled in one correspondence course at a time. Credit toward state graduation requirements will be granted after successful completion if the institution offering the course is the University of Texas at Austin, Texas Tech University, or another public institution approved by the Commissioner. Grades earned in correspondence courses are not used to compute class rank. Seniors must complete correspondence courses and submit grades by the end of the fall semester to be eligible for graduation. Any extension must be cleared through the Associate Principal for Curriculum. Student athletes need to check with the NCAA Eligibility Center concerning their policy for accepting or rejecting CBE’s, correspondence courses, Odyssey Ware courses at www.eligibilitycenter.org. ***Requires signed request form from student’s high school counselor.***

Course Credit for Dual Credit Courses

Dual credit for approved courses as listed in the most recent Lake Travis High School Course Catalog shall be accepted for a grade of “C” or higher as shown on the institution of higher learning’s official transcript. No grade points shall be granted for the purpose of class rank for any dual credit course including any transfer dual credit course credit shown on the institute’s official transcript; however, if a letter or numerical grade appears on the higher learning institution’s official transcript, or on the transferring institute’s official transcript, a numerical grade shall appear on the Lake Travis High School transcript. If the grade is a letter grade, a numerical grade shall be recorded following the letter grade conversion in Section I. If the grade for a dual credit course is failing, no failure will be recorded on the Lake Travis High School transcript.

Course Credit for Summer School Courses

Lake Travis High School offers a limited number of courses during the summer for both credit recovery and original credit without prior instruction. Please see the Lake Travis High School website for further details regarding course offerings, costs and times/dates. Student athletes need to check with the NCAA Eligibility Center concerning their policy for accepting or rejecting summer school, CBE’s, correspondence courses, Odyssey Ware, etc. courses at www.eligibilitycenter.org

Course Credit for Home School

Course credit shall be granted by Lake Travis High School for high school home school courses that meet the three basic criteria as stated above shall be granted provided that the student is able to pass a credit-by-exam for the specific course. Determination of a course meeting the TEKS (Texas Essential Knowledge and Skills) shall be made based upon the curriculum as presented by the home school. No grade points shall be granted for the purpose of rank for any home school course including any transfer course credit as shown on an institute’s official transcript for such a course; however, if a letter or numerical grade appears on the testing institution’s official transcript or grade report for the home school course or on a transferring institute’s official transcript, a numerical grade may appear on

the Lake Travis High School transcript. If the grade is a letter grade, a numerical grade shall be recorded following the letter grade conversion in Section I.

Course Credit for Middle (Junior High) Courses

High School Courses Taken in Middle School

LTISD offers courses for high school credit in middle school. Students who take these courses must show satisfactory completion of the prerequisite and Texas Essential Knowledge and Skills as well as state and district requirements. Credit will be reflected on the student's high school transcript; grades for these courses will not be used in calculating class rank. Students who complete Algebra 1 and/or Geometry in middle school should plan to continue with higher-level mathematics courses in grades 9-12. Students who successfully complete another language in the 8th grade may use this unit to satisfy one credit of the "Other Languages" requirement.

Transcript Assessment

The school registrar is responsible for a transcript assessment and the award of any and all credits including honor points for any transfer student within thirty (30) days of receipt of an official transcript from a student's former school following transfer policies as outlined in this document.

The school registrar may seek assistance from the Associate Principal and/or the building principal in a transcript assessment.

Any language translation for an official school transcript in a language other than English will be at the expense of the student/parent.

A student may appeal the school registrar's transcript assessment to the Associate Principal with the final decision resting with the building principal who may appoint a committee consisting of: a counselor, a teacher, and an administrator to review the transcript assessment based upon transfer policies as outlined in this document.

Questions and Interpretation of Policy

Questions and requests for policy interpretation concerning the existing policy should be directed to the Lake Travis High School registrar.

Appeal of Policy Interpretation

An individual may appeal the Lake Travis High School registrar's policy interpretation to the Associate Principal with final resolution of interpretation resting with the building principal.

GRADUATION

Personal Graduation Plans

A personal graduation plan will be administered for any student 6-12 who has failed a state assessment instrument or is not expected to graduate by the end of the fifth school year after enrolling in 9th grade. The personal graduation plan must identify educational goals for the student; include diagnostic, monitoring, and intervention information, and other evaluation strategies.

Graduation Requirements

In order to graduate from high school, students must successfully complete a certain number of units and pass an examination of basic skills. The State of Texas requires all students to complete a certain

series of courses. Lake Travis High School graduation requirements exceed the minimum requirements of the State of Texas.

Specific credit requirements are outlined in the Lake Travis High School Course Catalog.

All students must complete all coursework and requirements needed for graduation in order to participate in the commencement ceremony. The State of Texas offers tuition credit to students graduating in three (3) years or less. Details of this program may be obtained through the counseling department. All early graduates are eligible to participate in the commencement ceremony. A student may not graduate from LTHS as a foreign exchange student.

The Texas Grant Program provides tuition and fees for financially eligible high school graduates who complete the Recommended or Distinguished Achievement Programs.

Students with Disabilities Receiving Special Education Services: Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability may be permitted to graduate under the provisions of his or her IEP. A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, if that program is applicable based on the school year in which the student entered high school, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Alternate 2 is the alternative assessment currently allowed by the state.

ARD committees for students with disabilities who receive special education services and who are subject to the foundation graduation program will make instructional assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

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

[Also see **Bullying** and policies FFI and FNCC.]

HEALTH RELATED MATTERS

When your child is ill, please contact the school to let us know he or she won't be attending that day and when they will be returning. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100.4 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. 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 permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

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

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

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- **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 common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.
- **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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing). 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 cause meningitis or another serious illness.
- **How can bacterial meningitis be prevented?**
Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, or toothbrushes.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.*

- **What should you do if you think you or a friend might have bacterial meningitis?**
You should seek prompt medical attention.
- **Where can you get more information?**
Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

*Please note that the TDSHS requires at least one meningococcal vaccination for students ages 11 to 12 or for a student enrolling in grades 7 through 12, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Clinic

The school nurse provides health care for children who become ill or injured at school. A parent or guardian should discuss special health needs of his/her student with the school nurse.

If the student needs to go home due to sudden illness or injury, the nurse or school staff member will contact the parent, guardian, or emergency contact person. Please continue to provide the school nurse with all current phone numbers. In the event of a serious medical emergency the parent or guardian will be notified and the student may be transported to the nearest hospital. The nurse will determine if the student is to stay at school or go home, and will contact the parent if a student must be picked up from school. **Students may not call or text the parent with their cell phone or the office phone before going to the nurse.** The student may call the parent from the nurse's office.

All accidents occurring at school and requiring the services of a physician and/or an absence from school must be reported to the clinic the day of the accident. Accident reports are completed by the nurse or school staff.

Health Screenings

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

Vision and Hearing screening is required for all newly enrolled students and students in grades kindergarten, first, third, fifth and seventh grades. Acanthosis Nigricans (AN) screening is required for all students in grades first, third, fifth and seventh grades. (AN) is a light brown-black, velvety, rough, or thickened lesion on the surface of the skin usually found around the neck. (AN) can be a primary marker that may signal high insulin levels, which can lead to insulin resistance and then to type 2 diabetes.

Spinal screening is required for all students in the 5th and 8th grades. Scoliosis is a common spinal abnormality found in adolescents. It is usually detected in children between 10 and 14 years of age.

These screenings are required by the state. If you do not wish to have your child screened at school please provide a doctor's note stating the results of the screening or an affidavit stating you are opposed to the screening.

If your child does not pass one of the screenings at school you will receive a referral form with the results. Please return these forms to the school nurse once you have seen a physician. [See **Medicine at School.**]

Communicable Diseases

Parents of students with a communicable (contagious) disease or infestation are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted, as permitted by law. Students are not allowed to come to school until the disease is no longer contagious. To ensure good health, when it is determined at school that a child has a contagious disease, the parent will be contacted and asked to pick up the child. Your child should stay home if he/she develops flu-like symptoms.

Condition (Incubation Period)	Re-Admission Criteria
*Chicken Pox (2-3 Weeks)	Exclude from school until the lesions become dry or if lesions are not vesicular, until 24 hours have passed with no new lesions occurring. The student must be checked by nurse before readmission to class is allowed. Varcella (chickenpox) vaccine is now available.
Common Cold (1-3 Days)	Exclude from school until fever free (see Fever).
Fifth Disease (4-20 Days)	Exclude from school until free of fever and non-infectious according to a physician's written statement.
*Infectious Hepatitis (15-50 Days)	Notify the school as soon as physician confirms diagnosis. Exclude until no fever, no jaundice, and non-infectious according to a physician's written statement.
Impetigo	Exclude until under treatment and/or until non-infectious according to a physician's written statement.

*Measles (7-14 Days)	Exclude when symptoms develop and for four days after appearance of rash. In an outbreak, an unimmunized child should also be excluded for at least 21 days after the last date the child was exposed. Physician's statement required.
*Mumps (12-25 Days)	Exclude from school until 9 days from the onset of swelling.
Pink Eye [Conjunctivitis] (1-3 Days)	Exclude until eye is clear or non-infectious according to a physician's written statement.
Ringworm of the Body (4-10 Days)	None, if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun.
Ringworm of the Scalp (10-21 Days)	May attend school provided child is under treatment of a physician.
Streptococcal Infection (1-3 Days)	Exclude until released by a physician or 24 hours after antibiotic treatment has begun and fever subsides.
Scabies (1 st Infection 2-6 Weeks) (Repeat Infections 1-4 Days)	Exclude until physician's written statement certifies treatment has begun and can be readmitted to school.

*Diseases that must be reported to the Travis County Health Department by the school nurse.

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFA (LEGAL).]

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents shall complete a medical emergency form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary. Please contact the school nurse to update any information that the nurse or the teacher needs to know. These forms will be provided in the first day packet to students.

Parents are required to disclose any severe food allergy their student might have. A severe food allergy is defined as a dangerous or life threatening reaction to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention. In compliance with this legislation, parents are required to complete the Food Allergy Disclosure Form.

Fever

Students with a temperature of 100.4° F. or above must not be sent to school. Students who come to the clinic during the school day and have a temperature of 100.4° F. or above will be sent home. **Students who become ill with a fever or vomiting will not be allowed to ride the bus home.** Parents will be contacted to pick up their child. **Students should be fever free for 24 hours without the aid of an antipyretic (acetaminophen, including the brand name Tylenol; ibuprofen, including the brand names Advil, Motrin; naproxen, including the brand**

name Aleve, etc.) before returning to school.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. (See policy FFAA)

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov/>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, pertussis, measles, mumps, rubella, hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member

of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

As noted above at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policed FFAB (LEGAL) and the Texas Department of State Health Services Website at <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Medication

The term medication includes both nonprescription and prescription medicines. Medication will be kept in a secure manner in the clinic and refrigerated if necessary. The clinic does not provide any medication, including ibuprofen, acetaminophen, or aspirin. A student's personal medications stored in the clinic are dispensed by the school nurse or trained designee at the written request of a student's parent or legal guardian. **Request for Medication Administration** forms are available from the school nurse.

Additionally, high school students may be allowed to carry and self-administer their own nonprescription medication, if the following criteria are met:

1. The medication (including but not limited to: Ibuprofen, acetaminophen, and vitamin supplements) must be in the original properly labeled container and easily identifiable.
2. The student must bring a written request (**Request to Self-Carry Nonprescription Medication** forms are available in the nurse's office) and the medication to the nurse, who will verify that the student knows how to properly self-administer.
3. The student cannot share their medication with another student.
4. The student should not bring any medication to school, which can be administered at home, for adequate dosing.

Student's possessing medicines (including prescription, over-the-counter, herbal, or organic materials used for illicit purposes) in a manner not consistent with the district or campus policy may be disciplined for possession of a controlled substance or intent to distribute, regardless of whether or not the student has a prescription for the medicine. Examples: expired medications altered medications (ground to powder, etc.), medicines not in original packaging, medicines packaged in a manner consistent with illicit distribution (foil, baggies, or deceptive packaging).

Some medications may require a physician's authorization, which is required annually in treatment of long-term medication administration as in asthma, diabetes, chronic infections, ADHD, controlled medicines, and over-the-counter medicines given in doses that exceed label directions or that are given for a period longer than 10 days. The school nurse will notify you if a physician's authorization is necessary. If over-the-counter medication does not have the dosage listed on the original container for the age of the child, a note of instruction must accompany it from the student's treating physician or dentist.

Prescription and non-prescription medication to be kept in the clinic must be delivered

to school and picked up by the parent/guardian, not the student. Failure to comply with this requirement may result in a disciplinary action for your child. The medication must be in the original container. **Medication sent in baggies or unlabeled containers will not be given.** If the medication is manufactured and/or dispensed outside of the United States, authorization for use and written instructions providing the necessary information for administration must be submitted to the school nurse by a physician licensed to practice medicine in one of the states of the United States.

Medication taken home over the weekends and/or holidays must be returned in the original container by the parent/guardian to the nurse before school reconvenes. The parent or guardian must pick up any medication remaining in the clinic at the end of the school year; otherwise it will be disposed.

District employees will not give a student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Properly trained school employees are authorized to administer an epinephrine auto-injector to any person who is reasonably believed to be experiencing anaphylaxis on a school campus.

Only authorized employees, in accordance with policy at FFAC, may administer:

- Prescription medication, in a container that appears to be the original, properly labeled container, provided by the parent, along with a written request. A physician authorization is required when the medication must be administered for a period longer than 10 days.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from a container that appears to be the original, properly labeled container. A physician authorization is required when the medication must be administered for a period longer than 10 days.
- Non-prescription medication, in a container that appears to be the original, properly labeled container, provided by the parent, along with a written request. A physician authorization is required when the medication must be administered for a period longer than 5 days.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has a prescription and a written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while

at school or at a school-related activity. See the school nurse for information. [See policy FFAF (LEGAL).]

Physical Activity Requirements

The district offers athletics, dance, and physical education to students in high school to meet the state's physical education requirements for these grades. Students in high school shall engage in a physical activity class of moderate or vigorous physical activity for two semesters in high school.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–8 and any student enrolled in a physical education course. At the end of the school year, a parent may request a copy of the student's individual report. For more information on the FitnessGram Assessment, go to [FitnessGram](#)

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policy at FFAC.]

School Health Advisory Council (SHAC)

The district SHAC participates in 4 quarterly meetings each school year. The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness (see also policies BDF and EHAA.).

Student Wellness Policy/Wellness Plan

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

Vending Machines

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines refer to policies CO and FFA.

Other Health Related Matters

Notice to Parents Regarding Emergency Administration of Epinephrine Auto-Injectors

In accordance with Chapter 38, Subchapter E of the Texas Education Code, the Lake Travis

Independent School District school board adopted a policy that will allow authorized school personnel who have been adequately trained to administer an epinephrine auto-injector (commonly referred to as an epi-pen) to any student, staff, or other individual who is reasonably believed to be experiencing an anaphylactic reaction on a school campus.

The District will ensure that at each campus a sufficient number of school personnel are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open.

The District considers a campus to be open as follows:

- Elementary Schools 7:40 a.m. to 2:55 p.m.
- Middle Schools 8:50 a.m. to 4:05 p.m.
- High School 8:50 a.m. to 4:05 p.m.

If you have any questions regarding this notice, please contact Kathleen Hassenfratz, the District's Health and Social Programs Coordinator, at 512-533-6041 or at hassenfratzk@ltsidschools.org

Tobacco and E-Cigarettes Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the main office. If you have any questions, please contact the Director of Maintenance and Operations at 512-533-6064.

Pest Management Plan

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

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the district's IPM coordinator.

HOME SCHOOLING

When the district becomes aware that a student is being or will be home-schooled, the Superintendent or designee will request in writing a letter of notification from the parents of their intention to home-school using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship. If the parents refuse to submit the letter of notification or if the district has evidence that the school-age child is not being home-schooled within legal

requirements, the district may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law. A written notice of homeschooling should be completed prior to withdrawal.

HOMELESS STUDENTS

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Health and Social Programs Coordinator, at 512-533-6041.

HONOR CODE

The Lake Travis High School Honor Code can be accessed at <https://www.ltisdschools.org/domain/869>.

HOTLINE

Students may call **512-533-6135** to anonymously report any campus related safety concern or problem.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
- The principal or designee shall be present during the questioning or interview unless the administrator's presence impedes a lawful investigation.
- The principal shall make reasonable efforts to notify the student's parents or other person having lawful control of the student that the student has been questioned. If the interviewer raises an objection to the notification, the Superintendent or designee shall be notified and a decision shall be made regarding whether or not the parents shall be notified.

See policy GRA (LOCAL).

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of

- probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [see GRA] and then shall deliver over the student.

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

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender. [For further information, see policies FL (LEGAL) and GRAA (LEGAL).]

LEAVING CAMPUS

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

The district has put the following procedures in place in order to document parental consent: If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. At any other time during the school day, students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Leaving Campus At Any Other Time

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

LETTER JACKETS

Athletic/UIIL coordinators will supervise and organize all letter jacket requests, orders and distributions. Eligible students may purchase letter jackets. Letter jackets are not paid for utilizing school program budgets. A student may receive only one jacket but with multiple awards. Students may earn letter jackets through various extracurricular activities. Ultimately, individual coach/sponsor will determine student eligibility. Each organization will have written guideline eligibility. For UIL academic letter jackets, eligibility and fitting will occur in May of the academic year. Questions concerning letter jackets should be directed to the associate principal of administration or campus athletic director.

LOCKERS

Lockers are issued by request.

Students have full responsibility for the security of lockers and should make certain they are locked and that the combination is not given to others. In order to prevent thefts, it is essential that students use the lockers assigned to them.. **Lockers needing repair are to be reported to the assistant principal. The school is not responsible for lost or stolen articles. It is critical that students properly lock and secure all items.** Students must use school issued locks. No personal locks may be utilized.

LOST AND FOUND

A "Lost and Found" department is located in the front office at the receptionist's desk. Found articles should be turned in promptly and lost articles should be claimed within a reasonable time (**10 days**). All items not claimed by the end of each term will be donated to charity.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed, the teacher may assign the student makeup work based on the instructional

objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student will be allowed one class day for each day of absences to make up the assigned work. [For further information, see policy EIAB (LOCAL).]

When a student is absent, it is important that the student takes the responsibility to see that all projects, essays, research projects and other assignments are completed and turned in to the teacher. A student is responsible for meeting with the teacher to obtain and complete makeup work. The work must be turned in at a time specified by teacher.

- Truancies-Non-Attendance: Students are required to make up all work missed.
- Absences for extracurricular and other school sponsored events: Makeup work must be completed and turned in either the day prior to the absence or the first day after the absence at the discretion of the classroom teacher.

Makeup Requests: For absences of three or more days, makeup work may be obtained through the office. Allow 24 hour notice for work to be collected.

Students have a period of time equal to the length of the absence in which to turn in makeup work or to have developed a plan with the teacher making up the work. A student absent for a previous scheduled test must make up the test on the day that they return to class.

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

MESSAGES AND DELIVERIES

Every effort will be made to preserve instructional time by minimizing classroom interruptions. As a parent courtesy, we make every effort to accommodate parent messages and deliveries; however, due to the volume of requests, we cannot guarantee the delivery of every message. Therefore, messages will be delivered to students only in emergencies. Deliveries of flowers, balloons, and gifts, etc. will not be accepted. All deliveries must be made by parent or guardian. This includes lunch delivery.

NATIONAL HONOR SOCIETY

Sophomores, juniors and seniors are selected for membership in the National Honor Society based on their character, scholarship, leadership, and service. Each year, sophomores, juniors and seniors with cumulative grade averages of 93.0 and above as reported by the Registrar are asked to submit a candidate information packet for membership selection. In addition to scholarship, the faculty reviews each of the candidates in the areas of character, service and leadership. The decision regarding admission to the National Honor Society is made by a vote of a faculty council appointed by the principal. Neither the principal nor the NHS faculty advisor participates in the selection process.

NEWSLETTERS

In an effort to promote student achievement, as well as to create awareness of programs, services and events, the district and each of its campuses produce electronic newsletters periodically throughout the school year. Parents are encouraged to subscribe to district news, *School Matters*, at www.ltidschoolmatters.com. Parents are also encouraged to subscribe to individual campus newsletters by visiting the respective campus website, then selecting 'About,' then 'Connect With Us.'

OUT-OF-TOWN TRAVEL

When students go to a school activity off campus (out-of-town games, etc.), school rules are in effect for those activities. It is both illegal and a violation of school rules to possess or consume alcohol or drugs on any school grounds in the state of Texas, or at any school related event.

On out-of-town trips, students that are not members of the extra-curricular activities may not visit participants at their hotel, nor in any way interfere with the extra-curricular participants or activity.

Out-of-country, school-sponsored trips are prohibited by school board policy.

PARENT CUSTODY OF CHILDREN

The Lake Travis ISD strongly encourages parents to resolve custody issues without involvement of the school and without using the school as a forum to circumvent custody agreements. In the event of dispute about access to children at school, the Lake Travis ISD will follow the terms of the most recent signed custody order that has been provided to the school, and as applicable, requirements of the Family Code (permitting both custodial parents to attend school events such as open house or student performances) and of the Education Code (permitting access to records and administrators).

PARKING ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if the school has reasonable suspicion to search the vehicle. Students are responsible for the security of their vehicles and should make certain that they are locked before entering the school building.

- Parking on school property is done so at the risk of the vehicle operator.
- Students must possess a valid LTHS parking permit in order to park on campus. Forms are available in the assistant principal's office and via the high school, Lake Travis ISD website, www.ltidschools.org, under the administrative link. Before a permit is issued, each student must fill out the form and present a current Texas driver license and proof of insurance.
- The LTHS permit should be visible at all times from the front of the vehicle. A parking tag should be hung from the rearview mirror.
- Failure to properly display a permit will result in a \$20 fine for each offense. Parking in undesignated areas will result in a boot with a fine of \$40.
- Failure to pay fines or repeated violations may result in loss of driving privileges.
- Tags are not transferable from one student to another. Students are NOT to allow others to use their tag and any unregistered vehicle parked on campus with another student's tag will be subject to disciplinary action, suspension of parking privileges and their car could be towed.
- Seniors may park in the Senior Lot or on Spillman Loop. Seniors must park behind the yellow

- line that is in the senior/staff parking lot.
- Underclassmen must park in the Old Band Lot or P-8.
 - Students leaving early must go to the main office to sign out and/or get a release slip. All students leaving must provide the Parking Lot Attendant with a release slip.
 - Any student that parks in front of the yellow line, which is designated for staff only, will be issued a campus parking citation.
 - Students will be held responsible for any prohibited items found or seen in their cars.
 - Only state inspected and insured vehicles will be allowed in the parking lot.
 - Students must park in the designated area between the hours of 7:30 AM and 4:30 PM. All vehicles must be parked on the paved area and in a marked space, not reserved for school personnel or handicapped persons. Teacher and administrative lots are off limits; Parking along fire lanes is not permitted.
 - Students are expected to park in a student designated parking spot between the white lines and not take more than one space.
 - Students are not to leave the building to go to their car during the school day without permission from an administrator.
 - Students are not allowed to move their cars to a different parking location once they park on campus.
 - Students who are enrolled in Agriculture Courses are not allowed to drive to the barn once the school day starts. They can park at the barn ONLY if they have a first period Agriculture course.
 - Students are to leave their cars as they arrive on campus and immediately enter the building.
 - Students leaving campus during their school day without permission from an administrator are subject to disciplinary action and loss of driving privileges.
 - Reasonable, proper, and safe driving is expected at all times. All students are required to obey all traffic signs.
 - All unauthorized vehicles or suspended vehicles will be towed at owner expense or a disabling boot will be applied to the axle. Removal of the boot may be achieved by contacting the Assistant Principal's office and a fine of \$40 will be charged. Failure to pay the fine will result in the vehicle being towed.
 - Any decision concerning the revocation or suspension of parking and driving privileges rests with the campus administration.
 - Students who change vehicles during the year need to update their vehicle information in the Assistant Principal's Office.
 - The Ag Building Parking Lot will be for overflow.

Possession of a LTISD parking tag does not guarantee available parking. Students are not allowed to park on campus without a parking tag.

BELOW IS A LIST OF FEES AND FINES ASSOCIATED WITH PARKING

- Parking Tags: \$50.00
- Violations: \$20.00
- Boot Removal: \$40.00
- Replacement Tags: \$50.00

Please complete the parking permit application and sign it paying special attention to the above rules. Return completed form, with payment, current proof of insurance and a valid driver's license to the Assistant Principal's office.

PHYSICAL EDUCATION (P.E.) WAIVER INFORMATION

In order to be granted a waiver, the student must train in a high-level, individual athletic, dance, or equestrian program through an outside provider that is above and beyond local youth sports activities and competes at a regional, national, and/or international level. A student in athletics is not eligible for a P.E. waiver. Please refer to the Lake Travis High School Course Catalogue for additional information and the necessary forms or on the district website

Documentation by grading period of attendance and assessment of achievement in the substituted activity is to be submitted on the Student Credit Information to the HS counseling department by the due dates noted on the Student Credit Information form. If the grade is not reported by the grade report deadline, the student will be given an "I" for incomplete work. If the grade is not reported in a timely manner, the student will be denied the opportunity to participate in the program.

Students must re-submit an application each year to the counseling department. Packets are available from the counselors or the district website.

Only board approved OCPE Providers will be allowed; this list is available on the district website.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.

This examination is required in the first year of middle school competition and the first and third years of high school competition. This examination shall be submitted at the beginning of the school year and prior to the first competitive activity for the year. In succeeding years at the same campus, students shall submit additional physical examination statements or a UIL-approved medical screening form, before participation is allowed.

No student may participate in any UIL athletic activity until a completed physical examination or medical screening form is on file.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC (LEGAL) for more information.]

PRAYER

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

PTA/PTO

Parent-Teacher Associations (PTA) and Parent-Teacher Organizations (PTO) function to support the students, staff, and school programs. These independent organizations have memberships and elected officers. Periodic meetings are held for the membership. Fundraising activities and/or paid memberships provide the organization with resources, which are expended annually for the use and benefit of the children.

PUBLIC DISPLAYS OF AFFECTION

In general, displays of affection should be appropriate for the age and grade level. Students should refrain from the following: handholding, kissing, extended hugging, etc. Please refer to the Student Code of Conduct for additional information.

RELEASE OF STUDENTS FROM SCHOOL

[See **Leaving Campus** in this handbook]

RESTROOM PRIVILEGES

Under normal conditions, students should exercise the privilege of using restrooms before school, between classes, and after school. Students experiencing a physiological problem, which necessitates special arrangements, should consult with the teacher regarding the matter. If the problem persists, the teacher should notify the nurse who can contact the parent for further information.

Students must have an official hall pass to go to the restroom. Students who abuse this may not be allowed out of class unless an extreme emergency occurs.

SAFETY

Drills – Emergency Information

The high school conducts **fire, tornado, evacuation, lock-down**, and other drills designed to assure the orderly movement of students and personnel to the safest area available. Even though these are almost always for practice, it is very important for students and teachers to treat them seriously. Emergency procedures must be done quickly and quietly. Teachers will take their classes to the appropriate areas and give appropriate instructions. From time to time, lock down and building evacuation drills will be performed.

Student safety on campus, at school-related events, and on district vehicles is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is

essential to ensuring school safety. A student is expected to:

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

Accident Insurance

The school does not carry insurance for personal injury or personal property loss or damage.

Emergency Contact Information

It is extremely important in case of an emergency at school that student records be accurate. Students or parents must update records with the school Attendance Clerk when there is any change in address, home or work phone, guardianship, or a student's name. A legal document must be submitted for a student name change, i.e., birth certificate, court order. If a child becomes ill at school or is injured, the school will notify the parent and take appropriate first aid action. A name of an individual and telephone number to be contacted, in the event the parent cannot be reached, must be provided at the time of registration. Under normal circumstances, students will not be released from school to anyone other than the parent or guardian indicated on the registration form without written permission from the parent. In an emergency, the student may be released to the person indicated on the registration form as the emergency contact person. Proof of identification will be required from person(s) picking up a student from school.

Emergency/Crisis Communication

When a decision is made to delay school, dismiss school early or cancel school, the District's Director of Communications will first notify parents using the Blackboard Mass Notifications system. Parents will receive a combination of automated phone messages, emails and/or text messages depending on the circumstances. Parent or guardian contact information provided at the time a new student is enrolled—or when a parent or guardian updates his/her contact information during the back-to-school returning student process each summer—will automatically be used for notifications through the Blackboard system.

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

Information about school delays, early dismissal or school closures will also be communicated through the following media, including but not limited to:

- Lake Travis ISD Facebook Fan page: www.facebook.com/ltidschools
- Lake Travis ISD Twitter: [@ltidschools](https://twitter.com/ltidschools)
- Instagram: [@ltidschools](https://www.instagram.com/ltidschools)
- Local television stations: [KTBC \(FOX-TV\)](#), [KVUE \(ABC-TV\)](#), [KXAN \(NBC-TV\)](#), [KEYE \(CBS-TV\)](#), [Univision](#), [Telemundo](#), and [Spectrum News \(formerly Time Warner\)](#)

Cable)

- Local newspapers: **The Austin American Statesman**, **The Lake Travis View** and **Community Impact Newspaper**
- Local radio stations: **KLBJ (590 AM)** and **KUT (90.5 FM)**

The district will rely on the contact information on file with the district to communicate with parents in an emergency situation, which may include automated messages. Therefore, it is crucial to notify your child's school when a phone number previously provided to the district has changed.

SATURDAY SCHOOL

Saturday School (SS) serves the following purposes:

- Attendance make up. (Subject to availability). If a student fails to meet the 90% state compulsory attendance requirements, then that student may make-up hours for individual classes during regularly scheduled Saturday Detentions. Hour-for-hour make-up time needs to be completed for each class under the 90% requirement. Students are encouraged to work closely with the attendance clerk to ensure accuracy. A student can make up 8 hours of attendance credit for attending a full day of Saturday School. Detention as assigned for disciplinary infractions for half or full day.

Saturday School is supervised on Saturdays 8:00 a.m. to 4:00 p.m. The parent/guardian is responsible for the student's transportation to and from school when Saturday School is assigned. Students will not be permitted to enter after 8:00 a.m. The student must bring a sack lunch if scheduled for a full day. Misbehavior in, tardiness to, or absence from Saturday School may result in additional consequences. Students who are dismissed early or removed from Saturday School are responsible for notifying their parents by phone and may not loiter on campus. Other than for disciplinary measures, a student must pre-register for Saturday School.

SCHEDULE CHANGES

Each year, students are registered individually and given ample opportunities to make scheduling choices and changes. In an effort to ensure that school begins smoothly and progresses with minimal classroom disruption, we will follow the schedule change policy outlined below.

Students are allowed to make schedule changes during designated time periods prior to each semester.

- All students must attend their assigned classes the first full week of the semester. They are given the opportunity to make course or level changes during the second week of the semester, assuming adequate space is available and the change does not negatively impact another course. This is the **ONLY** time during the semester that students will be able to drop an AP course altogether.
- Students enrolled in Pre-AP or AP courses **may** be granted a level change at the end of the 1st quarter fall grading period. **NOTE: The grade a student has earned in an AP or Pre-AP course(s) at the time the course is dropped from his/her schedule will follow the student to the regular course.**
- Teachers cannot be selected or changed at any time. Students are randomly assigned teachers through the computer generated scheduling process.
- Once a schedule change is made, the change will be in effect for at least the duration of the semester.

SCHOOL FACILITIES

Conduct Before and After School

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

For more information about facility use before and after school hours, please visit www.ltsidschools.org.

Use of Hallways During Class Time

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

Media Centers (Libraries)

The staff of the Lake Travis High School Library provides educational support services and popular reading materials to students and teachers. During the school year the library is open: Monday through Friday 8:00 a.m. until 4:00 p.m.

Students are encouraged to use the library during the school day. In order to maintain a scholarly environment in the library, the following policies have been adopted:

- During the school day, a student who wishes to use the library must obtain a hall pass from his or her classroom teacher, or obtain a library pass from the main office, attendance office, or the counseling center. As lunch is also a class period, students leaving the cafeteria must have an administrator's pass to use the library.
- Upon arrival during a class period a student shall turn in his or her pass at the circulation desk and sign-in. Students should remain in the library until the end of the period. If a student needs to leave the library prior to the end of a class period he or she must obtain a pass from a library staff person.
- Computer access to the Internet is available for students having an Acceptable Use Policy (AUP) on file. Students must check out an Internet Surfer at the desk before using the computers. Students are not to change computer configurations, play games, download files or programs or access personal email accounts, not provided by Lake Travis ISD. Failure to adhere to these rules will result in loss of computer privileges. Students must use their personal logon to use library computers.

Students have free access to all materials in the main room of the library. Student participation in the selection of books is encouraged and book acquisition requests may be referred to the librarian any time.

Access to and circulation of audio-visual materials in the media room is restricted to faculty.

The Lake Travis High School rules and Student Code of Conduct apply to students using the library at any time. Since the library is a shared study area, containing valuable materials, students must maintain a quiet and orderly atmosphere, which respects the rights of all users and protects library resources. Students should clean-up work areas and straighten furniture prior to leaving the library.

Most materials circulate for two weeks. Magazines and reference materials that are published monthly are non-circulating. Materials placed on reserve by a teacher may be checked-out overnight, with that teacher's approval.

Students must check the overdue list regularly, to insure that overdue materials have been returned. Students may be prohibited from exam exemptions or checking out additional materials if library materials are outstanding, or if compensation has not been made for damaged materials. Lost or damaged materials must be paid for before student records are cleared. This will include any high school obligations. A non-refundable \$3.00 processing fee will be added to the cost of lost material.

Meetings of Non-Curriculum Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL). A list of these groups is available in the principal's office.

SCHOOL RESOURCE OFFICERS (SRO)

The SRO unit is a program designed by the Travis County Sheriff's Office in conjunction with Lake Travis Independent School District to place a specially trained and qualified officer on Lake Travis Independent School District school campuses. Specifically responsible for, but not limited to, creating a safe learning and working environment for students, teachers, and administrators by developing and maintaining programs designed to encourage positive behaviors to prevent illegal behavior.

The District will use a specially trained non-aggressive dog to sniff and alert to the current presence of concealed prohibited items, illicit substances defined in FNCF, and alcohol. The K-9 program has been implemented to maintain a safe school environment conducive to education.

Visits to schools and school-related functions shall be unannounced. The dog shall be used to sniff unoccupied classrooms, book bags, in vacant common areas around student lockers, and around vehicles parked on school property. The dogs shall not be used with students. If the dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search for the apparent cause of the alert. If contraband of any kind is found, the student shall be subject to appropriate disciplinary action. The student's parent or guardian shall be notified if any prohibited articles or materials are found as a result of the search conducted in accordance with the policy.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students

School officials may search a student's outer clothing, pockets, or property if he or she has reasonable cause to believe they possess articles or materials prohibited by policy or the school official obtains the student's voluntary consent to search.

Telecommunications and Other Electronic Devices

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

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF (LEGAL) and **Electronic Devices and Technology Resources** for more information.]

Student Desks, Lockers, Cubbies and Other Storage Areas

Students' desks, lockers, and other storage areas are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students shall not place, keep, or maintain any article or material in their assigned desks or lockers that is forbidden by district policy.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or lockers.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials. If prohibited or illegal items are found, the student will be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

Vehicles on Campus

A vehicle owner/driver has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others.

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. If a vehicle is subject to search is locked, the student will be asked to unlock the vehicle. If the driver refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted. [See also the **Student Code of Conduct**.]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements,

as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Curriculum and Instruction Department at 512-533-6023.

TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

The TSI Assessment is part of the Texas Success Initiative program designed to help Texas public colleges and universities determine if students are ready for college-level course work in the areas of reading, writing, and mathematics. All incoming college students in Texas who plan to enroll in a public college or university are required to take the TSI Assessment to determine readiness for credit-bearing college-level work unless they qualify for an exemption through their SAT or ACT scores. The TSI assessment may be required before a student enrolls in a dual-credit course offered through the district as well.

STAAR (State of Texas Assessments of Academic Readiness/EOC)

STAAR end-of-course (EOC) assessments are administered for the following courses:

- English I, II
- Algebra I
- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules. There will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment. Additionally, students at the end of grade 11 who are unlikely to satisfy EOC test requirements may be required to enroll in college prep courses.

Students only take the EOC for the courses in which they are currently enrolled (including correspondence, dual credit, credit by exam, etc.) [See policy EKB (LEGAL).]

STAAR Alternate 2 for students receiving special education services, who meet certain state-established criteria, will be available for eligible students, as determined by the student's ARD committee. An ARD committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified

in state rules and the student's personal graduation plan. These particular EOC assessments may have different testing windows than the general assessments.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

STUDENT COUNCIL

The Student Council is the vehicle for student government and student activities. The student leadership council will consist of the elected student council officers and the individual elected class officers for each grade. The student council officers are responsible for the general governance and enforcement of parliamentary procedures. The student council cabinet will provide members to serve on the campus advisory team (CAT).

STUDENTS IN FOSTER CARE

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

Please contact the Health and Social Programs Coordinator, who has been designated as the district's foster care liaison, at 512-533-6041 with any questions.

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

LeaderForLife

LeaderForLife, is a comprehensive student wellness initiative. The program strengthens the district's current substance abuse prevention efforts by empowering students to lead a drug and alcohol-free lifestyle.

LeaderForLife is comprised of four major components: education, leadership, accountability, and volunteer random student drug testing. The program has been established as a proactive prevention and intervention support offering students and their parents critical wellness resources and services. Under the volunteer random student drug testing portion of the program, high school students in grades 9-12 may voluntarily enroll to be randomly drug tested, contingent upon written parental

consent. San Angelo, TX-based Melody's Southwest Consortium will manage the testing in conjunction with district and school officials.

For additional information—including a list of Frequently Asked Questions—visit the website at www.ltidschools.org/leaderforlife.

SUICIDE AWARENESS and Mental Health Support

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area: <http://www.texassuicideprevention.org>.

SUMMER SCHOOL

Lake Travis High School offers a fee-based summer school program for students who need credit recovery. Please consult and school counselor for more information.

TARDINESS

Each student should enter the classroom ready to begin work before the tardy bell rings. The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Tardiness or early release hinders the proper conduct of such activity, imposes a distraction that leads to a loss of instructional time for students properly in attendance.

At the high school, a warning bell will ring at 8:45 a.m., and the tardy bell will ring at 8:50 a.m. Students who are not in their class at 8:50 a.m. shall go straight to their classroom and will be counted tardy by the teacher. If a student misses less than 15 minutes of a class period, the student will be counted tardy. If a student misses 15 minutes or more of a class period, the student will be counted absent for the entire period. A student who is tardy to class will be subject to disciplinary action.

TELEPHONE

Office telephones are not for personal student use. Please do not ask school personnel to use their office telephones for personal calls because they have been instructed not to do so. Tampering with or otherwise harming the telephones will be considered vandalism. Using the telephones to make prank calls will be considered a disciplinary and/or legal matter.

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

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the

parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSCRIPTS

Students are allowed up to two (2) transcripts without charge. Students needing more than two transcripts will be required to pay \$3.00 per copy in advance. After graduation, one final transcript will be sent at no charge; additional copies are \$5.00 each. Students should allow 48 hours for preparation of a transcript. Requests for transcripts should be made in writing. Forms may be obtained from the Registrar's office. Prices are subject to change.

TRANSPORTATION

Students who plan to ride the bus to and from school must register for transportation services. For more information, please contact the LTISD Transportation Department at 512-533-6070 or by visiting their webpage at <http://www.ltidschools.org/domain/42>.

The responsibility and goal of the transportation department of Lake Travis Independent School District is to provide safe, economic transportation for all students to and from school. The district provides school bus transportation for all students who live in the district, except those areas deemed exempt by the Board of Trustees. This service is provided at no cost to students. Parents can check bus routes, stops, and schedules by visiting the district website at www.ltidschools.org. Students shall observe the following school bus rules of conduct in addition to all the rules indicated in the Student Code of Conduct and this handbook. Any violation of these rules can result in disciplinary consequences, including student's suspension from the bus or exclusion from riding the bus.

Lake Travis ISD school buses are equipped with GPS and video surveillance cameras for the purpose of safety, including the maintenance of order or discipline on the school bus.

Bus safety and discipline issues are managed collaboratively with the Director of Transportation and the campus administrators. Any questions or concerns referencing student safety or discipline should be addressed to the transportation department first.

General Rules

1. The driver is in full charge of the bus and its occupants. Students must obey the driver promptly.
2. Disobedience and disrespect will result in disciplinary consequences.
3. The driver has the authority to seat students in assigned seats and to change their assignments, as needed.
4. The possession of alcoholic beverages, tobacco or e-cigarettes, or illicit narcotics is prohibited.
5. The possession of a weapon, including knives or other dangerous instruments, is prohibited.
6. The use of obscene, profane speech or gestures is prohibited.
7. The possession of footballs, basketballs, soccer balls, and skateboards are prohibited.
8. Students must have a SMART Tag ID badge issued by the district to board and disembark the bus. Please see section below regarding SMART Tag information and rules.

Rules for Loading the Bus

1. Be at the designated school bus stop 5 minutes before arrival time (note: this time may vary due to circumstances beyond our control). The driver cannot wait for students who are continually late.

2. Students should wait off of the road for the bus, where possible.
3. Students are not to move toward the bus or attempt to enter the bus until the bus comes to a complete stop.
4. Students shall enter the bus only when the driver is present and has given permission.
5. Bus transfers for eligible students will only be granted in an emergency. In the event of an emergency, a student must present a rider permit to the driver from the school.

Rules for Students While on the Bus

1. While on the bus, rules for classroom conduct shall be followed, except that conversations in ordinary tones are permitted.
2. Students must load and unload from the front door only.
3. Students must sit in their assigned seat as soon as they get on the bus.
4. Students must sit in their assigned seat each day. The driver may change the seating arrangement at any time, as he/she deems necessary.
5. Keep all parts of the body inside the bus and feet on the floor.
6. Treat bus equipment as you would furniture in your home. Damage to seats or other equipment must be paid for by the person(s) responsible.
7. Keep the aisle clear of books, packages, band instruments, etc.
8. Do not throw anything onto or out of the bus.
9. Do not eat or drink while on the bus (exception: students are permitted to drink water from plastic containers).
10. All students must remain seated while the bus is in motion.
11. Students shall not talk with the driver while the bus is in motion, except when necessary.
12. Students must be absolutely quiet while approaching and while stopped at a railroad crossing.
13. In the event of a road emergency, students must remain in the bus unless directed by the driver to leave the bus and then students shall follow the instructions of the driver.
14. No glass containers.
15. No live animals or insects.
16. No eating or chewing gum.
17. Electronic devices are allowed. Pictures, videoing, etc. is **not allowed**. Bus drivers have the authority to take up the device if it becomes a safety issue or if inappropriate. Student will receive electronic device back when student disembarks.

Rules After Unloading the Bus

1. Cross the road in front of the bus only after checking traffic and after a signal from the driver to proceed.
2. Do not attempt to re-board the bus after unloading.
3. Be alert for the danger signal from the driver.
4. The driver is not permitted to let students get off the bus at any other place than their regular bus stop unless the student receives authorization from the principal upon request of the parent. If an emergency arises and the parent must remove the student from the bus prior to his/her regular stop, the driver must obtain the name, picture ID, relationship, address and telephone number to guarantee the safety of our students.

Rules for School-Sponsored or Extra-Curricular Trips

1. The aforementioned rules and regulations apply to any school-sponsored trip.
2. The bus driver is charged with the full responsibility for the safe operation of the bus while on extra trips and is to follow the assigned route for the trip.
3. The driver will expect the full cooperation and assistance of assigned sponsors and students.

Students who participate in school-sponsored or extracurricular trips are required to use transportation provided by the school to and from the event, with limited exceptions as provided in FMG (LOCAL).

Consequences

The bus driver is hereby authorized to issue “Bus Safety Reports” for rider violations. The following are penalties that may be invoked for serious and/or continuing misconduct in violation of established rules.

1st Notice – The driver will fill out a Parent Documentation Form and call the parents.

2nd Notice – The driver will fill out a Parent Documentation Form and a Bus conduct report. The driver will call the parents and a first letter will be sent home.

3rd Notice – The driver will fill out a Parent Documentation Form and a Bus Conduct Report. The driver will call the parents and a second letter will be sent home.

4th Notice – The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 3 days.

5th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 5 days.

6th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 1 month.

7th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for the remainder of the year.

The Director of Transportation or his/her designee shall report each bus suspension to the campus administrator. In the event a parent believes the punishment is unjust, the parent should use the following procedure:

1. Discuss the incident with the campus administrator for a full account of the circumstances.
2. If the parent, after discussion with the campus administrator, is not satisfied with the results, then the parent may request a conference with the Director of Transportation and the campus administrator to resolve the matter.

Emergency bus transfer requests for a student to ride a different school bus should be made in writing with a parent signature. The student should deliver the note to the main office of his/her campus before the start of school. Requests made over the telephone are not permitted. Due to the volume of ridership, we will no longer be able to provide transportation after school for clubs, scouts, birthday parties, stay overs, etc.

SMART Tag

The Lake Travis Independent School District has the tremendous responsibility of transporting approximately 4,000 students on school buses each day to and from school. Ensuring the safety and security of the students riding on those buses is our highest priority. LTISD Transportation Department officials have identified a system called SMART tag which places a tablet computer on each bus that is equipped with an RFID (Radio Frequency Identification Device) reader, mobile connectivity and GPS. Students will place their SMART tag ID badges on the sensor of the computer tablet when loading and

unloading their bus. This ensures all riders are accounted. No student information is stored on the SMART tag ID badges.

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

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

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

- Elementary students will receive three (3) warnings (12 consecutive days)
- Middle and high school students will receive two (2) warnings (9 consecutive days)

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

To purchase a replacement SMART tag ID badge, parents should contact their child's respective campus front office or the Lake Travis ISD Transportation Department at 512-533-6070. Replacement badges are \$5.00 each.

TUTORIAL ASSISTANCE

After school tutorials are offered in the LTHS library every Tuesday and Thursday, except holidays and some testing schedules. English, Math, Science, Social Studies and Languages other than English teachers are available for tutoring makeup testing. Computers and print materials are accessible for independent study. Late buses depart at five o'clock serving as a resource for students willing to maintain an academic atmosphere during the tutorial season.

VALUABLES

Students are responsible for all personal possessions. Personal belongings should never be left unattended and should be protected by proper identification. The school is not responsible for lost, damaged, or stolen items.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—

both this year and for years to come— littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEO CAMERAS

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

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Upon written request of a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal who has been designated by the district to coordinate the implementation of and compliance with this law, for further information or to request the installation and operation of this equipment.

[See EHBAF(LOCAL).]

VISITORS TO THE SCHOOL

Parents and others are welcome to visit District schools. Visitors, other than a student's parent or legal guardian, must have the written permission of the parent or legal guardian before they will be allowed to visit a child at school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the campus' main office. All visitors must present a valid driver's license or state identification card and must follow campus regulations for checking in and out of the campus.

- Visitations are limited to areas approved during check-in.
- Please make other arrangements for pre-school children rather than bringing them for the visit. The school does not have childcare facilities, and the activities of preschoolers distract students, teachers, and parents.
- School-age friends or relatives of district students may visit only at lunch times and with the parent of the LTISD student. Guests are not permitted to shadow LTISD students during the instructional day.
- Visitors to campus shall not interact with other students in an attempt to resolve a negative situation. All parents are directed to report problems to the teacher, staff, and/or campus administration in lieu of personal intervention.

In unusual situations, a visit to a classroom is warranted. To ensure the confidentiality of all students and the continuity of instruction, the following guidelines will be observed. Visits to individual classrooms during instructional time are permitted only with approval of the principal after

consultation with the teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. A disruptive visitor shall be asked to leave the classroom and the campus, at the discretion of the campus administration.

- Written approval from the campus principal will be obtained in advance. Prior notice will be given to the teacher (minimum 2 days) with his/her concurrence regarding scheduling.
- The visitor must sign in at the school office. The administrator or designee will serve as escort for the entire visit. If the escort or teacher determines that the presence of extra adults in the classroom is disruptive to the instructional process, either may terminate the observation.
- Names of students in the classroom will not be revealed. The observing person will not interact with students or staff in the class.
- An appointment for a conference with the teacher must be during the teacher's conference period or before/after school.
- Audio and/or visual recording is not permitted.
- The length of the visit will be determined by campus administration, but shall not exceed one hour.
- The campus principal may, at his or her discretion, make special exceptions to these requirements to accommodate visitors for special events in classrooms.

Unauthorized Persons

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

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

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

Visitors Participating in Special Programs for Students Business, Civic, and Youth Groups

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

VOLUNTEER PROGRAM

Volunteers are an integral part of the educational process at LTHS. They enrich the learning experience and provide increased motivation and improved self-concept for our students. Volunteers may serve in many different areas, from helping out in the classroom, college room, library, or administrative offices. Volunteers should sign in at the main building rotunda or the annex office each time they come to the building, and also be processed through the Raptor system to receive a badge.

For more information, visit the Community Programs web page at www.ltidschools.org.

WAIVER OF FEES

Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his or her parent or guardian must present evidence of their inability to pay to the principal who shall determine eligibility for a fee waiver.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the registrar's office. The procedure for withdrawal is as follows:

- Obtain appropriate withdrawal forms from the Registrar's office.
- Have the appropriate forms filled out by teachers; return all school textbooks, library books, school property, and make sure all fees/fines are paid.
- Take completed forms to the Registrar's office for final clearance.

Any parent home schooling a student will need to write a letter to the Superintendent with a copy to the Principal stating that he/she is homeschooling. This written notice should be completed prior to withdrawal.

APPENDIX A – LAKE TRAVIS ISD ACCEPTABLE USE POLICY (AUP)

Lake Travis Independent School District (LTISD) Student Acceptable Use Policy (AUP)

LTISD provides Internet access, network resources, computing devices, software, and other technologies to its students for educational purposes. This AUP defines the expectations for appropriate use of LTISD systems by LTISD students. Students who violate the AUP or other related campus technology and behavior guidelines may lose the privilege to use LTISD systems and Internet access.

Section I: Educational Purpose

- A. The LTISD systems were established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and teacher-directed research projects.
- B. The LTISD systems were established as a public access service and a limited public forum. LTISD retains the right to place reasonable restrictions on the materials accessed or transmitted through its systems. Students are expected to follow the rules set forth in the LTISD Student Code of Conduct, Campus Rules, and LTISD Board Policy as well as state and federal laws and regulations, when using the LTISD systems.
- C. The LTISD systems are not to be used for commercial purposes. This means students cannot offer, provide, or purchase products or services through the LTISD systems.
- D. The LTISD systems are not to be used for political lobbying. However, the system can be used to communicate with elected representatives and to express opinions on political issues.

Section II: Internet Access and Online Systems

- A. Students will have access to the Internet, online information resources, and LTISD-provided information resources from school computing devices in classrooms, libraries, labs, and common areas, and from home when using personal Internet-enabled devices or LTISD checkout devices. Access to these systems and resources is provided and intended for instructional purposes as defined by LTISD. LTISD employs an Internet content filter in an effort to safeguard its students from inappropriate or dangerous content while they are utilizing online resources. LTISD takes reasonable steps through its adopted policies and technologies to prevent access to objectionable material, but it is not possible to absolutely prevent such access. Students should not attempt to bypass the Internet filter for any reason and should notify a teacher or other school personnel if objectionable content is displayed.
- B. All materials and information placed on student-created web pages for instructional purposes must be preapproved in a manner specified by LTISD. Materials placed on web pages must relate to the approved curriculum or to career preparation activities. Students may blog or post

information to educational websites under teacher supervision for instructional purposes as part of the LTISD approved curriculum.

- C. Students will be granted access to computers, LTISD systems, LTISD Internet access, and other software through individual user or group accounts. Passwords for these accounts must not be shared, and students should only use their own individual or group account.
- D. Students may use messaging systems, including social networking/media tools that are approved and provided by LTISD and used under teacher supervision for instructional purposes as part of the LTISD approved curriculum. Students are prohibited from participating in chat rooms, newsgroups, or other systems or forums that are not approved for instructional use by LTISD and that may represent safety concerns or poor use of instructional time for students.

Section III: Expectations for Student Use of LTISD Systems

A. Student Safety

1. Students will not post personal information or contact information about themselves or other individuals online. Personal contact information includes address, telephone number, school address, parent or student work addresses, pictures, names, email addresses, photos, etc. Online collaborations under teacher supervision for instructional purposes as part of the LTISD approved curriculum may provide student contact information as necessary to fulfill the goal of the project.
2. Students will not agree to meet with someone they have met online outside of a school-sanctioned project or instructional experience supervised by a teacher as part of the LTISD approved curriculum.
3. Students will promptly disclose to the teacher, or another school employee, any communication or experience using a technology system that is inappropriate or makes them feel uncomfortable.
4. Students will not post, transmit, or store private or personal information from or about another person, including contact information and photos.

B. Student Conduct

1. Students will not attempt to gain unauthorized access to LTISD systems, LTISD computers, or any other system when using the LTISD network. This includes attempting to log in through another person's account, accessing another person's files, forgery, and attempted forgery. Unauthorized equipment may not be brought to an LTISD building or utilized on the LTISD systems for these or any other purposes.

2. Students will not make deliberate attempts to disrupt LTISD systems or data through any means. Actions of this type violate District policy and regulations and may result in loss of access privileges, restitution, and other appropriate consequences.
3. Students will not use LTISD systems to engage in any illegal act, such as arranging for the sale or purchase of controlled substances, engaging in criminal activity, threatening the safety of a person, harassment, or cyberbullying.
4. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when using LTISD systems.
5. Students will not engage in personal, prejudicial or discriminatory attacks when using LTISD systems, nor will students knowingly or recklessly post or transmit false or defamatory information about a person or organization when using LTISD systems.
6. Students will not load or install programs on LTISD systems. This includes programs and files downloaded from the Internet, portable drives, or their own equipment (such as games, utilities, and other software not licensed by the District). Use of peer to peer file sharing software is prohibited. Student use of online media is to be supervised by a teacher according to LTISD policy and regulation.
7. Students will not use LTISD systems to send unnecessary or unsolicited information or messages to others.

C. Student Information Security and Academic Integrity

1. Students are responsible for their individual folders and data, and should take all reasonable precautions to prevent others from being able to use their credentials or data. Students will not provide their login credentials or passwords to another student. Students will not provide their files to another student for the purpose of cheating or using another person's work as their own.
2. Students must notify a teacher or Technology personnel immediately if they identify a security problem. Students are not to seek out security vulnerabilities themselves.
3. Students will not plagiarize works that are found online or when using LTISD systems. Plagiarism is taking the ideas, writing or work products of others and presenting them as one's own. Students must cite the source of material they have used in their research or school work.
4. Students will respect the rights of copyright owners by following the expressed requirements of copyrighted material they wish to use, or by requesting permission of the copyright owner directly.

Section IV: Student Rights

A. Free Speech

A student's right to free speech, as set forth in the LTISD Student Code of Conduct and Campus Handbook, applies to communication on the Internet and LTISD systems. LTISD systems are considered a limited forum, similar to the school newspaper; and therefore, the District may restrict a student's speech for valid educational reasons in accordance with Board Policy.

B. Search and Investigation

1. Students should expect only limited privacy in the contents of personal files on LTISD provided systems. The situation is similar to the rights a student has in the privacy of a locker.
2. Routine monitoring of LTISD systems and usage information may be used to determine if a student has acted in accordance with the AUP, LTISD Student Code of Conduct and Campus Handbook, or state or federal law, and may lead to more in-depth investigation.

C. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on LTISD systems.
2. Violations of the AUP, LTISD Student Code of Conduct, and Campus Handbook regarding the use of LTISD systems by a student will result in the application of disciplinary procedures and consequences outlined in the LTISD Student Code of Conduct.

D. Limitation of Liability

The District makes no guarantee that the functions or the services provided by, or through, the District's system will be error-free or without defect. The District will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through, or stored on, the system. The District is not responsible for financial obligations arising through the unauthorized use of the system.

APPENDIX B – LTHS BELL SCHEDULE

**LTHS Regular
Bell Schedule
17/18**

1st/5th Period (90) 8:50 - 10:20

2nd/6th Period (94) w/ announcements 10:29 – 12:03

Attendance Chime 10:35

3rd/7th Period (90) (w/ Lunch) 12:12 – 2:26

A Lunch (39) 12:12 - 12:51

Class (90) 12:56 - 2:26

Class (45) 12:12 - 12:57

B Lunch (35) 1:02 - 1:37

Class (45) 1:41 - 2:26

Class (90) 12:12 - 1:42

C Lunch (35) 1:47 – 2:26

4th/8th Period (90)

2:35 – 4:05

LUNCH ASSIGNMENTS

MAIN

A: CTE, SCIENCE, LOTE

**B: English, Social Studies
Fine Arts**

C: Math, AG, Gym, FH, Fine Arts, ACC

ANNEX:

A: CTE, Science, LOTE, English

B: Math, Social Studies, Health/PE/Dance,

C: CLOSED

APPENDIX C – FFI (LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING

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

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING
PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages 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.

This conduct is considered bullying if it:

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.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES

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

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

FALSE CLAIM	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
TIMELY REPORTING	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

STUDENT WELFARE
FREEDOM FROM BULLYING

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DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
DISCIPLINE	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.
COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
RECORDS RETENTION	Retention of records shall be in accordance with CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

APPENDIX D – LAKE TRAVIS ISD STUDENT CODE OF CONDUCT