

2009-2010

**STUDENT HANDBOOK
LIBERTY ELEMENTARY
SCHOOL**

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LIBERTY INDEPENDENT SCHOOL DISTRICT

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The Board of Trustees meets the third Tuesday of each month at 6 p.m. Special circumstances may warrant changes in this schedule.

A MESSAGE FROM THE PRINCIPAL AND STAFF

Dear Liberty Elementary Families:

I would like to welcome you to an exciting new school year. This Student-Parent Handbook for 2009-2010 has been prepared in order to provide you with an easy reference. We hope it will answer some of your questions about building policies and procedures. Parents and students should realize, however, that this handbook is not all-inclusive. It is based on the Liberty Independent School District Discipline Plan, which has been approved by the State of Texas. Copies of this plan in its entirety are available on all school campuses and at the Central Office if you have further questions.

You should review this handbook carefully with your child and be sure you and your child understand the content of this handbook.

In our effort to provide your child with performance based instruction, we believe it is essential that we have your input and support. We will be available to you if you need any assistance. You can count on all of us to be respectful, honest, and fair with your child. School experiences should be gratifying and fulfilling. We believe our students benefit the most when school and home work **TOGETHER**. Please join us in this effort.

Tom Connelly, Principal
Kent Byers, Assistant Principal
Liberty Elementary

PREFACE

This Student Handbook for Liberty Elementary contains information students and parents are likely to need to ensure a successful school year. Students and parents should be familiar with the Liberty ISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be communicated by newsletters and/or other communications to students and parents.

In case of conflict between a Board Policy and the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board are to be followed. Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's policy manual is available in the Superintendent's office or on-line at www.libertyisd.net.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day's learning on the previous day's learning, 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 parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance and the other with attendance for grade level credit, are of special interest to students and parents.

Compulsory Attendance

By state law, students **must** attend school unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs such as accelerated (additional special) instruction, or from required tutorials, will be considered in violation of the law and subject to disciplinary action.

Nonattendance may also result in assessment of penalties by a court of law against the parents or legal guardian. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or **parts of days** within a six-month period in the same school year or
- Is absent on three or more days **or parts of days** within a four week period.

Attendance for Credit

To receive credit for a grade level, a student must attend at least 90 percent of the days during the school year. A student who attends fewer than 90 percent of the days cannot receive credit for the grade level unless the attendance review committee finds that the absences are the result of extenuating circumstances for the absences and how the student can regain credit. In determining whether there were extenuating circumstances for the absences, the committee will use the following guidelines:

- All absences shall be considered in determining whether the student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. (Policy FEB)
- For students transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a consensus about the student's absences, the committee will attempt to ensure that its decision 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'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.
- The parent will be given an opportunity to present any information to the committee about the absences and talk about ways to earn or regain credit.

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

Please note:

- Anyone who picks up a child during the school day must present a picture ID.
- In those rare circumstances when a student must be absent from school, the student upon returning to school, must bring a note **signed by the parent**, that describes the reason for the absence.
- Following an absence, students should get an admission slip in the office before reporting to class.
- If for any reason a student needs to be taken out of school during the day, a note should be sent, if possible, to the teacher stating the reason and time of departure. Students leaving during the school day should be met in the office and signed out on the student sign out sheet.
- Students leaving school prior to 10:00 a.m. will be considered absent for the entire school day. Students arriving at school after 10:00 a.m. will also be considered absent for the entire school day. **Only those students who are on campus for the 10:00 a.m. roll check will be counted for the day.**
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not

make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

- **Students will be required to attend after school detention for 1 hour for every 4 tardies per six weeks period.**

BUSES OR OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students who live two or more miles from school at no cost to students. Bus routes and any subsequent changes are posted at the transportation office. Further information may be obtained by calling (936) 336-2673.

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

Students must:

- follow the driver's directions at all times;
- enter and leave the vehicle in an orderly manner at the designated stop nearest home;
- keep feet, books, backpacks, and other objects out of the aisle;
- not deface the bus or its equipment;
- keep head, hands, arms, or legs inside the bus and refrain from holding any object out of the window, or throwing objects within or outside of the bus;
- wait for the driver's signal upon leaving vehicle before crossing in front of the vehicle
- use seat belts when equipped on any school vehicle;
- be seated while vehicle is moving.

Misconduct will be punished in accordance with the Student Code of Conduct, which may result in the suspension of bus riding privileges.

Video Taping of Students

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the tapes as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view videotape of the incident leading to the discipline of his/her child may request access in accordance with policy FL.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers nutritionally balanced student lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Information on this program can be obtained by calling Food Services at 336-2091.

The District follows the federal and state guidelines regarding foods of minimal nutritional value (FMNV) being served or sold on school premises during the school day. (For more information, see policy CO or visit the Texas Department of Agriculture website at www.agr.state.tx.us.)

CHANGE OF ADDRESS AND TELEPHONE NUMBER

The school office must be informed **promptly** of any change in residence, mailing address or telephone number in order that parents can be notified in cases of emergency and may be kept informed of student progress, and records may be kept current at all times.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. (Policy FFAD)

Among the more common of these diseases are the following:

Amebiasis	Impetigo	Salmonellosis, including
Campylobacteriosis	Infectious mononucleosis	Typhoid Fever
Chicken pox (<i>varicella</i>)	Influenza	Scabies
Common cold with fever	Measles (<i>Rubeola</i>)	Shigellosis
Fifth disease (<i>Erythema Infectiosum</i>)		Meningitis, Bacterial
Streptococcal disease (<i>invasive group A or B</i>)		Mumps
Gastroenteritis, Viral	Pinkeye (<i>Conjunctivitis</i>)	Tuberculosis, Pulmonary
Head Lice (<i>Pediculosis</i>)	Rubella (<i>German Measles</i>),	
Hepatitis A	including congenital	

State law specifically requires the District to provide the following information about Bacterial Meningitis.

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

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both 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. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can Bacterial Meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It 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 Texas Department of Health office to ask about meningitis 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 Texas Department of Health, <http://www.tdh.state.tx.us/>.

Displaying a Student's Artwork and Projects

As a parent, you have a right to provide consent before the district can display your child's artwork, special projects, photographs taken by your child, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Requesting Professional Qualifications of Teachers and Staff

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 undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing 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.

COMPLAINTS/CONCERNS OF PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at policy code FNG (LOCAL).

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, color, national origin, sex, disability, and age.

In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees. Some complaints require different procedures, which can be found in the Board policy manual at the Superintendent's office or on-line at www.libertyisd.net.

- Discrimination on the basis of gender: Policy FB.
- Sexual abuse or sexual harassment of a student: Policy FNCJ. [See the section on **Sexual Harassment / Sexual Abuse**]
- Loss of credit on the basis of attendance: Policy FDD.
- Removal of a student by a teacher for disciplinary reasons: Policy FOAA.
- Removal of a student to a disciplinary alternative education program: Policy FOAB.
- Expulsion of a student: Policy FOD.
- Identification, evaluation, or educational placement of a student with a disability: Policies EHBA and FB. [See the section on **Special Programs**]
- Instructional materials: Policy EFA.
- On-campus distribution of nonschool materials to students: Policy FMA.

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the [board or its designee] to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the [superintendent or designee] for information. [See policy FDB.]
- To 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 FDD(LOCAL).]
- To request the transfer of your child to another campus [or a neighboring district] if your child has been the victim of a sexual assault by another student assigned to the same campus,

whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is [name] at [phone number].

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. [See policy FDB (LOCAL).]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is [name] and may be contacted at [contact information].

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. Students and parents should be aware that electronic communications – e-mail – using District computers are not private and may be monitored by District staff. (Policy CQ)

CONDUCT

Students are expected to:

- Behave responsibly, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District property, is essential to maintaining safety, order, and discipline
- Attend all classes regularly and on time; be prepared for each class; and take appropriate materials and assignments to class.
- Be well groomed and appropriately dressed each day.

As required by law, the District has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior - both on and off campus - and consequences for violation of these standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or all school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Academic Dishonesty / Cheating / Plagiarism

Academic dishonesty, cheating or plagiarism is not acceptable. Cheating includes the copying of another student's work, homework, class work, test answers, etc. as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the *Student Code of Conduct* and policy FO (LOCAL) in the district's policy manual.

Exemptions from corporal punishment will be requested in writing by the parents or guardians. This request must be reaffirmed each year.

Violations of Law:

Alcohol, Drugs, Tobacco, and Weapons

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property.

Gangs and Other Prohibited Organizations

Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

Hazing Activities

State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take

action; recklessly permits such action; has knowledge of planned action or action that has occurred without reporting that knowledge to a school official.

Disruptive Activities

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

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

Freedom From Discrimination

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

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

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

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. However, all romantic

and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Any student (or the student's parents) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

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 the law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG.

Radios, CD Players, Cell Phones, Paging Devices, and other Electronic Devices and Games

Students are not permitted to possess such items as cell phones, telecommunication devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from an administrator. Without such permission, teachers will collect the item and turn it in to the principal's office. Parents will need to pick up the device from the office. Any disciplinary action will be in accordance with the Student Code of Conduct. (Policy FNCE)

Laser Pointers are not permitted at school or on any district property.

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse issues. The counselor may also make available information about community resources to address these concerns. A parent who wishes to meet with the counselor should contact the school office to schedule an appointment. **Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. (Policy FFE & FFG)

CREDIT BY EXAM

A student may take an exam for course credit for a course that the student has either had or not had prior instruction. (Policy EEJB)

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the superintendent, principal, or teacher. Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of a teacher and the principal.

Nonschool Materials

Unless an individual obtains specific prior approval from the superintendent, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials not developed under the oversight of the school may not be posted, sold, circulated, or distributed on campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual.

Nonstudent Nonschool Materials

Written materials, handbills, photographs, pictures, films, tapes, posters, or other visual or auditory materials not sponsored by the District or by a District affiliated school-support organization, will not be sold, circulated, or distributed, or posted on school premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the Superintendent for specific prior review and approval. (For more details, see Policy GKDA LOCAL)

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

Student Attire:

The dress of students should not present a distraction or a disruption to the educational setting. All students shall be properly and fully clothed with the understanding that upper garments, lower garments and undergarments will be worn for the purpose of properly covering the body. Midriffs and "belly buttons" should be fully covered. Tank tops, strapless or thin-strapped tops, backless tops, low cut tops and/or see-through tops do not properly cover the upper body. All students shall wear shoes, preferably those that do not scar the floor or that will carry dirt into the building. **Except for special occasions, all students are expected to wear tennis/gym shoes**

(with closed toes and heels) each day so that they may take part in daily physical education. Shoe skates may not be worn. The wearing of flip-flops or sandals will not be allowed, as the feet are not properly covered or supported for outside play.

Students may not wear scarves, hats, or caps in the building. Clothing shall not display emblems advertising drugs, tobacco products, alcohol, or profane, obscene or suggestive statements (Including slogans and wording that draw attention to ones private areas). Shorts may be worn to school, but the length of the shorts, shirts and dresses must not be shorter than the outstretched fingertips on a student's leg. Clothing should not be so tight that it causes a distraction. Students will be asked to tie shoes and/or alter clothing in other ways for safety purposes. **Clothing should not be oversized. Shirts should be proper fitting and used to cover the upper body. Lower garments should be proper fitting and should cinch at the waist. Lower garments should not sag low in the crotch or expose undergarments. Absolutely no sagging.**

School administration shall be the final authority in determining deviation from acceptable.

Student Grooming:

Hair should be neat and clean and should present no distraction or disruption to the educational setting. Hair may not be multi-colored or dyed in a fashion considerably different than the natural coloring. Headbands, hair curlers and/or long combs may not be worn in the hair. *Students need to prevent their hair from blocking their vision. Males should not allow their hair to fall past the collar of a regular shirt when hair is worn naturally. "Naturally" is defined as without a device designated to hold up the hair.*

Other Attire:

Designated staff members have the authority to appraise any current fad or fashion and determine whether it is appropriate for school wear. Costumes, trappings and/or uniforms may be worn only at designated times, and these are subject to regulations. Sunglasses are not to be worn in the school building. Male students may not wear earrings. Bracelets, chains, belts and other ornaments that represent a distraction, disruption, or potential damage to furnishings, may not be worn. **Students may not wear make-up or false fingernails.** Tattoos, temporary or permanent, must be covered at all times. Students may not wear shoe skates.

(Note: The principal or designated staff member shall be the authority as to what constitutes deviation from the acceptable.)

Parents of students not complying with the dress code will be contacted to bring appropriate apparel to the student at school and the student may be placed in ISS until the attire is in compliance. Consistent violation could result in further disciplinary action. Student extracurricular activities and school events are also covered by dress code. Violation could result in students being excluded from participation in these events.

DRILLS -- FIRE, TORNADO, AND OTHER EMERGENCIES

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

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly to the designated location
2 bells	return to the classroom

DRUG-FREE SCHOOLS

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities. No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event.

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The possession, use, or transmittal of paraphernalia related to these prohibited substances is also prohibited under this policy. The possession, transmittal, sale, or attempted sale of what is represented to be any of the above listed substances, is also prohibited under this policy. Students who violate this policy shall be subject to disciplinary action and may be required to complete an appropriate rehabilitation program. (See FO, FOA, FOD).

EMERGENCY MEDICAL TREATMENT

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

The District is not responsible for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the Business Office.

EMERGENCY SCHOOL CLOSING INFORMATION

Except as defined by the District calendar schools will be closed only in the event of an extreme emergency and only by decision of the Superintendent or designee. If an emergency closing is announced, every attempt will be made to notify parents through local news media such as KSHN radio (99.9 FM). Procedures will be followed according to the District Emergency Plan for evacuation, shelter in place, or other emergency situations.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. State law governs eligibility for participation in many of these activities. A student, who receives at the end of a grading period a grade below 70 in any academic class, may not participate in extracurricular activities for at least three school weeks. A student is allowed in a school year up to ten absences not related to post-district competition, five for post district prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, UIL activities, or other activities approved by the Board are subject to these restrictions. A student who misses class because of participation in an activity that has not been approved will receive an unexcused absence.

FUND-RAISING

Student clubs, classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 30 days before the event. Except as approved by the principal or Superintendent, fund-raising by any school group or non-school group is not permitted on school property. (Policy FJ & GE)

HEALTH RELATED MATTERS

Physical Activity

State law requires that students in elementary grades have at least 30 minutes of physical activity per day or 135 minutes per week. For information regarding the district's policy regarding these requirements, contact the campus principal. (Policy EHAB)

Other Health Related Matters

Information regarding vending machines in District facilities and student access to the machines is available from the campus principal

The District and its staff strictly enforce prohibition against the use of tobacco products by students and others on school property or at school-sponsored activities. (Policy GKA)

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, and poliomyelitis, hepatitis A, hepatitis B and varicella (chicken pox).

The school nurse can provide information on age appropriate doses or on an acceptable physician validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the parent must present a statement stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student, or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. (Policy FFAB) For additional information, visit the Texas Department of State Health Services website at www.dshs.state.tx.us.

LAW ENFORCEMENT

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

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.
- To comply with a properly issued directive to take a student into custody.
- 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.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors. (Policy GRA)
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

MAKE-UP WORK

For any class missed the teacher may assign the student make-up work based on the instructional objectives for the individual student needs toward mastering the essential knowledge and skills or in meeting grade level requirements.

Unexcused absence: If a student is absent from regular school days for unexcused reasons, she/he will be allowed one day in which to make up any work missed. It is her/his responsibility to ask the teacher for the assignments when she/he returns to school. Any work that is not made up within the allotted time will result in zeros.

Excused absence: If a student is absent for excused reasons, she/he will be responsible for asking the teacher for the assignments missed. The student will be allowed the same number of days to make up the missed work as the number of days she/he was absent. Parents are encouraged to call the school and request make-up work for their child if she/he will be absent for 3 or more consecutive days. A one-day notice will be required to gather the assignments.

MEDICINE AT SCHOOL

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

- 1) Authorized employees, in accordance with policy FFAC may administer:
 - a) Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
 - b) Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
 - c) Nonprescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
 - d) Herbal or dietary supplements provided by the parent if required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.
- 2) In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
 - a) In accordance with the guidelines developed with the District's medical advisor and
 - b) When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma, who has written authorization from his or her parent and physician or other licensed health care provider, may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

PSYCHOTROPIC DRUGS

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 will not 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 an appropriate medical practitioner evaluate a student, if appropriate. "Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood-or behavior-altering substance. (Policy FFAC)

MESSAGES TO STUDENTS

Messages of any **emergency nature** may be delivered to the students during the school day. Parents should plan ahead with their children for unusual weather conditions that would alter the usual method by which students return home. Requests for changes in departure should be made in the school office at least **ONE HOUR** prior to the dismissal of school. Messages to students should be kept to a minimum and used only if absolutely necessary to prevent classroom disruptions.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Be sure that your student comes to school each day prepared, rested, and ready to learn.
- Review the information in the student handbook with his or her child, sign and return the acknowledgment form. A parent with questions is encouraged to contact the Principal.
- Become familiar with all of the child's school activities and with the academic programs offered in the District.
- Discuss with the counselor or principal any questions or concerns.
- Monitor the child's academic progress and contact teachers as needed at 336-3603.
- Attend scheduled conferences and request 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. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See the section on **Protection of Student Rights**]
- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) released state assessment instruments that have been administered to his or her child. [See also **Student Records**.]
- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- Become a school volunteer. For further information, contact the school office.
- Participate in campus parent organizations such as PTO. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
- Offer to serve as a parent representative on the district or campus-level planning committees formulating educational goals and plans to improve student achievement. (Policy BQA & BQB)
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. (Policy BE and BED)

CELEBRATE FREEDOM WEEK

To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week, the request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas Flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

For your child to be excused from participation in the daily recitation of the Pledge of Allegiance to the United States Flag and Pledge of Allegiance to the state flag, the request must be made in writing to the campus principal. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. (Policy EC)

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion as listed below:

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on both the Mathematics and Reading sections of the grade 5 assessments test in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 in the 2008-09 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

Parents of students who do not perform satisfactorily on these exams will be notified that their child will participate in special instructional programs designed to improve performance and will also have two additional opportunities to take the test. If the student does not meet expectations a second time, a grade placement committee, consisting of the principal or designee, the teacher,

and the student's parent, will determine the additional special instruction the student will receive. After a third attempt, the student will be retained; however, the parent can appeal this decision to the grade placement committee. In order for the student to be **promoted**, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level by the end of the next school year. Certain students – some with disabilities and some with limited English proficiency – may be eligible for exemptions, accommodations, or deferred testing.

PROTECTION OF STUDENT RIGHTS

No student will 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 family.
- Mental and psychological problems of the student or the student's family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism 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 will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents shall be able to inspect the survey, or other instrument, and any teaching materials used in connection with such a survey, analysis, or evaluation. (Policy EF)

As a parent, you have a right to receive notice and opt your child out of participating in:

- Any survey concerning private information listed above.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- 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. (Policy EF & FFAA)

Parents also have a right:

To request information regarding the professional qualifications of their child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade level in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; undergraduate and graduate degree majors, graduate certifications; and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when a student will not miss instructional time. A student will not be released from school at times other than at the end of the school day, except with permission from the principal or designee and according to the campus sign-out procedures. The person requesting the child must present a valid driver's license with photo. The license will be scanned through a computerized program called "Raptor". *Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.*

A student who will need to leave school during the day **must** bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Late Arrival to School

A student who arrives after **7:50 a.m.** is considered tardy and must report to the office for a permission slip to enter class. For every 4 tardies during the six weeks period the student will be assigned to one hour of after school detention. Please ensure that your child arrives on time each day.

Withdrawal from School

A student may only be withdrawn from school by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained from the principal's office. On the student's last day the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal's office. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

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

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. (Policy EIA)

At the end of the first three weeks of a grading period, parents are notified in writing if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents should schedule a conference with the teacher of that class or subject.

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within three days.

SAFETY

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

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

(See section on Emergency Medical Treatment)

Accident Insurance

The District, under state law, cannot pay for medical expenses associated with a student's injury while engaging in school activities on a school campus; however, soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses in the event of injury to their child.

SCHOOL FACILITIES

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 in the coming years, littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

Conduct Before and After School

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

Conduct at Football Games

Liberty Elementary School students may not enter the football stadium without a parent or responsible adult. Students are expected to remain seated in the stands with a parent or attending adult. Students may not stand along the wall at the bottom of the stands. Students not following these guidelines may face disciplinary action or may be asked to leave the game.

Use of Hallways During Class Time

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass 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.

Pest Control Information

The District periodically applies only pest control products that comply with state and federal guidelines inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact 336-7213.

Searches

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

Student Desks

Students' desks and personal spaces 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 contents of their assigned desks and spaces. Searches of desks or spaces may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District 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 space.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, and students with limited English proficiency, dyslexic students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should call 336-7213 ext. 236 for the program director.

STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books or textbooks.

STUDENT RECORDS

The law specifies that certain information about Liberty ISD students is considered **directory information** and *will be released to anyone who follows proper procedure in requesting it,*

unless the parent objects to the release of any or all directory information about the child within ten days of the child's first day of this school year. The opportunity to exercise such an objection is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parent can contact the principal in writing to indicate his or her desire to change the original request. **Directory information includes: a student's name, address, telephone number, date and place of birth, the student's photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent previous school attended, and the student's e-mail address.**

Both state and federal law protect student records from unauthorized inspection or use and provide parents with certain rights. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records is considered confidential.

Release is restricted to:

- The parents – whether married, separated, or divorced – unless parental rights have been legally terminated and **if the school is given a copy of the court order terminating these rights.**
- District staff members who have a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, administrators, and principals), school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline, do not have to be made available to the parents.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. A parent may review records during regular school hours upon completion of the written request form.

If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be correct, 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 ask for 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, parents and the student are not allowed to contest a student's grade in a course through this process. [See FNG (LOCAL) for the complaint procedure]

Copies of student records are available at a cost of \$0.25 per page, payable in advance. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office.

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.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. The District's policy regarding student records is available from the Superintendent's office, or online at www.libertyisd.net.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline, do not have to be made available to the parents.

Special Education Records

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

STATE TESTING

In addition to routine testing such as the TAKS (Texas Assessment of Knowledge and Skills) and other measures of achievement, students at certain grade levels will take state assessment tests:

Mathematics, annually in grades 3-7 without the aide of technology and in grades 8-11 with the aide of technology on any assessment that includes algebra.

- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5, 8, and 10
- Any other subject and grade required by federal law
- The science assessment test in grade 8 will be administered in school year 2006-07. [See policy EKS]

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child.

Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

TEXTBOOKS

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

SCHOOL SPONSORED TRANSPORTATION

Students who participate in school sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests in writing prior to the trip that the student is permitted to ride with the parent, or the parent presents a written request that the student be permitted to ride with an adult designated by the parent, no later than the day before the scheduled trip.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office and wear a picture identification badge supplied by the office at all times while on campus. Visits to individual classrooms during instructional time are permitted only with approval of the principal and 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.

ARRIVAL AND DEPARTURE FROM SCHOOL

The following guidelines should be followed in unloading and loading students at school. Students should be unloaded on areas designated on Monta Street. All students in the 4th and 5th grades will be unloaded and loaded in the teacher parking lot area. All students in the 2nd and 3rd grade will be unloaded and loaded at the gym. Parents and/or car pools that have more than one student at LES, will load and unload all students at the area designated for 4th and 5th graders. All bus students will be unloaded and loaded in the circle drive off Bowie Street.

STUDENTS SHALL NEVER BE UNLOADED OR LOADED IN THE STREETS SURROUNDING THE SCHOOL. PARENTS SHALL NEVER PARK IN THE TEACHER PARKING LOT TO LOAD OR UNLOAD STUDENTS. STUDENTS WILL NOT BE ALLOWED TO CROSS IN FRONT OF TRAFFIC TO LOAD IN THE TEACHER PARKING LOT OR ON BOWIE OR MONTA STREETS. ALL CARS MUST STAY IN A SINGLE FILE LINE. School personnel supervising the loading areas are instructed to follow these regulations. It is extremely dangerous for students to walk between cars and buses. Your respect of these guidelines will help ensure the safety of ALL students.

After arriving at school, students must immediately go into the cafeteria or gym until dismissed to classes by duty teachers.

Teachers are on duty beginning at 7:30 a.m. and until 3:30 p.m. After 3:30, any students remaining outside the building will be brought into the cafeteria to wait for their rides.

Before and after school, students are expected to follow all school rules and maintain proper discipline.

Parents should be aware that school personnel will NOT BE on duty before 7:30 a.m. or after 3:30 p.m. to supervise students.

AWARDS AND HONORS

The "A" honor roll is announced at the end of each six weeks reporting period. In order to be placed on the "A" honor roll, a student must have an "A" average in each subject. These students receive an "A" honor roll ribbon. Students with an "A" or "B" average in each subject will also be recognized with an "AB" honor roll ribbon.

At the end of the school year, various awards are given during an assembly to students for perfect and regular attendance (which is no more than a total of 3 absences, tardies, or early dismissals), outstanding achievement, etc.

BICYCLES

Students should park their bicycles in the racks provided as soon as they arrive at school. The school cannot be responsible for bicycles, and students are urged to keep them locked. Bicycles are not to be ridden on the playground after the student arrives at school and should not be taken from the rack until school is dismissed.

DETENTION

Teachers or administrators may detain students after school hours for disciplinary reasons, for every 4th tardy, or for failure to complete assignments. A student will not, however, be kept after school until the student's parents have been notified of the reason for the detention. The parents should make arrangements for the student's transportation of the day(s) of the detention.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care 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.

FUND RAISING

Occasionally, classes or class groups will be permitted to conduct fund-raising activities. Except as approved by the principal or assistant principal fund-raising shall not take place on school property.

HOMEWORK POLICIES

Homework policies will be given out at the beginning of each school year by the individual grade levels. These will also be discussed in detail at the Parent Orientation sessions.

LOCKERS/DESKS/CUBICLES

Desks and cubicles remain under jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect any of these at any time. Students have full responsibility for their belongings. Searches of desks and cubicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so with or without the presence of the students.

LOST AND FOUND

All articles that have been found should be turned into the school office. Lost articles should be reported as soon as possible. Articles, which are labeled, will be placed in the Lost and Found. The school will not be responsible for lost or stolen items.

LUNCH

Plate lunches, as well as snacks, are available at Liberty Elementary School. Students WILL NOT be allowed to call home for forgotten lunches or lunch money (exceptions may be made for students with special dietary needs as recorded in the nurse's office). If students do not clear lunch charges, they will be given a peanut butter sandwich. No students will be allowed to charge meals during the last two weeks of school. No student is to ever go without lunch, but it is the responsibility of the student to inform school personnel if a lunch is needed.

LUNCH ROOM CONDUCT

Students are expected to conduct themselves in an orderly manner and to do their part in keeping the cafeteria clean. Students who intentionally litter or spill will be held responsible for cleaning up after them and are subject to disciplinary action.

PARENT-TEACHER CONFERENCES

Parents who wish to discuss their child's work with a teacher are asked to do so during the teacher's conference period. Arrangements for conferences should be made at least one day in advance through the school office.

PARTIES

School parties are scheduled by the teacher. The teacher will notify parents if needed. FDA food and drink restrictions apply to all parties except the Christmas party, Valentine party, and end of school party. Parents must contact their teacher for more information.

PERSONAL BELONGINGS

Students should not bring personal belongings to school such as radios, toys, etc. as the school cannot be responsible for the security of such items. These items cause a distraction at school, so they will be taken up and parents will be required to pick them up in the school office.

PLAYGROUND SAFETY RULES

Supervision: Play must be supervised by a teacher or teachers. There should be no more than three classes in any single area at one time for recess activities. Any unacceptable behavior will not be tolerated. Students must display consideration for others in play areas as well as in the classroom. The following rules are a quick reference of conduct that is expected from all students:

1. No tackling, wrestling, or aggressive games (Chicken, Kill the Man, King of the Mountain, etc.).
2. No jumping from, pushing, pulling, or jerking others from any equipment.
3. One person at a time in a swing.
4. No standing in swings or twisting the swings.
5. Swing area should be clear of other activities and there should be no passing near the front or rear of the swing.
6. No throwing rocks or sticks.

PROGRESS REPORTS

At the end of the first three weeks of a grading period, teachers shall send a progress report to the parents or guardian of a student whose grade average in any class is LOWER THAN a 75. Parents of students whose grades drop into the failure range after progress reports are issued shall be notified immediately.

REPORT CARDS

Report cards shall be issued every six weeks. If a student receives a six-week grade of less than 70 in any class, the parent will be requested to schedule a conference with the teacher of that class. The report card shall state whether tutorials are required or only recommended for a student who receives a grade below 70 in a class.

If an error has been made on a student's report card, please notify the teacher immediately so it can be corrected.

Report cards must be signed by the parent or guardian and returned to the school within 3 days. If the report card is not returned, a copy will be made.

TELEPHONES

Telephones in the office are to be used by students for EMERGENCIES only. These are business telephones, and permission from the principal or secretaries, must be obtained before use.

Liberty Elementary School
1002 Bowie
Liberty, TX 77575

Administrative Information

Principal Tom Connelly
Assistant Principal Kent Byers
Guidance Counselor Tonya Freeman

Nurse Kim Cotten
Secretary Karen Humber
Head Custodian Madge Harrison
Cafeteria Manager Karen Bennight
Curriculum Debbie Beasley
Facilitator

School Phone Numbers:

Office: 336-3603
Fax #: 336-6077
Cafeteria: 336-2988

The Liberty Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, national origin, sex, age, or disability in educational programs or activities that it operates or in employment decisions. The district is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs.) Please refer to board policies DIA and FFH for further clarification.

If you suspect discrimination please contact the Liberty Independent School District Title IX Coordinator (for concerns regarding discrimination on the basis of sex) or the Section 504 Coordinator (for concerns regarding discrimination on the basis of disability). The Coordinator for Title IX, Section 504, and any other discrimination complaint is Superintendent, Liberty ISD Administration Building, 1600 Grand Avenue, Liberty, Texas 77575, phone number 936-336-7213.

Other Contact Information:

Liaison for Homeless Children and Youth 936-336-3603
Parent Involvement Coordinator 936-336-7213 x236

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

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

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating

circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The **IEP** contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district wide tests, etc.

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

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides information for parents and opportunities for "opting" their students out of certain activities or surveys.

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

Alternate assessment tests, developed by the state, may be given to students in special education and students identified as limited English proficient.

Student Code of Conduct, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states

whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

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

APPENDIX I

ELECTRONIC COMMUNICATIONS POLICY

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

AVAILABILITY OF ACCESS

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulation.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. (See DH, FNC, FNCJ, FO and the Student Code of Conduct.) Violation of law may result in criminal prosecutions as well as disciplinary action by the District.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and use agreements, consistent with the purpose and mission of the District and with law and policy governing copyright. (See EFE)

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by student and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by user. The District shall not be responsible for enduring the accuracy or usability of any information found on the internet.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

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

SYSTEM ACCESS

Access to the District's electronic communications system will be governed as follows:

1. With the approval of the immediate supervisor, District employees will be granted access to the District's system.
2. The District will require that all passwords be changed every 90 days.

3. A teacher may apply for a class account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
4. Students completing required course work on the system will have first priority for use of District equipment after school hours.
5. Any system user identified as a security risk or having violated District and/or campus computer use guidelines may be denied access to the District's system.

CAMPUS-LEVEL COORDINATOR RESPONSIBILITIES

As the campus-level coordinator for the electronic communications system, the principal or designee will:

1. Be responsible for all disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Be authorized to monitor or examine all system activities, including electronic mail transmission, as deemed appropriate to ensure proper use of the system.
5. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's electronic information/communications systems:

ONLINE CONDUCT

1. The individual in whose name a system account is issued will be responsible at all time for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
6. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, data or another user of the District's system, or any of the agencies or other networks that are connected to the internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

INFORMATION CONTENT/THIRD PARTY SUPPLIES INFORMATION

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

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials in the schools' electronic environment will be subject to disciplinary action in accordance with District policies.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Transmission of material considered defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal is prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Material encouraging the use of controlled substances is prohibited.
6. Revealing personal addresses or phone numbers of the user or others is prohibited.
7. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or district coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on a "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information of software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

APPENDIX II

Teacher _____

COMMUNICATIONS RELEASE FORM
LIBERTY ELEMENTARY SCHOOL
1002 BOWIE
LIBERTY, TEXAS 77575

**STUDENT AGREEMENT FOR PARTICIPATION IN AN
ELECTRONIC COMMUNICATIONS SYSTEM.**

THE STUDENT AGREEMENT MUST BE RENEWED EACH ACADEMIC YEAR.

PLEASE READ THE ATTACHED LISD POLICY CAREFULLY BEFORE SIGNING THIS DOCUMENT.
THIS IS A LEGALLY BINDING DOCUMENT.

STUDENT:

Name _____ ID# _____ Grade _____

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violations of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____

SPONSORING TEACHER:

I agree to sponsor the above student and to supervise his or her responsible use of the District's system as defined by the District's policy and administrative guidelines.

Teacher's signature _____ Date _____

PARENT OR GUARDIAN:

I have read the District's electronic communications system policy and administrative guidelines. In consideration for the privilege of using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

_____ I give my permission for my child to participate in the District's electronic system and certify that the information contained on this form is correct.

_____ I do not give permission for my child to participate in the District's electronic system.

Signatures of Parent or Guardian _____

Date _____ Home Phone # _____ Work Phone # _____

Remove this signed page and return to your child's teacher within ten days.

APPENDIX III

ACKNOWLEDGMENT FORM

My child and I have received a copy of the Liberty Elementary Student Handbook for 2009–2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

State and federal law require the District to notify parents that you may object to the release of certain information about your child. After reading the following, please mark through any directory information on the form below that you do not want released and return the signed and dated form within ten school days of your child's first day of instruction for this school year.

NOTICE TO PARENTS: DIRECTORY INFORMATION

"Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Liberty Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of my child's first day of instruction for this school year. Liberty Independent School District has designated the following information as directory information: student's name, address, telephone number, date and places of birth, the student's photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent previous school attended.

The District [may/may not] release my child's name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.

Except as noted below (under EXCEPTIONS), I direct the District not to release to any third party the following information without my prior written consent. I have marked through the items I do not want released.

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address

EXCEPTIONS

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media), the District has my permission to release the following information. I have marked through the items I do not want released.

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

APPENDIX IV

Grade _____

ATTENTION PARENTS

After reading through the student-parent handbook with your child, please sign this page indicating you and your child have read and understand the contents. Remove this signed page from the handbook and return to your child's teacher within ten days.

I understand and consent to responsibilities outlined in the District's Student Code of Conduct. I also understand and agree that my child _____ shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school, at school sponsored or school related activities, including school sponsored travel, and for any school related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action.

Regarding student records, I understand that certain information about my child is considered directory information. (Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.) Information may be released by the District to anyone who requests it unless you object to the release of any or all of this information within ten days of the time this handbook was issued to your child. I have marked through those types of directory information listed above that I wish the District to withhold. I understand that I must inform the school of any changes in my address and phone number immediately.

Parent's Signature: _____

Student's Signature: _____

Date: _____

Exemptions from corporal punishment will be requested in writing by the parents or guardians. This request must be reaffirmed each year.

**Remove this signed page and return to your child's teacher within ten days.

Grade: _____

**APPENDIX V
USE OF STUDENT WORK IN DISTRICT PUBLICATIONS**

Occasionally, the Liberty Independent School District wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), (do give) (do not give) the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent/Guardian signature: _____

Date: _____