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Llano Independent School District does not discriminate on the basis of sex, disability, race, color, or national origin in its educational programs, activities or employment as required by Title IX, Section 504 and Title VI.

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2013-2014 LISD STUDENT CODE OF CONDUCT

GENERAL OVERVIEW SCOPE OF DISCIPLINARY AUTHORITY DISCIPLINE CONSIDERATIONS & TECHNIQUES GENERAL TYPES OF PROHIBITED CONDUCT

SECTION I – ATTENDANCE

Llano Independent School District regards punctuality as essential to student success and to the smooth operation of the school. Persistent tardiness to school or to the individual classes causes disruptions to the classroom which are detrimental to the individual student and to the class as a whole.

All students must report to the **office** and sign in any time they enter the building after class has started.

Every student is expected to be in the class when the tardy bell rings at the beginning of each period. Teachers should end class at the bell. Students are considered absent if they enter class after 10 minutes of the period has passed. The absence will be counted against the 90% minimum required attendance law, which may be reviewed by the Attendance Review Committee. Students are subject to disciplinary action for excessive tardiness.

The following bell schedule is provided for your information.

BELL SCHEDULE

<u>Regular Schedule</u>		<u>Early Release</u>		<u>Late Start</u>	
Period 1	7:50-8:43	Period 1	7:50-8:18	Period 1	10:00-10:36
Period 2	8:47-9:40	Period 2	8:22-8:50	Period 2	10:40-11:16
Period 3	9:44-10:37	Period 3	8:54-9:22	Period 3	11:20-11:56
Advisory	10:41-11:27	Advisory	9:26-9:54	Lunch A	11:56-12:26
Lunch A	11:27-11:57	Period 4	9:58-10:26	Period 4A	12:30-1:06
Period 4A	12:01-12:54	Period 5	10:30-10:58	Period 4B	12:00-12:36
Period 4B	11:31-12:24	Period 6	11:02-11:30	Lunch B	12:36-1:06
Lunch B	12:24-12:54	Lunch A	11:30-12:00	Advisory	1:10-1:46
Period 5	12:58-1:51	Period 7A	12:04-12:32	Period 5	1:50-2:26
Period 6	1:55-2:48	Period 7B	11:34-12:00	Period 6	2:30-3:06
Period 7	2:52-3:45	Lunch B	12:00-12:32	Period 7	3:10-3:45

ABSENCES

If you are absent from school for any reason, you will need a note from your parent or guardian* to re-enter. The written note should include the following information:

- Your Full Name
- Date of Absence
- Reason for Absence
- Signature of Parent or Guardian*

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

DOCUMENTATION:

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

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

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

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

TYPES OF ABSENCES

1. **EXCUSED:** Students are permitted to make up work. This excuse is given when a student has been ill, when there is a death in the immediate family, or some real emergency. Only 10 parent notes will be allowed for excused absences (per school year).
2. **UNEXCUSED:** This excuse will be issued to students who do not have an acceptable reason for missing school. Truancy will result in an automatic zero. Truancy is defined as the student being absent from school without the parent's knowledge or consent. Students who are habitually truant will be reported to the juvenile authorities. Violation of the compulsory school attendance law is defined as the unexcused voluntary absence of a child on 10 or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period from school. Parents of students who are truant will be warned in writing to compel the child to attend school. Further incidences of truancy will result in the attendance officer filing a complaint against the parent in county court, in the justice court of the resident precinct, or in the municipal court of the municipality in which he resides.

Any student forgetting to bring a note will receive an unexcused absence. The student has a maximum of TWO school days to bring the note and receive an excused absence. A late note after the 2-day period will be stamped unexcused and filed.

Students who miss school because buses cannot run due to hazardous road conditions will be eligible for perfect attendance.

SCHOOL ACTIVITY ABSENCES (Approved Field Trips)

This excuse is given when a student is absent while participating in a school activity. School trips are excused, usually without requiring an admittance slip and without requiring written statements of absence signed by the parents, since the sponsor of the trip must send a roster of students to the office prior to the trip. Students should ask for their make-up work **before** they leave for the activity. The local board of trustees has the authority to determine the number of times a student may be absent to participate in extracurricular activities.

MAKE-UP WORK

When you are absent, it is your responsibility, not the teacher's, to make arrangements for the make-up work. Upon the 2nd day of student's absence, assignments may be requested. Please call the office before **9:00**

a.m. to assure that all your student's teachers will be able to complete the request. Assignments may be picked up at 3:40 in the office. They will not be sent home with any student other than a sibling of the absent student. Make-up work should be completed within the equal amount of days which the student was absent, except in very unusual circumstances. If you are absent and do not ask for make-up assignments, you may be given a zero for the work missed.

EXCESSIVE ABSENCES

Absenteeism, whether for excused or unexcused reasons, deprives the student of the experience of participating in classroom activities. It should be understood by both the parents and the students that, in truth, a class period cannot be "made up". Assignments are a poor substitute for the learning experience the students gain by attending class in person; there is no way to "repeat" a classroom experience missed.

Students must be in attendance at least 90% of the time in a school year in order to obtain credit in each course. Attendance is taken **each period** of the day. The campus will appoint a committee to hear the petitions of students who are in attendance less than 90% of the time during the school year because of extenuating circumstances. The board of trustees will establish guidelines to determine what constitutes extenuating circumstances, subject to rules adopted by the State Board of Education, and shall adopt policies establishing ways for students to make up or regain credit lost because of absences.

PERFECT ATTENDANCE

To receive an award for perfect attendance, the student must be counted present each period of the day. Students who are on an approved field trip (AFT) are present for the purpose of computing perfect attendance.

TARDIES

A student is tardy if he/she is not in the room by the time the teacher closes the door once the tardy bell begins to ring. Tardies and consequences for tardies will be issued by the teacher. Consequences issued by the teacher may include: seating change, loss of class privileges, assignment of school-related tasks or duties, lunch detention, or after-school detention. It is our expectation that students get to class on time to ensure academic success.

LUNCH DETENTION: If a teacher issues lunch detention, the student is to report to the teacher's classroom for the first half of lunch, then go to the cafeteria, get their food from the tray line, and sit at the assigned lunch detention tables for the remainder of lunch.

AFTER-SCHOOL DETENTION: If a teacher issues after-school detention, the student is to report to the teacher's classroom for a period of time designated by the teacher (no more than two hours). The student's parent/guardian must be notified one day in advance to make arrangements for transportation. Students assigned to after-school detention are not allowed to ride the activity bus as a mode of transportation.

LEAVING THE SCHOOL CAMPUS

If it is necessary for you to leave school for any reason during the school day, you must have your parent or an approved person come into the office and sign you out before leaving. When you return to the campus, check back in to the principal's office.

The junior high will have a CLOSED campus. All students must remain on campus during the lunch period. If a parent wishes to take his/her child to lunch, they must check out through the office. They must report back to the office when they return. Students who bring their lunches or who have snack food must eat in the cafeteria.

WITHDRAWAL FROM SCHOOL

If, for any reason, a student must withdraw from Llano Junior High School during the school year, the parent or guardian must come to the office and sign a withdrawal form, turning in all textbooks and paying all monies owed to the school.

SECTION II – POLICIES AND REGULATIONS

MANDATORY MOMENT OF SILENCE

The new provisions mandate that public school districts (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and (2) provide for the observance of one minute of silence following the pledges during which students may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must “ensure” that each student remains silent and does not act in a manner that is likely to interfere with or distract another student. An additional change authorizes school districts to excuse a student from the pledge of allegiance (but not from observing the moment of silence) if the student’s parent or guardian provides a written request. These mandatory changes began with the 2003-2004 school year.

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT & PARENT COMPLAINTS

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

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

1. Discrimination on the basis of gender: FB;
2. Sexual abuse or sexual harassment of a student: FNCJ;
3. Loss of credit on the basis of attendance FDD;
4. Teacher removal of a student for disciplinary reasons: FOAA;
5. Removal of a student to a disciplinary alternative education program: FOAB;
6. Expulsion of a student: FOD and the Student Code of Conduct;
7. Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504: FB;
8. Identification, evaluation, or educational placement of a student with a disability within the scope of IDEA: EHBA and the parents’ rights handbook provided to parents of all students referred to special education;
9. Instructional materials: EFA;
10. On-campus distribution of non-school materials to students: FMA; and
11. Complaints against district peace officers: CKE.

GENERAL PROVISIONS

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

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

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

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

LEVEL ONE

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

LEVEL TWO

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

LEVEL THREE

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

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

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

CLOSED MEETING

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

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

ACCIDENTS

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

ANNOUNCEMENTS

Announcements will be made at the beginning of advisory each day. Announcement requests should be turned in to the office by 7:30 a.m. They should be typed or printed on an announcement request form available in the office.

BULLETIN BOARDS AND HALLWAYS

Students should not place displays on bulletin boards or in the hallways without permission from either the principal or sponsor. ONLY MASKING tape should be used to place displays in the hallways. Common courtesy requires that anyone who puts up a sign should remove ALL of the signs when its purpose has been served, this includes tape and tape residue.

BUS RULES AND GUIDELINES

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

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

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

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

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

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

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

State law requires that there be no standees on the bus and that the aisle must remain clear of all obstructions. Students need to be sitting in the seat and facing forward with their feet and knees in front of them, not sitting sideways with their feet in the aisle or turned around sitting backwards, on their knees, or sitting on their books.

Students can bring band instruments on the bus only if they can hold them in their lap without bothering their seatmates or obstructing the driver's view.

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

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

1. The bus driver has the authority to correct students riding on a bus and is responsible for reporting misconduct of students and violations of the safety rules to the principal of the school attended by the student. Some incidents for which the students can be cited are:
 - (a) disregard for or breaking the Bus Riding Rules as posted in the bus.
 - (b) failure to remain seated in a proper manner
 - (c) refusing to obey the driver
 - (d) fighting
 - (e) using profanity
 - (f) lighting matches
 - (g) throwing objects on the bus or out of the bus
 - (h) hanging out of a window
 - (i) vandalism
 - (j) any other act that is a distraction to the bus driver
2. The principal is empowered and authorized to discipline a student for on-bus infractions (breaking the rules) under the same basic policies that apply at school.
3. On-bus infractions can result in disciplinary action by the school, depending upon how severe the case is or whether violations are repeated and/or continuous. Normally three (3) written infractions can cause the student to be suspended from bus riding PRIVILEGES. Additional infractions cause the student to be suspended from bus riding PRIVILEGES for extended periods of time.
4. Students may be denied bus riding privileges if (a) student conduct on a bus is determined to be unsatisfactory, (b) his or her actions endanger the safety or well-being of other riders, or (c) a student's personal behavior violates the rights and privileges of other bus riders.
5. While riding the bus, students will sit in the seats that are assigned by the driver. Adjustments will be made according to loads or other extenuating circumstances.

6. Students are not to place their feet on seats or on the back of seats. Students who maliciously cut or damage seats will pay for all damages incurred. Damage costs will be determined by transportation director.
7. To insure safety and a reasonable degree of cleanliness, students are asked not to eat or have cans or bottles on the bus on regular routes without the permission of the driver.
8. Tobacco products are forbidden on the bus.
9. When school is dismissed, bus students are to load at the schools and **will not be picked up at any other place.**
10. Students cannot get off a bus once they have boarded unless an administrator, a parent, or a guardian comes to the bus to get a student off. Students cannot get off at another campus unless they have prior written permission approved by the transportation office and there is an adult at that campus to meet them.
11. **Students may not ride buses on which they are not assigned.** Students are to get off at their scheduled stops unless they have **written permission** from their parent or authorization from a school official to get off at another stop on their bus route.
12. Any misbehavior that distracts the driver is a very serious hazard to the safe operation of the bus, and as such, jeopardizes the safety of all passengers. The use of electronic devices such as cell phones, I-Pods, etc., fall into this category and may be taken from the student and returned at a later time. Students whose behavior warrants may be placed in a seat belt with transportation director permission.

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

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

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

Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Tapes shall remain in the custody of the Director of Transportation.
2. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set out in FL (Exhibit).
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

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

Fred DeBusk - Transportation Director-247-5347
James Scott - Llano High School Principal-247-4187
Todd Keele - Llano Junior High Principal-247-4659
Dara Richardson - Llano Elementary School Principal-247-5718
Maela Edmonson - Packsaddle Elementary Principal-388-8129
David Waters - Assistant Superintendent-247-4747
Casey Callahan – Superintendent-247-4747

CAFETERIA

It is our expectation that students will act in a responsible manner in the cafeteria. Upon entering the cafeteria, students are expected to walk to the serving line, get their food, eat, clean up their table and dump their tray. Once students are finished, they are expected to leave the cafeteria. The cafeteria is the only location on school grounds that students should be eating food or drinking anything other than water.

The District participates in the National School Lunch/Breakfast Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. If you need assistance call 325-247-2493 or 325-248-2263.

The Food Service Department will accept checks only for the amount of the meal or for deposit into the student's computer account. Prepaying for more than one day is encouraged because it speeds up the breakfast/lunch lines and it also eliminates the need to send money each day. You may also deposit money in your child's account using the Lunch Money Now link on the campus website. If you need assistance you may call 325-248-2263.

Cafeteria charges are limited to three. If a student has three charges and no money, the cafeteria may furnish the child with an alternate meal on a limited bases. Llano Junior High Food Service may be contacted at 248-2307.

CELL PHONES

The display and/or use of a cell phone during normal school hours is prohibited. When a phone is seen or heard by a staff member, the device will be taken to the front office and tagged with the student's name. For the student's **first offense** the phone will be released to the student after three school days. For the student's **second offense** the phone will be released to the student's parent/guardian after three school days and a fine of \$15. For the student's **third offense** the device will be released to the student's parent/guardian after 30 calendar days and a fine of \$15. For the student's **fourth offense** the phone will be released to the student's parent/guardian at the end of the school year and a fine of \$15.

Student cell phones that are used for cheating or contain inappropriate, vulgar, or pornographic pictures or messages may be confiscated for the rest of the year upon the first offense. Cell phones used to send threatening messages may also be confiscated upon the first offense for the remainder of the year. Cell phones are subject to search when there is reasonable cause to believe that the cell phone was used to commit a code of conduct violation or contains evidence of a code of conduct violation.

COMMUNICABLE DISEASES

Exclusion and Readmission:

It is requested that parents notify the school if a student is diagnosed with a communicable or contagious disease. The school requires a note from a parent or health care worker for readmission to school when a student is excluded from attendance for a communicable disease.

When to keep your child home from school:

The Texas Department of State Health Services and the Llano ISD recommend that students be kept home from school if any of the following exist:

- Temperature at or above 100 degrees
- Vomiting or diarrhea
- Persistent cough
- Undiagnosed rash
- Open or draining lesions
- Inflamed, itchy and or draining eyes
- Presence of live lice in the hair

Fever:

Students with a temperature of 100.0 or above orally will be sent home. To prevent the spread of communicable disease, ill students must be fever free without the use of temperature reducing medications for 24 hours before returning to school.

Vomiting & Diarrhea:

Many different viral and bacterial agents may cause vomiting or diarrhea. When a student experiences multiple episodes, there are health concerns which exist for the student, classmates and caregivers. Parents are asked to keep their student home until he/she is symptom free for 24 hours.

CONFISCATED ITEMS

Campus administrators will make every effort to return confiscated items to the appropriate person at the appropriate time. However, we are not responsible for lost or confiscated items.

DETENTION

A student may be detained outside of school hours (for not more than 2 hours) on one or more days if the student violates the school's rules of conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and have an opportunity to make arrangements for the student's transportation on the day(s) of the detention. Students assigned to detention must be on time and bring schoolwork. Any student who receives excessive detentions may be assigned to ISS.

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

DISCRIMINATION

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

The 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 superintendent's office or on the district's Web site.

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 sexual nature, and other sexually motivated conduct, communications, or contact.

Reporting Procedures

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

Investigation of Reported Harassment

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. 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 board 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. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

In its efforts to promote nondiscrimination, the district makes the following statements:

Llano ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI or the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Assistant Superintendent, Mr. David Waters 247-4747
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Assistant Superintendent, Mr. David Waters 247-4747
- All other concerns: See the Superintendent, Mr. Casey Callahan 247-4747

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths who coordinates services for homeless students: Assistant Superintendent, Mr. David Waters 247-4747
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Assistant Superintendent, Mr. David Waters 247-4747

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact the Special Education Director, Sheila White 247-2280

DRESS FOR SUCCESS

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

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

bandanas, headbands, neckbands, arm or leg bands, and clothing with particular logos. The principal may announce specific prohibited items as the need arises.

- e. Pants shall be worn at appropriate body size (no oversized pants or stretched skin tight). Shoes should be visible (bell bottoms may not cover the shoes), and undergarments must not show.
- f. All skirts or dresses may be worn if the length is to the top of the kneecap, with slits no more than 4" above the kneecap. Dresses may be sleeveless (see shirt guidelines).
- g. Shorts must extend within 3 inches of the top of the kneecap.
- h. No facial hair will be worn below the bottom of an ear.
- i. Males are prohibited from wearing earrings or ear studs. For female students, any/all earrings must be worn in equal numbers with no more than two per ear.
- j. No visible body piercing will be permitted. Tongue studs are prohibited.
- k. Tattoos of any kind are discouraged. School officials may require that tattoos be covered. Writing on yourself, others and clothing is prohibited.
- l. See-through attire will not be permitted.
- m. Hats and caps are to be neither worn nor openly carried in school buildings.
- n. Colored/tinted glasses are not to be worn in school buildings unless prescribed by a doctor for inside wear.
- o. Appropriate undergarments must be worn at all times, but must not be visible.
- p. Loose fitting or low cut shirts/blouses must have a T-shirt worn underneath.
- q. Shirt length should be appropriate to size with the midriff fully covered at all times.
- r. Skin-tight apparel may be considered inappropriate. If worn, it should be covered by loose fitting attire, which conforms to all other guidelines in this code.
- s. Baggy or saggy pants or shorts are prohibited.
- t. Lounge, undershirts, or pajama style clothing of any type are prohibited.
- u. Spikes and chains of any type (includes wallet chains) are prohibited.
- v. Extreme styles, as determined by school officials, will be prohibited.
- w. Pants/clothing which is excessively altered, slit, worn, frayed, or contains holes above the mandatory short length is not allowed.

4. Students must be in dress code compliance to attend class.
5. The principal may designate "Special days" on which special dress is permitted.
6. The Administration, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. These special regulations may exceed the standard dress code policies in order to maintain the organization's specific standards or to promote school spirit. Continued participation will be contingent upon compliance with these standards.

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

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

DRUG TESTING PROGRAM SANCTIONS

All offenses are cumulative throughout the Extra-Curricular Participant's (ECP) eligibility. (6-8 grades) The following disciplinary measures will be enforced for any ECP testing positive to a drug test, and/or any ECP having written documentation reported by law enforcement officers or appropriate school officials as having been involved with drug activity (i.e. selling, buying, use of or possession). Any suspension shall take place in the immediate activity in which the ECP is involved. If the student is not actively involved in an extra-curricular activity at that time, the suspension will start with the next event in which the ECP is involved. The sanctions should be considered minimum. The district reserves the right to administer more stringent sanctions in extraordinary or severe circumstances. In addition, each extra-curricular activity can impose additional sanctions that relate specifically to their group (i.e. loss of an elected office or honor, physical conditioning, or community service projects).

First Offense

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

Second Offense

1. Notification of parent/guardian to discuss sanctions.
2. Suspension from participation in extra-curricular activities for 18 school weeks and 50% of the regular season contests, including post season, in which the student is eligible to compete, for all extra-curricular activities in which the student intends to participate. A minimum of 1 contest will be required of extra-curricular activities with 2 or fewer events in a season. This suspension does not include scrimmages, practices, or program participation.
3. Documented completion of a minimum of 20 hours of drug education by a certified drug

counselor and the completion of a drug assessment by a certified drug counselor. The ECP's parent/guardian will be financially responsible for all drug education and assessment.

4. The extra-curricular participant will be tested at each of the random tests in addition to the tests given to the entire extra-curricular population. This will be in effect for the remainder of the student's UIL eligibility.

Third Offense

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

EMERGENCY MEDICAL TREATMENT

If a student should have 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. 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 to medications, etc.). Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

The district is not responsible for medical expenses associated with a student's injury. The district does make available, however, an 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.

FOOD ALLERGIES

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus in writing when your student has a known food allergy, or as soon as possible after any diagnosis of a food allergy. The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at The Office of Child Nutrition.

FOOD/DRINKS IN THE BUILDINGS

Food or drinks should be consumed in the cafeteria only. Water in a closable, clear container is the only item allowed outside the cafeteria.

INDEBTEDNESS

Students who have not cleared financial obligations by the time of the promotion ceremony will not receive a certificate until such time as all obligations have been cleared. Outstanding financial obligations may also result in a student being ineligible for end-of-year field trips. Students returning to school in the fall with uncleared financial obligations will not be allowed to check out textbooks until all obligations have been cleared.

INITIATIONS

The initiation of students into classes or organizations must have the approval of the teacher and the administration. There will be no hazing of any student of any classification. Hazing means to initiate or

discipline fellow students by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals that endanger fellow students.

LASER POINTERS

No laser pointers are allowed on campus under any circumstances. Laser pointers can be a health and/or safety hazard and are frequently a disruptive influence. Students found in possession will have the laser pointer confiscated. Students using a laser pointer will be subject to discipline in addition to having the laser pointer confiscated.

LIBRARY

The Llano Junior High School Library is open for students' use before, during, and after school. During class periods, a student must present a planner initialed by a teacher in order to complete work in the library, use computers, and/or checkout library materials.

1. Check-out Procedures
 - a. Books may be checked out for a two-week period.
 - b. A student must have a valid school ID to check out a book.
 - c. A limit of 2 books may be checked out at one time.
 - d. Reserve books and reference books may be checked out for one period. After school until the next morning is considered one period.
 - e. Magazines may be checked out for a class period with the teacher's permission.
2. Fines
 - a. A fee of 5 cents per day is charged for overdue books, excluding weekends and holidays. If absence from school is the cause of an overdue book, the student may bring his/her absentee admittance slip to the circulation desk so that the fine may be waived.
 - b. A maximum of \$1.50 may be charged for overdue books.
 - c. A fee of 5 cents per period is charged for overdue reserve and reference books and magazines..
 - d. Failure to clear financial obligations may result in suspension of library privileges and ineligibility for end-of-year field trips.
3. Lost Books
 - a. All books that are missing must be paid for before the end of the school term.
 - b. The price of the book will be charged for the lost book.
 - c. If the book is found and returned before the end of the school year, the money will be refunded, less the fine that was due on the book.
4. Damaged or Destroyed Books
 - a. A student is financially responsible for damage sustained to a book while the book is checked out in his/her name. The amount of the fine will be based on the extent of damage and the amount of repair work needed in order to return the book to circulation.
 - b. If a book suffers destruction that cannot be repaired, such as extensive water damage, the student must reimburse the library for the cost of the book so that a replacement copy may be ordered.
5. Behavior in the Library
 - a. Students should come to the library with a purpose, such as checking out a book, doing research, or paying a fine.
 - b. Quiet should be observed at all times so that others can study.
 - c. Failure to observe these rules of behavior will result in expulsion from the library.

LOCKERS

Students are assigned a locker at the beginning of the school year. A locker is retained the entire year. Changes are made ONLY with office approval. The school is not responsible for items lost from either hall or

P.E. lockers. Lockers are the property of LLANO INDEPENDENT SCHOOL DISTRICT and are subject to inspection at any time by the school administration. Students may check out a lock through the office at no charge. **NO PERSONAL LOCKS** are to be used. If a lock is checked out, students should not make the combination available to others.

LOITERING

During free time (before the 7:40 a.m. bell, during lunch and after 3:45 p.m., students are to be in designated areas only.

MEDICATION POLICY

Section 22.052 Texas Education Code states that medications may not be given at school without the written permission from a parent or guardian. This request should be made on the appropriate form supplied by the school. Written consent from the licensed prescriber is also required for all prescription medications. All medication consents expire at the end of the school year. "Medication" is recognized as prescription as well as non-prescription drugs. **No medications will be supplied by the school district without written parental consent.** All medication should be given outside of school hours if at all possible. If necessary, medication may be given at school under the following conditions:

1. The first dose of any new medication may not be administered by a district employee.
2. Medications must be in original, properly labeled containers. Prescriptions must be filled by a pharmacist licensed to practice in the United States. Ask the pharmacy to prepare two labeled containers, one for school and one for home. **MEDICATION IN BAGGIES, MISLABELED OR UNLABELED CONTAINERS WILL NOT BE GIVEN.** Medication may also be administered from properly labeled unit dosage container filled by a Registered Nurse or other qualified district employee, as determined by district policy.
3. Controlled substances will be counted upon arrival in the nurse's office and number received will be documented. It is strongly recommended that all medications be delivered to school by the parent/guardian.
4. Medications must be dispensed per directions on label unless revised, written documentation is received from the physician. Dosage may not be changed per parent request.
5. School personnel must follow package directions (regarding age, dose, and frequency) on all non-prescription medications. Physician's orders are required to alter package directions. Non-prescription medication may not be given longer than ten consecutive days without a written order from physician.
6. **ALL MEDICATION MUST BE STORED IN THE NURSES OFFICE.** The only exceptions are emergency asthma, anaphylaxis, or diabetes medications that a student has written consent from parent and licensed prescriber to self-administer and possess on school property. In these cases, it is recommended that a "back-up" dose of the emergency medication be kept in the nurse's office.
7. Allergy shots will not be given in the school setting due to possible reactions.
8. Medication(s) from a foreign country will not be administered.
9. Sample medications provided by a physician may be administered only if those medications are accompanied by signed documentation from the physician and are appropriately labeled with the student's name, medication name, and dosing instructions.
10. Herbal substances or dietary supplements may ONLY be administered by district employees under the following conditions: if required by the Individualized Education Program or Section

504 plan of a student with disabilities, prescribed by the physician, and provided by the parent. Dietary Supplements and herbal substances are not FDA approved.

11. In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the School Nurse may refuse to administer medication if, in their best clinical judgment, they believe that doing so would be unsafe for the student. The nurse will contact the prescribing provider and the student's parent/guardian with concerns.
12. Medications will not be released to student for transport from school to home. Parents must arrange for pick-up of any unused medication. Any medication remaining in the nurse's office at the end of the school year may be disposed of.
13. The district, school board, and its employees shall be immune from civil liability (except for acts constituting gross negligence), for damages or injuries resulting from the administration of medication to a student, provided such administration conforms to the requirements of the district policy.

BACTERIAL MENINGITIS

What is meningitis?

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

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

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

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have:

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

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

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has

been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as kissing or sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

What is the risk of getting bacterial meningitis?

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

How is bacterial meningitis diagnosed?

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

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

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

NON-SCHOOL HOURS

Students will not be allowed without permission on the campus, school buses, or in any of the buildings other than at regularly scheduled hours.

PEDICULOSIS SCREENING POLICY

Pediculosis (head lice) checks will be performed as needed for individual students by school nurse or trained office staff.

- All students infested with live lice shall be sent home and may return once appropriate treatment has been initiated and live lice are no longer present.
- The following schedule will be instituted if a head lice infestation is suspected:
 1. First Inspection
 - a. Any student detected with live head lice must go home. Parents will be contacted by phone. The office staff will send treatment and exclusion information home with the student. The student may return to class after treatment and re-examination for live lice.
 - b. If only nits are present, the student will remain in class, and be re-checked in one week.
 2. Second Inspection
 - a. If student has returned after treatment and live lice are still present, parents will be contacted and student will be excluded from school until live lice are no longer present.

- b. If only nits are present at this inspection, the student will be re-checked by school staff in one week.

3. Third Inspection

- a. If student has returned after treatment and live lice are still present, parents will be contacted and student will be excluded from school until live lice are no longer present.
- b. If no live lice are found at this inspection the student will not be checked again unless another episode of infestation is reported.

- It is the parent's responsibility to ensure approved treatment has been initiated and the appropriate environmental cleaning is being conducted in the home.
- Llano Independent School District will provide education and/or resources to ensure that the parents are able to comply with and understand their responsibilities under this policy.
- The district will not honor a parent request to conduct a head lice screen on a student unless it is being requested on their own child.

Resources: <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>
<http://pediatrics.aappublications.org/content/126/2/392.full>

PESTICIDES

The district periodically applies pesticides inside buildings. Information concerning these applications may be obtained from Casey Callahan at (325) 247-4747.

PRIVATE VEHICLES

If you deliver and pick up your child at the junior high school, please do so only in the front of the building, and do not use the bus lane. Two separate lanes are designated as parent pickup lanes. Students must use cross walk to get to private vehicles.

PUBLIC DISPLAY OF AFFECTION-INAPPROPRIATE FAMILIARITY

Public displays of affection are not considered appropriate on the school campus. Hugging, kissing, and any other inappropriate displays of affection will not be tolerated and are subject to disciplinary action.

RADIOS, TAPE/CD PLAYERS, LAPTOP COMPUTERS, ELECTRONIC GAMES, ETC.

These items are not to be brought on the campus. If there is a specific project requiring any of these items, prior approval must be obtained from the principal.

SCHEDULE CHANGES

All schedule changes will have the approval of the principal or designee. The following general guidelines will be used to determine schedule changes.

1. Requests for schedule changes will be considered for all courses during the first five school days of the initial grading period of the course.
2. Requests for schedule changes will not be considered during the final grading period of a course, except in extreme circumstances.

SCHOOL NURSE

Students who become ill during the course of the school day should, with teacher's permission, report to the school nurse per campus procedure.

SCHOOL SPONSORED TRIPS

Llano Independent School District provides transportation to and from all EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES. Students are not normally permitted to use other modes of travel. In extenuating circumstances, the principal may grant exceptions to the above rule, but the parent or guardian must obtain PRIOR APPROVAL. Students may be released to ride home from an extracurricular or co-curricular activity with a parent or guardian if the parent/guardian presents the sponsor with a signed and dated release statement.

SCREENINGS

As required by state law, the following screenings will be conducted on students of Llano ISD:

- Vision and hearing screenings will be conducted on all students in grades Pre-K, K, 1st, 3rd, 5th, and 7th as well as any students who are new to Texas schools. Students, parents and teachers may request screenings at any time during the school year. Parents will be notified of abnormal results.
- Spinal screening will be conducted on all 6th and 9th graders as well as any students who are new to the district. Parents will be notified of abnormal results.
- Texas Risk Assessment for Type 2 Diabetes in Children screenings will be conducted on all students in grades 1st, 3rd, 5th, and 7th grades, as well as any students who are new to the district. Parents will be notified of abnormal results.

SEARCHES BY TRAINED DOGS

In order to respond to the drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the district shall use specially trained dogs to sniff out concealed contraband, drugs, or alcohol on school property. The dog handler selected shall use nonaggressive dogs trained to alert to illicit substances under policy FNCF (LOCAL).

Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property. If the dog alerts to a particular locker or an item in classrooms or other common areas, it may be searched.

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

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

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

SEXUAL HARASSMENT/SEXUAL ABUSE

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or David Waters, who serves as the District Title IX coordinator for students.

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

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and (5) the date of the conference with the principal, the principal's designee, or the Title IX coordinator. If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's Office.

TEXTBOOKS

Students will be subject to periodic textbook checks by the teachers and principal to see that students are in possession of the books assigned to them at the beginning of the school year, to see that the books are properly covered, and to check for damage. Any infraction of these regulations may result in the student's having to pay the full purchase price of the book. All lost books must be paid for in full before the end of the school term.

VISITORS

All visitors must report to the principal's office and get approval to visit or see any student and/or teacher. Students will not be allowed student visitors on the campus during the school day.

SECTION III – GENERAL INFORMATION

COUNSELOR

The Llano Junior High School counselor will be available every day on the campus. The counselor is available to students, parents, or teachers for any assistance or encouragement that might be needed. If the counselor is in conference, the student may leave a message with the principal's secretary, and the counselor will call for the student as soon as possible. Sometimes a student may need to wait. You need NOT have a problem before you visit the counselor; come in anytime just to chat.

CAMPUS PLAN

1. MOTTO: Dauber Pride Through Pursuit of Excellence
2. WRITING SKILLS: Throughout the year, writing skills will be emphasized in all subject areas. Language arts teachers will coordinate and cooperate with other subject teachers to help students improve their ability to use written language. STAAR test goals are to increase STAAR writing scores each year.
3. ADVISORY TIME: Advisory time will be scheduled, but not on a daily basis. This time will be used for tutoring, meetings, Accelerated Reader, study hall, UIL practice, and pep rallies.
4. DAUBER PRIDE: To encourage school spirit and school pride, each game day is proclaimed ORANGE AND BLACK DAY. Students are urged to wear orange and black in some way; either a piece of ribbon pinned on a shirt, or orange and black shirts, sweaters, or socks, etc.

PERMANENT SCHOOL RECORDS

An official document, secured through court action or due process of the law, must be brought to the principal for a name change on school records. All school records must be under LEGAL NAME.

ENROLLMENT

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

EXAMINATIONS AND MAKE-UP WORK

Under no circumstances will a six weeks or semester exam be given in advance of the regularly scheduled exam time. Should there be extenuating circumstances making it impossible for a student to take an exam, the principal should be notified in advance. In special cases, arrangements may be made for late examinations. A grade of zero is entered for all six weeks and semester examinations not taken at the regularly scheduled time. In the case of late exams, the zero is subsequently replaced by the grade earned on the exam.

JUNIOR HIGH GRADING POLICY

For Pre-AP courses, grades will be 60% summative and 40% formative.
For Non Pre-AP courses, grades will be 40% summative and 60% formative.
No single summative grade will count more than 20% of the six weeks average.

Summative grades may consist of: traditional tests, research papers, essays, projects, and other approved summative evaluations.

Formative grades may consist of: daily grades, homework, journals, and other approved formative assessments.

PROGRESS REPORTS

Progress reports are mailed approximately 3 weeks into each 6 weeks cycle. Every student receives a progress report, whether passing or failing.

REPORT CARDS

Report cards will normally be issued to students on the 3rd school day following the end of each six-weeks period. However, final report cards are mailed.

HONOR ROLL CRITERIA

Honor roll awards will be issued each six weeks and at the end of year awards ceremonies.

Six Weeks Honor Roll Policy

- Student will be recognized for All A's Honor Roll by earning a 90 or above average in every class.
- Student will be recognized for A-B Honor Roll by earning an 80 or above average in every class.
- Student will receive no citizenship marks of "N" or "U" in any classes.
- Students with an incomplete grade at the end of the six weeks will have the opportunity to make up missing assignments according to the campus make up policy and still be eligible for the honor roll.

End of Year Honor Roll Policy

- Student will be recognized for A Honor Roll by maintaining an overall average of 90 or above.
- Student will be recognized for A-B Honor Roll by maintaining an overall average of 80 or above.
- Student will receive no citizenship marks of "N" or "U" in any classes.
- Students with an incomplete grade at the end of the six weeks will have the opportunity to make up missing assignments according to the campus make up policy and still be eligible for the honor roll.
- All above criteria must be met for the first five six weeks' grading periods to be recognized for the end of year honor roll.

ACADEMIC ACHIEVEMENT

To be promoted from one grade level to the next, a student shall meet the State "90 percent Attendance Law" and attain a final yearly average of 70 or above in four of the five following subjects:

1. Language Arts/Reading
2. Mathematics
3. Social Studies
4. Science
5. P.E./Athletics

Additionally, 8th grade students must pass the STAAR test.

CRITERIA FOR PRE-AP

The classes are offered in the four core subjects of Language Arts, Math, Social Studies, and Science. These courses are designed to compliment the Llano High School Advanced Placement (AP) program. The high school level Advanced Placement program includes a college level curriculum that provides students with academic challenges while still enrolled in high school. Ultimately, students who successfully complete Pre-AP and AP classes have the opportunity to earn college credit through testing in their junior and senior years.

The classes offered at LJHS include the following: Pre-AP Language Arts, Pre-AP Science, Pre-AP Social Studies, and Pre-AP Math (Pre Algebra in 7th grade and/or Algebra I in 8th grade).

Students may be enrolled in anywhere from zero to four Pre-AP classes. Please realize that these Pre-AP classes are more demanding than other classes. They are not for everyone. The criteria for student enrollment in Pre-AP classes are the following:

- Current teacher approval on a course request form.
- The student must have met minimum expectations on all of the most recently administered state assessment exams (STAAR).
- The student must have a grade average for the previous school year of at least 92 (regular class) or 87 (Pre-AP class) in the subject areas for which they are registering.
- The student must maintain a cumulative grade average of 85 or higher in each Pre-AP class and no grade below 70 in any regular core classes.
- Students not meeting the above academic requirements at the end of the first or third six weeks grading period will automatically be removed from the specific Pre-AP class into a regular class.
- Admission into Algebra I for eighth graders requires successful completion of Pre-Algebra as a seventh grader. The students may not be held to the same standard of an 87 final yearly average in their seventh grade Pre-Algebra class to be admitted into eighth grade Algebra I. However, they must have made it through the 85 average checkpoints during their seventh grade Pre-Algebra class. There could be, on occasion, students who are recommended not to take Algebra I even after completing Pre-Algebra. There could also be, on occasion, eighth graders who have completed Algebra I who are recommended to take Algebra I again as ninth graders. In these instances, factors considered will be the student's final yearly average and the teacher's input into the likelihood of the student's future math success.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, dyslexic students and for those with disabilities. A student or parent with questions about these programs should contact any secretary at 247-4659; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

ESL

Llano Junior High serves students of limited English proficiency through the ESL program. This program provides extra academic assistance to qualified students. State policy mandates that every student in the state who has a home language other than English and who is identified as limited English proficient (LEP) shall be provided a full opportunity to participate in the required bilingual education program (in districts with 20 or more LEP students in the same language classification in the same grade level district wide) or the required English as a second language (ESL) program (for districts that do not meet the 20 or more LEP student criteria). [Texas Education Code (TEC), Chapter 29, Subchapter B, 29.051 through 29.064]

GIFTED AND TALENTED STUDENTS {EHBB(LOCAL)}

NOMINATION

Students may be nominated for the gifted and talented program during scheduled dates established by the superintendent or designee by teachers, counselors, parents, or other interested persons. Nominated students and their parents will be notified of the nomination.

IDENTIFICATION CRITERIA

Criteria to identify gifted and talented students shall be established in the Board-approved program for the gifted and talented. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities. The current District criteria is criteria-12.

PARENTAL CONSENT

Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. All students' information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

SELECTION

A selection committee composed of at least three professional educators who have received training in the nature and needs of gifted students shall be established for the district. This committee shall evaluate each nominated student according to the established criteria and shall select those students for whom gifted program placement is the most appropriate educational setting.

ASSESSMENTS

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include but not be limited to the following:

- Achievement tests
- Intelligence tests
- Behavioral checklist completed by teachers and parents
- Teacher nominations based on classroom observations
- Student/parent conference
- Student work products, if available
- Creativity tests

CURRICULUM

Gifted and Talented students are primarily served through the Pre-AP classes. A separate curriculum is used that is more project oriented and individualized to each student's abilities. If parents would like additional activities or projects, then they need to request in writing the need, and a meeting of all interested parties will be called. Projects that extend beyond the school day, week, or year may be assigned based on the needs of the learner. Please contact Becky Glover at 247-4659.

EXAMINATION FOR ACCELERATION

A school district shall give a student in grade level six or above credit for a subject on the basis of a board approved examination for credit in a subject if the student scores 90% or above on the examination. If a student is given credit in a subject on the basis of an examination, the district shall enter the examination

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

CREDIT BY EXAMINATION

Students may use credit by examination to demonstrate mastery in any subject in elementary grades or to earn credit in any academic course at the secondary level, with the prior approval of the appropriate administrator. Such examinations shall assess the student's mastery of the essential knowledge and skills and shall be approved by the Superintendent or designee.

ELIGIBILITY

To be eligible to earn credit by examinations, a student shall have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records.

EXCESSIVE ABSENCES

On approval of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination.

EXTRACURRICULAR ACTIVITIES

Credit by examination shall not be used to gain eligibility for participation in extra-curricular activities.

PASSING SCORE

To receive credit, students shall score a grade of 70 or above on the examination.

PROCEDURES

Tests shall be administered according to procedures approved by the Superintendent or designee.

GRADES 6-12

In accordance with local policy, a student in any of grades 6-12 may be given credit for an academic subject in which he or she had some prior instruction if the student scores 70 percent on a criterion-referenced test for the applicable course.

Education Code 28.023; 19 TAC 74.24(c) (3)

CONTACT WITH WILDLIFE

To help insure student safety at school, students should not be in contact with animals, birds, or wildlife found on school campuses. Such contact may pose a threat of danger or disease to students and, therefore, should be avoided. Please report the presence of any situation that might be harmful to students or staff to appropriate school personnel immediately.

DANCES

Dances may be periodically sponsored by student or parent organizations. The student code of conduct, including dress code, will apply at dances. All students are expected to conduct themselves appropriately at dances. Students will not be allowed to leave a dance and then return. Once they leave, they may not return.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Junior Honor Society is to promote and recognize scholarship, service, leadership, character, and good citizenship.

SELECTION

A five-member faculty council makes selection for membership. All students must have an overall grade average of 93 or higher. For seventh graders; the average will be determined by the sixth grade year and the first six weeks of seventh grade. For eighth graders; the average will be determined by the seventh grade

year and the first six weeks of eighth grade. This grade average will be calculated using only the four core courses: language arts, math, science, and social studies (elective course grades are not included in the grade average). For purposes of NJHS selection and continuing membership, 5 points will be added to each six weeks average for all Pre-AP classes when averaging grades. Any seventh or eighth grade student who believes he or she has a 93 overall average may see the junior high counselor. The counselor will certify those students who meet the requirements. Those students who have been certified by the counselor will be allowed to apply for membership in the National Junior Honor Society. The faculty council will then review the applications, and selections for membership will be made on the basis of the applicant's scholarship, service, leadership, character, and citizenship.

CONTINUING MEMBERSHIP

Once students are inducted into NJHS, they must maintain a 93 grade average each six weeks, once again with only the four core courses used in the calculation. Members have the responsibility to continue to demonstrate the qualities previously noted.

When a student's grade average falls below 93 for a six-week period, that student is notified. If a student has an average below 93 for any three six weeks during a school year, that student will lose their membership in National Junior Honor Society. Once a student loses membership in NJHS, that student may not be considered for membership again at the junior high school.

Members who resign or are dismissed will not be allowed to reapply for membership in the National Junior Honor Society.

A National Junior Honor Society member who transfers from another school and brings a letter from the former principal or chapter adviser shall be accepted automatically as a member of the Llano chapter. Transfer students must meet Llano's standards within one semester in order to retain membership.

TESTING REQUIREMENTS FOR HIGH SCHOOL GRADUATION

If you will be in the 11th grade in the spring of 2004 or later and you plan to graduate from a Texas public high school in the spring of 2005 or later, you will be required to pass the English language arts, mathematics, science, and social studies sections of a new exit level test. The first time you can take this test is in the spring of 11th grade. If you don't pass one or more parts of this test the first time you try, you can take that part again whenever it's given. The 11th grade exit level test will cover material about the following academic subjects:

- English language arts**, including at least English III and writing
- Mathematics**, including at least Algebra I and geometry
- Social studies**, including early American history and United States history
- Science**, including at least biology and integrated chemistry and physics

SECTION IV – EXTRACURRICULAR ACTIVITIES

ATHLETIC CODE OF CONDUCT

Athletes at LJHS functions are under a school board approved Athletic Code of Conduct in addition to the Student Code of Conduct. The Athletic Code of Conduct is given to every student athlete. Copies are available upon request.

SCHOOL ACTIVITY CALENDAR

The principal will schedule activities on the ONE OFFICIAL CALENDAR in the office. Information placed on this calendar without the consent of the principal will not be official.

SCHOLASTIC ELIGIBILITY

To be eligible to participate in University Interscholastic League activities, Llano Junior High School students must conform to current U.I.L and state regulations.

CHEERLEADERS

A student elected as cheerleader is automatically eliminated from the try-outs for twirler. Any student desiring to be a candidate for cheerleader shall report to the sponsor to have his/her name on the ballot. A student must meet all U.I.L., State Board of Education, and local policy requirements in order to be eligible to try out for cheerleader. A parent information form listing cost, expectations, and general information must be signed and returned to the principal or sponsor.

There will be twelve (12) cheerleaders elected in the spring; six will be seventh graders the following year, and six will be eighth graders the following year. All cheerleaders will cheer at home games. Cheerleaders will be elected by a combination of judge's evaluations, teacher's evaluations, and popular vote. Those with the highest scores will be declared elected with the eighth grader receiving the highest score being the head cheerleader. Candidates must be passing all subjects at the end of the fifth six weeks in order to try out for cheerleader.

The school furnishes one uniform for the cheerleaders. Before any uniforms are purchased, they must have the approval of the sponsor and principal, and a general meeting with the sponsor and parents will be held during the school year in which the election is held.

Cheerleaders at LJHS functions are under school board approved rules and policies in addition to the Student Code of Conduct. The cheerleader rules and regulations are given to every cheerleader and cheerleader candidate. Copies are available upon request.

TWIRLERS

A student-selected twirler is automatically eliminated from try-outs for cheerleader. All applications must be submitted to the band director and approved by the principal prior to try-outs.

To be a twirler, a student must be a member of the band. A student must meet all U.I.L., State Board of Education, and local policy requirements in order to be eligible to try out for twirler.

The school furnishes one uniform for the twirlers. Before any uniforms are purchased, they must have the approval of the band director and principal, and a general meeting with the band director and parents will be held in the school year in which the selection is held.

Twirlers at LJHS functions are under school board approved rules and policies in addition to the Student Code of Conduct. The twirler rules and regulations are given to every twirler and twirler candidate. Copies are available upon request.