

Leander Independent School District



Student & Parent Handbook 2024-2025

Leander ISD Vision

The #1LISD community cultivates each student individually to produce the most sought after creators of our future world.



Welcome to Leander Independent School District!

As parents and students, you have an interest in the policies and procedures which govern the schools of the District. Policies are established to create an orderly, friendly, learning environment for each student.

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

Schools exist for the students' use. It is hoped that students will use them to the fullest extent.

Policies

Much of the information in this handbook is based on policies adopted by the Leander ISD Board of Trustees. Copies of these policies are available through the LISD website, www.leanderisd.org, or on any campus or district facility.

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

The Student Handbook is available through the Leander ISD website at www.leanderisd.org. In addition, upon request, hard copies of the 2024-2025 Student Handbook may be requested through the office of the Assistant Principals.

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

Leander Independent School District
P.O. Box 218
Leander, TX 78646-0218
(512) 570-0000



THE LEANDER WAY

BUILD

- RELATIONSHIPS
- TRUST
- ETHICAL BEHAVIOR

**BUILD****THINK**

- STUDENTS FIRST
- SYSTEMS
- CONTINUOUS IMPROVEMENT

**THINK****CREATE**

- PASSION FOR WORKING/LEARNING
- EXCELLENCE

**CREATE**

LEANDER ISD
LEADING TO A BRIGHT FUTURE 



GRADUATE PROFILE

Leander ISD learners are empowered to enrich our world and excel in a rapidly changing global society through a life-long journey of character development, academic success, and fulfillment.



Critical & Creative Thinkers

who seek and solve problems through curiosity, flexibility, and innovation.



Skilled Communicators & Collaborators

who listen to understand, express ideas with empathy, and work collectively toward shared outcomes.



Compassionate Community Contributors

who value diverse perspectives and share their unique gifts with the world.



Adaptable & Reflective Individuals

who confidently embrace their strengths and challenges while pursuing their interests and passions.



10 ETHICAL PRINCIPLES

1 HONESTY
telling the truth



2 INTEGRITY
doing the right thing



3 PROMISE-KEEPING
*doing what you say
you are going to do*

4 LOYALTY
*supporting someone
or something*

5 CONCERN FOR OTHERS
caring for and helping others

**6 LAW-ABIDANCE/
CIVIC DUTY**
*obeying rules and laws/
making the world a better place*

7 RESPECT FOR OTHERS
*being polite and kind
to everyone and everything*

8 FAIRNESS
treating everyone equally

9 PURSUIT OF EXCELLENCE
*doing everything the best you can;
looking for ways to improve*

10 ACCOUNTABILITY
*admitting to what you do wrong,
and taking pride in what you do right*



LEANDER ISD
LEADING TO A BRIGHT FUTURE

**Dear Parents and Students:**

This handbook is dedicated to you. It is your school's goal to provide the best possible education to you. To make things run as smoothly as possible, and to protect the safety of everyone, there are rules and procedures that every student must observe. To find answers to your questions about your school, please read this handbook carefully.

Thank you, from your campus staff.

Helpful District Numbers

LISD Administrative Office	512-570-0000
LISD Fax Number (Central Office)	512-570-0504
School/Community Relations	512-570-0000
Transportation	512-570-0700
Child Nutrition Services	512-570-0670
Instructional Services	512-570-0200
Special Programs	512-570-0300



Table of Contents

RESPONSIBILITIES.....	11
Campus Staff Responsibilities.....	11
Parental Responsibilities.....	11
Student Responsibilities.....	12
Decision-Making.....	12
Self-Discipline.....	12
Opportunities for Involvement: Campus Involvement.....	13
Campus Site-Based Planning Committee.....	13
District-Wide Committees.....	13
School Health Advisory Council.....	13
Board of Trustees Meetings.....	14
ACADEMICS.....	14
Supportive Learning Environment.....	14
Advanced Academic Programs Overview.....	14
Course Selection, Schedule Changes.....	14
Career and Technology Education.....	14
Correspondence Courses.....	15
Exam for Acceleration – EA Process.....	15
Exam for Acceleration – No Prior Instruction.....	15
Promotion and Retention.....	15
Summer School.....	15
Grading Guidelines.....	15
Scholastic Honor Recognition.....	15
District Guidelines to Retake or Redo a Failed Assignment.....	16
Homework.....	16
Grade Reporting.....	17
Remedial Help.....	17
Tutorials and Academic Support.....	17
Academic Counseling.....	17
Student and Family Support Team (SFST).....	18
College Entrance Testing Overview.....	18
College Preparatory Courses.....	18
College and Career Readiness.....	18
College Scholarships and Financial Aid.....	19
Transcripts.....	19
Class Ranking.....	19
Graduation Requirements.....	19
Graduation Commencement Exercises.....	19
Graduation Expenses.....	20
Physical Education.....	20
Health Excuses for Physical Education.....	20



Physical Education.....	20
Athletics.....	20
Human Sexuality Curriculum.....	21
ATTENDANCE.....	21
Home Access Center (HAC).....	21
Campus Truancy Prevention Measures to Improve Attendance.....	21
Laws to All Parents/Guardians of LISD Students.....	21
Attendance for Class Credit or Final Grade.....	22
Official Attendance Recording Time.....	22
Absence Classifications.....	22
Hours Owed/Make-up Attendance Hours.....	23
Verification of Absence.....	24
Absences for Special Events.....	24
Attendance and School Related Activities.....	24
Absences for Extracurricular and UIL (University Interscholastic League) Activities.....	24
Planned or Extended Absences.....	25
Procedures to Follow When Leaving Early.....	25
Making Up Work.....	25
“Take Your Child to Work” Day.....	25
Attendance Appeals.....	25
Absences for Transfer Students.....	25
HEALTH SERVICES.....	26
Clinic Overview.....	26
Emergencies, Injuries and Illnesses at School.....	27
Unassigned Epinephrine Auto-injectors.....	28
Off-Campus Event/Club Chaperone Training.....	29
Head Lice.....	29
Immunization Requirements.....	29
Vision and Hearing Screening.....	30
Spinal Screening.....	30
Acanthosis Nigricans Screening.....	30
Bacterial Meningitis.....	31
SAFETY.....	31
Standard Response Protocol (SRP): Evacuate, Shelter, Lockdown, Secure.....	31
Security Cameras.....	31
Pesticides Notice.....	31
Asbestos.....	31
Service Animals on Campus.....	31
Visitor Management System (Raptor).....	31
Walking to and from School.....	31
Bicycles.....	32
Voluntary Student Accident Insurance.....	32
Unsupervised Students.....	32
Trips Outside the District.....	32



TRANSPORTATION.....	32
Discipline and Student Management.....	33
Discipline Management Techniques.....	33
Safety Rules and Procedures.....	34
Changing Routes, Stops.....	34
Bus Information.....	35
Notice to Bus Riders.....	35
Extracurricular Trips.....	35
Video Cameras.....	35
Shuttle Service.....	35
Crossing Guards.....	35
Student Drivers.....	35
STUDENT ACTIVITIES.....	35
Extracurricular Activities.....	35
Rules for Participation in Extracurricular Activities.....	36
University Interscholastic League (UIL) Activities.....	36
Organizations/Clubs.....	36
Social Activities.....	36
School Publications.....	36
Posters.....	36
Distribution of Printed Material.....	37
GENERAL INFORMATION.....	37
Bullying.....	37
Change of Address or Telephone Number.....	38
Check Policy.....	38
Conduct Before and After School.....	38
Counseling Services.....	38
Suicide Prevention and Early Mental Health Intervention.....	38
Damage to School Property.....	39
Delayed Opening/Early Dismissal of School Due to Inclement Weather.....	39
Donations.....	39
Elevator Keys.....	39
Enrollment Procedures.....	39
Facilities Used by Students Before and After School.....	39
Fees.....	40
Waiver of Fees.....	40
Foreign Exchange Students.....	40
Hallways.....	41
Harassment.....	41
Late Arrival.....	41
Library Services.....	41
Lockers.....	42
Lost and Found.....	43
Meals and Cafeteria.....	43



Notice of Non-Discrimination.....	44
Notice of Parent and Student Rights.....	44
Notification of Rights under FERPA.....	45
Open House.....	46
Parent/Teacher Conferences.....	47
Parental Rights.....	47
Parties.....	48
Permission to Leave Campus.....	48
Persistently Dangerous Schools.....	48
Pledges of Allegiance and A Minute of Silence.....	48
Prior Parental Consent Needed.....	48
Questions, Concerns, Complaints.....	49
Restrooms.....	49
Services for the Homeless.....	49
Services for Students in Foster Care.....	49
Special Education Records.....	49
Student Identification Cards.....	50
Student Parking Regulations.....	50
Student Pick-Up Procedures.....	50
Student Religious Expression in Classroom Assignments.....	50
Student Right to Pray.....	51
Student Rights, Safety and Discipline.....	51
Protection of Student Rights under 20 U.S.C. Sec.1232h.....	51
Student Special Deliveries.....	51
Study Areas.....	51
Technology Use and Data Management Regulations.....	51
Telephones/Cell Phones.....	51
Textbooks.....	51
Toys.....	51
Visitors.....	52
Withdrawal of Students.....	52



RESPONSIBILITIES

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

Campus Staff Responsibilities

- Create and maintain a campus atmosphere conducive to learning.
- Balance the needs of individual students with the needs of the whole student body.
- Encourage parent communication with the school, including participation in all scheduled conferences.
- Establish a safe, orderly environment.
- Serve as appropriate role models for the students on their campus.
- Practice Ethical Principles.
- Report to campus and perform assigned duties.
- Be punctual and in regular attendance.
- Comply with District policies, school rules and regulations, and administrative directives.
- Establish rapport and an effective working relationship with parents, students, and other staff members.
- Use behavior management techniques that teach students to strive toward self-discipline.
- Encourage good work habits that will lead to productive citizenship.
- Believe in each student's ability to learn.

Parental Responsibilities

- Review the student handbook and be aware of the responsibilities outlined in the Student Code of Conduct and dress code.
- Encourage their child(ren) to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
- Become familiar with the school activities and the academic programs, including special programs, offered in the District and feel free to ask the principal or counselor any questions, including concerns about placement, assignment, and the options available to their student(s).
- Exercise their right to review teaching materials, textbooks and other aids, and to examine tests administered to their child(ren).
- When a student is absent, parents or guardians should submit any necessary documentation as soon as possible; recommended within 48 hours of the absence. This documentation must justify the reason for the absence to ensure proper coding.
- Be aware of their right to temporarily remove their child(ren) from an instructional activity that conflicts with their religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student(s) from meeting compulsory attendance requirements. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.
- Review their child's school records when needed. A parent may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered.
- Monitor their child's progress and contact teachers as needed.
- Take advantage of all opportunities to stay informed regarding their child's activities and whole school activities.
- Become a school volunteer. For further information, contact your campus.
- Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the district.
- Grant or deny any written request from the District to make a videotape or voice recording of their child(ren) unless the videotape or voice recording is to be used for school safety, relates to classroom instruction or a co-curricular or extracurricular activity, or relates to media coverage of the school as permitted by law.
- Make every effort to provide for the physical and emotional needs of their child(ren).
- Help their child(ren) understand the importance of being engaged and following classroom and campus policies and procedures.
- Ensure their child(ren) attends school regularly, on time, and remains in compliance with [LISD policy FEA](#) and Texas state law.
- Encourage and assist their child(ren) to develop proper study habits at home.



- Participate in all scheduled conferences to discuss their child's school progress and welfare.
- Discuss report cards and school assignments with their child.
- Inform the school of any special educational or medical needs or circumstances particular to their child(ren).
- Maintain up-to-date home, work and emergency telephone numbers and other pertinent information.
- Exercise parental control. (*Under the Family Code, a parent is legally liable for property damage caused by the negligent, willful or malicious conduct of their child(ren).*)

Student Responsibilities

- Come to school regularly, on time, and remain in compliance with [LISD policy FEA](#) and Texas state law.
- Attend class prepared and ready to learn.
- Participate in learning activities.
- Practice ethical principles in all areas of the school day, including non-class time.
- Follow Student Code of Conduct and campus expectations.
- Communicate with their parents about their school assignments, homework, projects, report cards, cafeteria charges, etc.
- Work with school staff in taking ownership of their own learning.
- Dress in compliance with Leander ISD Dress Code.
- Interact with other students appropriately.
- Report any unsafe situations to school authorities.

Decision-Making

The quality of life at school depends on the decisions students make. If they make good decisions, then they can avoid troublesome situations at home, at school, or with friends. Making decisions can often be difficult because others may try to talk our children into doing something wrong. They may dare them, tease them, or even call them names if they don't go along with the crowd. Students can use this four-step formula for making responsible decisions. Stop, Think, Evaluate, Proceed.

- **STOP.** Take time to look around you. Know where you are and who is with you. Stand straight. Appear self-confident. Look the other person in the eye.
- **THINK.** To think clearly: Listen carefully to what the other person is saying. Hear what is being suggested to you or asked of you. Realize whether the situation or suggestion has the potential for trouble.
- **EVALUATE.** What will the consequences of my actions be? Ask yourself: Will I cause someone else to get hurt or to get into trouble? Will my action break a school rule? Will my action break a law? What GOOD things can happen? What BAD things can happen? Is it worth it in the long run?
- **PROCEED.** Respond or act in a way that will avoid the trouble. Remove yourself from the situation. Leave. Change the subject. Make another suggestion. Ignore what was said or suggested. Make a joke of it. Say: "Friends don't ask friends to do something that will get them into trouble." Say NO! You are important. There is only one of you in the whole world. You don't need to wait for others to make your decisions for you. If you think you are right and try to be honest and fair, you will probably choose the right way to act. You are the one who can make your school days happy days.

Self-Discipline

One important lesson students learn in school is self-discipline. Self-discipline is the key to good conduct and proper consideration for other people. For those who do not exercise self-discipline, the following alternatives may be used/assigned by school officials:

- Community Service - a task assigned as a result of failure to show respect for people or property.
- Counseling - a conference with a teacher, counselor, or principal.
- Withdrawal of Privileges - a time apart from classmates for a portion of a day or more.
- Parent Conference - a discussion with the student, his/her parents, the teacher, a counselor, and/or the principal.
- Detention - a time apart from classmates assigned during recess, lunch, or before/after school. Parents will be notified.
- Suspension - a serious disciplinary measure that results in the loss of the privilege of attending class or school for a designated time period.
- Alternative Education - a placement in the Leander Extended Opportunity Center (LEO). This is a highly structured environment for students who are not experiencing success in the regular classroom.
- Expulsion - a serious disciplinary measure resulting in the loss of the privilege of attending a LISD school and placement at a juvenile detention center school for a time period.
- Judicial Proceeding - a legal measure that may be taken if necessary.
- Peer Mediation - a conflict resolution approach to problem solving between students.



- Individualized behavior plan – a contract based on student behaviors.
- Please see Student Code of Conduct for other behavior management techniques.

Opportunities for Involvement: Campus Involvement

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. The school is always happy to have visitors. Anyone, including parents, who wish to visit our school must first come to the office to sign in. Parents are partners with teachers, administrators, and the Board, and are encouraged to:

- Encourage children to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the Student Handbook (*especially the Student Code of Conduct*) with your child (located at www.leanderisd.org under “Parents and Students” tab). Parents with questions are encouraged to contact campus administration.
- Become familiar with all your child’s school activities and with the academic programs offered in the District. Discuss any questions with school personnel.
- Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Review your child’s student records when needed.
- Temporarily remove your child from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by TEA.
- Talk to your child(ren) about school and ask to see their learning opportunities and evidence of learning, homework and graded papers.
- Participate with your child in campus activities.
- To schedule a visit to the classroom, please arrange it in advance with the campus. During the visit, parents will be accompanied by campus support staff.

Volunteer Opportunities

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

Home Access Center

Another way that parents can become involved in their students' education is by taking the time to sign up for our Home Access Center (HAC). Leander ISD's HAC program allows parents to view information online about their student's academic progress and attendance. Parents of Leander ISD students can use HAC to access their child(ren)'s grades and attendance. The HAC link is located on every campus website. Report cards and interim progress reports will be available in the HAC system.

Campus Site-Based Planning Committee

The Campus Site-Based Planning Committee is an advisory group that addresses the improvement of educational opportunities for all students. Parents may also be interested in serving on the Campus Site-Based Planning Committee. This advisory group of teachers, parents, and community members works with the principal on specific campus-based concerns. For further information, contact the school office.

District-Wide Committees

At various times, District-wide committees are formed to address different needs/issues. Announcements for these committees may come through campus and/or District newsletters.

School Health Advisory Council

The Leander ISD School Health Advisory Council (SHAC), in accordance with the state (19 TAC 74.31) and district (EHAA (Legal)) policy, ensures local community values are reflected in the District's health education instruction. The council's duties include making recommendations on the number of hours of health instruction, curriculum related to the prevention of obesity, cardiovascular disease, and type 2 diabetes, human sexuality and the coordinated school health program. For information about the LISD SHAC, visit Leander ISD SHAC [website](#).



Board of Trustees Meetings

The Leander ISD Board typically meets on the 2nd and 4th Thursdays of each month. From August 22, 2024- December 12, 2024 board meetings will be held at Concordia University, 11400 Concordia University Dr, Austin, TX 78726. Beginning January 9, 2025 board meetings will be held at Leander ISD Support Services, 1900 Cougar Country Dr. Cedar Park, TX 78613 All Leander ISD Board of Trustees meetings begin at 6:15 p.m. unless otherwise noted on the website. Agendas for all board meetings are posted at the LISD Administration Building 72 hours prior to each meeting. Additional meetings may be scheduled with 72 hours' notice.

ACADEMICS

Supportive Learning Environment

Every student is encouraged, supported and challenged to achieve the highest levels of knowledge, skills, and character. Students and parents are encouraged to discuss any learning concerns with the teacher. There may be additional ways to meet a student's needs including flexible grouping, opportunities for small group instruction or the initiation of the Response to Intervention (RtI) process.

Advanced Academic Programs Overview

(Elementary Only)

In addition to flexible grouping and opportunities for small group instruction, students' needs may also be served through Advanced Math Pathways and/or gifted and talented service design options. Additional information can be found on the district website, for elementary advanced academic program design: [Advanced Academics: Elementary School](#)

(Middle School Only)

Information regarding Advanced Academic opportunities for middle school can be found on the district website: [Advanced Academics: Middle School](#)

(High School Only)

Information regarding Advanced Academic opportunities for high school can be found on the district website: [Advanced Academics: High School](#)

Course Selection, Schedule Changes

For information regarding course selection and schedule changes, please refer to page 29 of the Leander ISD Course Catalog found at [LISD Course Catalog](#)

(High School Only)

For information regarding programs of study, please refer to pages 6-25 of the Leander ISD Course Catalog found at [LISD Course Catalog](#)

Career and Technology Education

Leander ISD offers Career and Technology Education Programs of Study in 11 Career Cluster areas. The 11 Career Cluster areas include: Agricultural Food and Natural Resources; Architecture and Construction; Arts, Audio/Video Technology and Communications; Business, Marketing and Finance; Education and Training; Engineering; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law and Public Service; Transportation, Distribution and Logistics.

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

For information about student's rights or grievance procedures, contact the Title IX Coordinator, Bryan Miller at (512) - 570- 0150, and/or the Section 504 Coordinator for Student Services, Angela Patrick, at P. O. Box 218, Leander, Texas 78646, (512-570-0000).



Correspondence Courses

For information regarding correspondence courses and credit by exam, please refer to pages 31 of the Leander ISD Course Catalog found at [LISD Course Catalog](#).

Exam for Acceleration – EA Process

- Kindergarten Exam for Acceleration
 - Kindergarten students who are currently enrolled in kindergarten in LISD can accelerate to first grade ONLY if they qualify through the Kindergarten Exam for Acceleration (EA) testing process. More information can be found on the [LISD Exams for Acceleration Website](#).
- Grades 1-5 Exam for Acceleration Criteria
 - Students in grades 1-5, who have not received instruction at the grade level tested, must take and meet proficiency on four core-content EAs (language arts, math, science, and social studies) in order to accelerate to the next grade level. Exam dates can be found on the [LISD Exam for Acceleration website](#).
 - More information can be found in this [FAQ document](#).

(Middle School Only)

Exam for Acceleration – No Prior Instruction

For information about exam for acceleration, refer to page 6 of the [LISD Middle School Course Catalog](#).

Promotion and Retention

(Elementary & Middle School)

In pre-kindergarten–grade 5, promotion to the next grade level shall be based on demonstrated proficiency in language arts and mathematics essential knowledge and skills, as outlined on grade-level, skills-referenced report cards. In addition, satisfactory performance is required in all other subject areas.

LISD Board policy EIE (local) states, “In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.”

A parent may request in writing that a student repeat: pre-kindergarten, kindergarten, or any grade in grades 1-8. Before granting the request, the district may convene a retention committee to meet and discuss the request and will invite the parent to participate per EIE(LEGAL).

Summer School

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

Grading Guidelines

(All grades)

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed and approved by the campus principal. These guidelines establish the categories and weights of assignments, projects, and examinations required for each grading period.

Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

Scholastic Honor Recognition

(Secondary Only)

Leander ISD recognizes the academic achievements of its students. Each grading period, A Honor Roll and A-B Honor Roll students receive special recognition for their achievements. Students are eligible for the A Honor Roll if they receive a grade of 90 or above in all subject areas. Students who maintained all "A's" for a complete semester are also recognized at the campus level. Students are eligible for the A-B Honor Roll if they receive a grade of 80 or above in all subject areas. If a parent requests that directory information about a student not be released, that student's name will NOT be published.



District Guidelines to Retake or Redo a Failed Assignment

(Elementary Only)

LISD Board Policy EIA (Local) states "The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade." The grade level/collaborative teams shall outline which assignment(s) and or test(s) are eligible for redo or retake opportunities. These guidelines must be consistent by campus, or grade level or course and communicated to students and parents. Students must participate in any re-teaching or review activities assigned by the teacher in preparation for redoing an assignment or assessment.

(Secondary Only)

LISD Board Policy EIA (Local) states "The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade." The individual teacher/collaborative teams shall outline which assignment(s) and or test(s) are eligible for retake or redo opportunities. These guidelines must be consistent by campus, or grade level or course and communicated to students and parents. Students that receive a failing grade due to violation of academic dishonesty are not eligible for a redo or retake opportunity.

- Students must complete the retake or redo opportunity within five school days of the notification to the student of a failing grade
- Students must participate in any re-teaching or review activities assigned by the teacher in preparation for redoing an assignment or test
- Students that receive a failing grade due to a violation of academic dishonesty are not eligible for the retake or redo opportunity.
- Students may redo-retake assignments with the opportunity to earn a replacement grade of at least a 70 for high school courses.
- For middle school students taking high school courses, students may redo-retake assignments with the opportunity to earn a replacement grade of at least an 80.

Homework

When a teacher assigns homework, it is to provide additional practice for lessons already taught and to build good study habits. Students are encouraged to always complete homework assignments to the very best of their ability.

Purpose of Homework

- To improve achievement.
- To nurture the development of good study habits.
- To familiarize parents with their child(ren)'s work and give parents a chance for involvement.
- To provide more time for in-class instruction.

Guidelines Teachers Follow in Assigning Homework

- Students should have prior instruction.
- Homework should be directly related to classroom instruction.
- The purpose of homework should be clearly identified and articulated to the student.
- Homework should be promptly reviewed and returned to the student with descriptive feedback.
- Teachers should consider the availability of resources at home before assigning homework.
- Assignments should take no more than the "suggested time frame" to complete.

What Students Are Expected To Do

- Promptly inform parents of the homework assignment.
- Make an effort to understand the assignment.
- Make a consistent effort to complete the assignment.
- Take responsibility for turning in the assignment.

What Parents Can Do To Help

- Provide structure in the home, including time, place, and proper environment for completing homework
- Should your child not have a specific assignment,
 1. Encourage your child to read silently or orally for the "suggested time frame," or
 2. Read to your child, or
 3. Talk to your child about the day's activities.

**Suggested Time Frames – 4 nights a week (Monday – Thursday)**

- Grade K – 1: 10-15 minutes each day
- Grades 2 - 3: 15-30 minutes each day
- Grades 4 – 5: 30-45 minutes each day

This time could be spent having students read from their library books, practice math facts, practice reading and high frequency words, work on projects, or complete assignments from the school day. Also, this time is an average; some nights might require more time, other nights less time.

Grade Reporting

- Progress Reports and Report Cards will be available electronically through Home Access Center (HAC). If a parent cannot access HAC, a printed copy of the report card may be requested from the campus registrar.
- Grades are updated on a weekly basis and parents are encouraged to view student progress by using Home Access Center (HAC).
- The HAC link can be found [here](#) and additionally on every page of the District website, www.leanderisd.org, under the "Student" section.
- These reports are a form of communication between parents and teachers (academic progress, as well as effort). Parents are encouraged to schedule an appointment with teachers to discuss progress.

(Elementary)

Progress Reports will be issued to all Pre-Kindergarten students at the mid-point of each grading cycle. Kindergarten-grade 5 progress reports will be provided by their respective teachers. Please contact your student's campus for any questions.

Report cards will be available electronically via Home Access Center (HAC) following the end of each nine weeks grading period. Parents are encouraged to schedule an appointment with teachers to discuss the academic progress of their students. Parents are also encouraged to view student progress on HAC.

(Secondary)

Progress Reports: Progress Reports will be available electronically via HAC after the third week of each six-week grading cycle.

Report Cards: Report cards will be received electronically via HAC following the end of each six weeks-grading period. Parents are encouraged to schedule an appointment with teachers to discuss the academic progress of their students. Parents are also encouraged to view student progress on HAC. Any additional requests should be made to the campus registrar.

Remedial Help

Students are encouraged to speak with teachers about any questions or concerns they may have. Teachers will schedule assistance as needed in order to help students be successful.

Tutorials and Academic Support

There are various options available to assist students in their coursework. If students are experiencing difficulty in their courses, parents and students are encouraged to contact their teacher for more information about specific options at their school.

Academic Counseling

(Secondary Only)

All students in grades 6-12 and their parents will be provided information about the recommended courses for students preparing to attend college, as well as available career and technology/ technical school programs or the military. Students and parents in grades 9-11 will meet annually with their assigned school counselor and seniors will meet with their school counselor at the beginning of their senior year. Parents/guardians of seniors may request to meet with their assigned counselor. Students are encouraged to talk with their school counselor, teachers, and principals if they have any questions about the curriculum, course offerings, graduation requirements, and differences between graduation programs.



Students in grades 6-12 who are interested in attending a college, university, technical school, or pursuing some other advanced education should work closely with their school counselor to take the courses that will best prepare them for their future. In order to obtain graduation requirements, course descriptions and sequencing, and/or endorsements offered through the Career Technical Education program, parents and students can access the Leander ISD Course Catalog, on the district website (under Counseling Services), or talk with their school counselor.

Student and Family Support Team (SFST)

The Student and Family Support Team (SFST) is comprised of Licensed Professional Counselors and Licensed Clinical Social Workers who provide services that help Leander ISD students and families achieve a sense of safety, stability and healthy well-being in order to be successful in school. These services may include school based therapy. SFST services may be accessed by requesting a referral from the school counselor or campus administrator.

The Counseling Services Department also supports the prevention of substance use, misuse, abuse, and dependency with K-12 research-based education following the TEKS related to alcohol, tobacco, and other drugs. Students who are placed at LEO for a drug or alcohol related infraction are offered SFST services.

College Entrance Testing Overview

(High School Only)

PSAT/NMSQT and SAT - Preliminary SAT/National Merit Scholarship Qualifying Test

The SAT reinforces the key skills and knowledge students are learning in the classroom. Preparation for the SAT begins with the PSAT or Preliminary SAT. By taking the PSAT/NMSQT (National Merit Scholarship Qualifying Test) in 10th and 11th grades, students have opportunities to practice for the SAT. Students may utilize [Khan Academy](#) to access FREE personalized study resources. Students may receive information from potential colleges through the Student Search Service (SSS). In addition, juniors have the potential to earn scholarships, including the National Merit Scholarship Competition. Both the PSAT and the SAT measure: Mathematics, Evidenced-Based Reading and Writing and Language. Students receive feedback on their PSAT results that can help them identify strengths and weaknesses in preparing for the SAT. Information about the SAT Suite of Assessments can be found on the college board website: [SAT Suite of Assessments](#)

The ACT In addition to the SAT, the ACT assesses high school students' general educational development and their ability to complete college-level work. All LISD juniors will have the opportunity to register for an official school day ACT given in the early spring. The ACT multiple -choice tests cover four skill areas: English, mathematics, reading, and science. More information about ACT can be found on the ACT website: [ACT](#)

College Preparatory Courses

Advanced Placement (AP) and International Baccalaureate (IB) Diploma Programme (DP)

Courses designated with Advanced are designed to help prepare students for the rigor of 11th and 12th grade AP/IB courses. Enrollment in Advanced and/or IB courses at the high school level is open to all students. The IB DP is offered at Leander High School and Vandegrift High School, while AP courses are offered at each of the Leander ISD high school campuses. Both the IB DP and the AP Program offer courses available in all core subject areas, world languages (Spanish), and other electives. Review the course catalog for specific information about courses.

Middle School Advanced Classes

Students can access courses designed to prepare them to take AP and/or IB courses in high school. Advanced courses available to Leander ISD middle school students may include Algebra I, Geometry, and 6th-8th grade Advanced Language Arts, and 8th grade Advanced Social Studies. Additionally, students have the opportunity to access accelerated math pathways by taking the math 6/7 and math 7/8 courses. More information about math pathways is located on the district website: https://www.leanderisd.org/advancedacademics_middleschool/.

College and Career Readiness

(High School Only)

College Admission/Top Ten Percent

Texas students may be eligible for automatic admission to a state college or university as an undergraduate student if they meet the following criteria:

1. Earn a grade point average in the **top 10 percent*** of his/her high school graduating class
2. Graduate from a Texas public or private high school



-
3. Earned the distinguished level of achievement under the Foundation High School Program; (**or** satisfy ACT College Readiness Benchmarks or earn a score of at least 1500 (out of 2400) on the SAT) **and**
 4. Apply for admission to a state college or university within the first two school years after graduation from high school.

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

***The University of Texas at Austin**

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

For the 2024-2025 academic year, UT has determined that it will automatically admit all eligible applicants who rank within the **top 6%** of their graduating classes.

College Scholarships and Financial Aid

Before graduating from high school, each student must complete and submit an application for financial aid for post-secondary education. Students must complete and submit either a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the district indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause. Please contact the school counselor for more information
- To ensure that a student has completed and submitted a FAFSA or TASFA, the student must submit:
- A screenshot that includes the processed date field of the FAFSA ApplyTexas Counselor Suite;
- Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
- A copy or screenshot of the FAFSA acknowledgment page;
- A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
- An acknowledgment receipt from an institution of higher education (IHE); or · A copy of a financial aid award letter from an IHE

Information and applications for local scholarships are available in the high school guidance office and [Naviance](#). Parents and students are encouraged to contact their assigned school counselor should they have questions or require additional information.

Transcripts

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

Class Ranking

For information regarding class rank and weighted GPS, please refer to pages 40 and 41 of the Leander ISD Course Catalog found at [LISD Course Catalog](#)

Graduation Requirements

High school graduation requirements are based on the school year a student first enters the 9th grade. A detailed description of these graduation requirements and plans can be found in the [LISD High School Course Catalog](#).

Graduation Commencement Exercises

A student may participate in the high school graduation exercises only if he/she has successfully completed all requirements as stipulated by the Texas Education Agency and the policies of Leander ISD. A student must have passed all five state mandated end-of-course exams (Algebra I, English I, English II, Biology and U.S. History) to receive a high



school diploma and participate in graduation commencement exercises. (Exception- Senate Bill 149/ Individual Graduation Committee) Students completing graduation requirements after the graduation ceremony may receive diplomas by calling the principal's office. They may also participate in the next regularly scheduled graduation exercise.

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

Please refer to the Student Code of Conduct for further information.

Graduation Expenses

Because you and your child will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, you and your child should monitor his or her progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

Physical Education

(Elementary Only)

In accordance with Board Policies EHAB, EHAC and FFA, Leander ISD ensures that elementary and middle school students engage in at least the amount and level of physical activity required by TEC 28.002(1).

The commissioner of education for the Texas Education Agency has adopted an assessment instrument, Fitnessgram, to be used by school districts in assessing student physical fitness. Parents may request their assessment results from the staff member who administered the test.

Health Excuses for Physical Education

Physical Education is a required course, and all students must participate. When a child is at school, but his/her parents believe he should be excused from P.E. activities, the request to be excused must be in writing. If it is to be excused for more than three (3) days, the note must be from a doctor. Repeated requests to be excused from P.E. will not be honored without a note from a doctor. On the days that a child does not participate in P.E. class, he/she will also not participate in recess. Other P.E. programs will be provided for students unable to participate in the regular P.E. program.

Physical Education

(Secondary Only)

Students are required to earn one (1) credit from the following courses for graduation: Lifetime Fitness and Wellness Pursuits or Skill-Based Lifetime Activities. Leander ISD shall allow students to substitute certain physical activities for the one (1) required unit of physical education. Such substitutions shall be based on the physical activity involved in drill team, marching band (fall semester only), cheerleading, athletics, JROTC, Dance 1, Color Guard, show choir and Off-Campus PE. If a student drops out of these programs, the student must immediately begin to take PE at the rate of one course per semester until the one (1) credit requirement is met. A student participating in an appropriate private or commercially sponsored physical activity program conducted off campus may credit for PE substitution. See campus counselor for details.

The commissioner of education for the Texas Education Agency has adopted an assessment instrument, Fitnessgram, to be used by school districts in assessing student physical fitness. Parents may request their assessment results from the staff member who administered the test.

Athletics

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

For more information regarding LISD Athletics, visit our webpage at [LISD Athletics](#)



Human Sexuality Curriculum

Leander ISD provides puberty instruction to students in grades 4-6 and human sexuality instruction to students in grades 7-9 in accordance to Board policy (EHAA, Legal) and state law (Ed Code 28.004 (c)). The content of the curriculum includes instruction related to human sexuality, sexually transmitted diseases, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS). State law requires districts that provide instruction on human sexuality to focus the curriculum on abstinence as the preferred choice of behavior for unmarried persons of school age.

Puberty and human sexuality instruction in Leander ISD will be limited to the content, courses, and guidelines specified in the LISD - Human Sexuality Curriculum. Participation in the puberty and human sexuality instruction is voluntary and students can Opt-In to the instruction by written request of a parent or legal guardian. Parents or legal guardians will receive notice in the form of a districtwide email about the teaching of the curriculum. Parents or legal guardians may preview the teaching materials, located in each secondary campus library. LISD School Health Advisory Council (SHAC) provides input to the development and/or review of the human sexuality curriculum. For information about the LISD SHAC, visit Leander ISD SHAC [website](#).

ATTENDANCE

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

Home Access Center (HAC)

Leander ISD has a useful tool to help parents and students track their attendance and grades. The HAC program allows parents an opportunity to view this information online. The HAC link can be found on the District website at www.leanderisd.org under the "Quick Links" section or at <https://www.leanderisd.org/homeaccesscenter/>. In addition, parents will be notified when their child is absent through [Remind](#). As a parent of a student in Leander ISD, you are already enrolled in Remind. If you need to correct your contact information, please use the returning student registration tool, or contact your child's campus registrar with the updated information.

Campus Truancy Prevention Measures to Improve Attendance

Campuses provide a multitude of Truancy Prevention Measures to support improving student attendance prior to a referral to a truancy court. These steps may include, but are not limited to:

1. Notifications when students are absent.
2. Attendance warning notifications for excessive unverified/unexcused and excessive excused absences.
3. Invitation to view a Truancy Prevention Video.
4. Referral to school and community resources.
5. Notification of hours owed to regain credit.
6. Attendance Behavior Improvement Plan (ABIP).

Laws to All Parents/Guardians of LISD Students

The attendance section serves as the official required notice per Texas Education Code for parents and/or students who might have attendance related issues. School districts are required to provide parents with information regarding the Compulsory School Attendance Laws.

If a student is absent for ten (10) or more days or parts of days in a six-month period in the same school year:

1. The student's parent is subject to prosecution under the Texas Education Code; and
2. The student is subject to a referral to Truancy Court under the Texas Education Code.

It is the parent's duty to monitor their student's school attendance and require their student to attend school. Parents may request a conference with school officials to discuss absences.

A parent not receiving an additional notice from the school is not a defense to prosecution. In this section, "parent" includes a person standing in parental relation. Legal action may be filed against the child, the parent(s), legal guardian(s) and/or any person(s) standing in a parental relation to the child.

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

1. A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.
2. Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 19th birthday shall attend school.
3. On enrollment in prekindergarten or kindergarten, a child shall attend school.
4. Unless specifically exempted by Section 25.086, a student enrolled in a school district must attend:
 - i. an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade level or tutorial classes required by the district under Section 29.084;
 - ii. an accelerated reading instruction program to which the student is assigned under Section 28.006(g);
 - iii. a basic skills program to which the student is assigned under Section 29.086; or
 - iv. a summer program provided under Section 37.008(l) or Section 37.021.
5. A person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday shall attend school each school day for the entire period the program of instruction is offered. A school district may revoke for the remainder of the school year the enrollment of a person who has more than five absences in a semester that are not excused under Section 25.087. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on school district grounds for purposes of Section 37.107.

Attendance for Class Credit or Final Grade

Per Texas Education Code §25.092, to receive credit in a class, a student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class or a final grade if he or she completes a plan approved by the principal that allows the student to fulfill the instructional requirements for the class.

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the principal attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student has completed makeup work satisfactorily. If the student completes makeup work, absences for extracurricular activities will be considered extenuating circumstances.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

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

Official Attendance Recording Time

Elementary – Within the first hour of the start of the school day. Contact your campus for the specific time.

Secondary – Ten (10) minutes into the class period except for the period when official attendance is taken or in a course other than a flex or advisory period.

Leander Extended Opportunity (LEO) – 9:45 a.m.

Absence Classifications

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

Excused Absences:

Excused absences include, but are not limited to personal illness, funeral/memorial, quarantine, or weather or road conditions that make travel dangerous. Students are required to attend at least 90 percent of the days the class is offered. The student will be required to make up excessive excused absences. Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Unexcused Absences:

An unexcused absence is any absence that does not meet the definition of an excused absence (examples: personal business, vacation, traffic, car trouble, etc.).

State Approved Non-Absences:

Revised: November 20, 2024



The following absences are considered "State Approved Non-Absences. When a student is absent, parents or guardians should submit any necessary documentation as soon as possible; recommended within 48 hours of the absence. A "State Approved Non-Absence" is one for which the District still receives funding and the student is marked in the attendance system with a code that is equivalent to present. "State Approved Non-Absences" include:

Absences for Religious Holy Days

The District shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of the faith that the student must be absent from school during such time. The District shall excuse the student for days on which the religious holy days are observed and for one day on which the student must travel to and one day on which the student must travel from the site where the holy days will be observed. When a student is absent, parents or guardians should submit any necessary documentation as soon as possible; recommended within 48 hours of the absence. It is preferable to submit the proper documentation prior to the student's absence.

Absences for Military Dependents

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

Absences for College Visits and Career Investigations

The District may excuse a student from attending school to visit an institution of higher education accredited by a generally recognized accrediting organization during the student's junior and senior years of high school for the purpose of determining the student's interest in attending the institution of higher education or a professional workplace for the purpose of career investigation. The District may not excuse more than two (2) days during the student's junior year and two (2) days during the student's senior year for each type of visit. Official verification of the absence from the institution of higher education or career investigation workplace must submitted in accordance with the process outlined on the high school website. When a student is absent, parents or guardians should submit any necessary documentation as soon as possible; recommended within 48 hours of the absence.

Other State Approved Absences

Please see Texas Education Code §25.087 for a complete list of state-approved excused absences.

Medical Absences

A student may be excused for a temporary (partial day) absence due to an appointment with health care professionals for either the student or the student's child if the student begins classes or returns to school on the same day of the appointment/treatment. When a student is absent, parents or guardians should submit any necessary documentation as soon as possible; recommended within 48 hours of the absence.

Tardies

If a student arrives after the start of school, the student must check in at the attendance office. At the Elementary level, a student is considered tardy if they arrive to school after the start of the school day. **If a student is more than one (1) hour late to school, he/she will be marked absent for the entire day.** At the Middle School level, a student is considered tardy if they arrive to class within the first ten (10) minutes after the class has begun. **If a student is more than ten (10) minutes late to class, the student is marked absent.** At the High School level, a tardy for each class period varies according to unique campus bell schedules.

Failure to Attend

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

Hours Owed/Make-up Attendance Hours

Any student who does not attend 90% of the days a class is offered (excused or unexcused) will be required to make-up attendance hours. Students and/or parents will be notified of the hours a student owes and a plan will be developed with the administration on acceptable ways the student may make-up the hours owed. Please see [LISD Board Policy FEC](#) for additional information.



Verification of Absence

All student absences must be verified in writing by a parent/guardian. All absences are documented as unverified-unexcused until verification is received from the parent/guardian by the school attendance clerk. When a student is absent, parents or guardians should submit any necessary documentation as soon as possible; recommended within 48 hours of the absence. A hand-written note or an email sent from the parent's email address on file is acceptable as verification. Upon receipt of verification from a parent, the unverified/unexcused absence will be updated.

All verifications from parents should include the following:

1. Full legal name of student
2. Student's ID number
3. Student's grade
4. Date(s) of absence
5. Reason for absence
6. Parent's signature (if hand written)
7. Parent's phone number
8. Current date

Important: When the student returns to school on the day of or after a medical appointment, it is best if the student presents written verification of the medical appointment from the medical office. The above information can be added to the notice from a medical provider. When a student is absent, parents or guardians should submit any necessary documentation as soon as possible; recommended within 48 hours of the absence.

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

If your child has a chronic health condition that requires frequent absences or medical appointments, it is the parent's responsibility to communicate this information to the school. The parents will be asked to provide supporting documentation from medical professionals annually. When a student is absent, parents or guardians should submit any necessary documentation as soon as possible; recommended within 48 hours of the absence.

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

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

Absences for Special Events

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

Attendance and School Related Activities

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

Absences for Extracurricular and UIL (University Interscholastic League) Activities

Please see [LISD Board Policy FM](#) (local) for details. Any absence resulting from a student's participation in an activity for an organization not school related is considered unexcused.

Planned or Extended Absences

Extracurriculars:

Any student absence from class due to extracurricular activities will be responsible for obtaining assignments prior to the absence. Students who miss class due to extracurricular activities are required to submit missed assignments and take



any missed quizzes or exams. the student and teacher will work together to determine a reasonable amount of time to complete missed work.

Obtaining Assignments

If a student is absent due to an extended illness (5 or more days) and wishes to get assignments before returning to school, the student and /or family member may contact the classroom teacher to request assignments. A minimum of two days is needed to obtain work.

There may be instances when work is needed before an absence occurs (ex. scheduled surgery). In order to obtain this work, a parent may submit a note to the teacher explaining the reason for the absence and the dates of absence. A minimum of two days is needed to obtain work.

Procedures to Follow When Leaving Early

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

Making Up Work

In order to be successful in school, students are expected to turn in work on time. If a student is absent, every effort will be made to help him/her make up missed work. Students will be helped by following these guidelines:

1. When a child returns to school, it is his/her responsibility to ask the teachers what assignments were missed. The student will have one day of make-up time for each day of absence. (Example: One (1) day absent – one (1) day to make up work. If a child would like assignments before returning to school, parents are asked to call the office before 9:00 a.m. to request make-up work. Assignments will then be ready to be picked up in the school office between 2:30 and 3:30 p.m.)
2. Make-up work for prearranged absences should be requested from the classroom teacher.

"Take Your Child to Work" Day

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

Attendance Appeals

A parent who wishes to appeal make-up hours may write a letter of appeal to the campus assistant principal and turn it in to the registrar. *Letters may be submitted at any time during the semester but no later than ten (10) calendar days after the last day of classes for that semester.*

The assistant principal will review the appeal request with the student's teacher and additional teachers (as appropriate) to determine whether the student should be eligible for amended make up hours. The assistant principal may take into consideration attendance records, doctor's notes, prior arrangements with school administration, extenuating circumstances, educational performance and behavior.

After review of the case, the assistant principal will decide to uphold, modify or waive make up hours. The completion of make-up hours is a factor in student promotion. The parent may choose to appeal the decision to the campus principal.

Absences for Transfer Students

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

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

Leander ISD Attendance Codes

A	Absence-Excused	T	Late to Class but Present
---	-----------------	---	---------------------------



C	Co-curricular School Related Absence (not UIL)	U	Unexcused Absence
D	Absent w/Doctor Note	V	Military Recruitment Visit
E	Election/Voting Clerk	X	Extra-Curricular School Related Absence
G	Other Instruction on Campus	Y	Leave Early
H	Homebound/CEHI	1	College Visit
I	ISS Placement	2	Testing
J	Homebound Non-Serviced Day	3	State Approved Non-Absence
M	Medical Appointment – Doctor Note	5	Late Excused Absence
N	Funeral/Memorial	6	Late Unexcused Absence
O	Unverified - Unexcused	8	District Approved
P	Present	9	Absence from Sub Campus
R	Nurse Sent Home	0	Military Deployment
S	Suspended	TA	Late to Class, Absent
3H	Religious Holiday Day	LT	Life Threatening Illness/Treatment
3C	Court Ordered Appearance	PRP	Homebound w/Pregnancy Related Services
CI	Career Investigation		

HEALTH SERVICES

Please note, guidance provided that includes, but is now limited to, illness or presence of illness may be subject to changes depending on the presence of any current communicable disease(s). If changes to guidance is needed, Leander ISD will ensure proper communication to all stakeholders in a timely manner.

Clinic Overview

Leander ISD is committed to providing a healthy, safe and ready to learn environment for all of our students. Students who become ill or injured at school will be evaluated to determine the need for further treatment. The campus nurse will assess each student and provide necessary care within their scope of practice. Designated and trained clinic personnel do not diagnose illnesses or injuries, but will provide basic care. A parent/guardian will be notified as deemed appropriate. Parents/guardians are encouraged to contact the campus clinic to discuss any health concern(s) they have for their child.

The campus clinic is not the appropriate place for monitoring students who need a “brain break” or to sit out of P.E./recess. This is due to unnecessary exposure to illness, emergency situations, and the need to maintain confidentiality.

LISD recognizes the importance of partnering with parents/guardians to ensure a healthy environment for all our students and staff. By sending your child to school, you are attesting that your child has a very low risk of carrying or spreading any disease. A student who has a fever of 100.0 Fahrenheit or above, vomiting or diarrhea will need to stay home until the listed symptom(s) have resolved for twenty-four (24) hours without the use of medications. Refer to Texas Administrative Code (TAC) Rule §97.7 for more detailed information.

If a student has been sent home ill or with an injury requiring an appointment with a physician, or hospitalized, a note from the student's physician stating the date the student can return to school is required. Students who come to school with an injury requiring interventions such as surgery, casts, compression wraps, crutches, wheelchairs, etc., must have a physician's note diagnosing the injury and prescribing the assistive device as well as what activities the student is/is not allowed to do while under the physician's care for the injury.

Emergencies, Injuries and Illnesses at School

It is important to remember that schools must exclude students with certain illnesses from school for periods of time as identified in state rules. Leander ISD is required to report certain communicable diseases and illnesses to the Texas Department of State Health Services (Tx DSHS) and/or our local/regional health authority. A full list of conditions for which

Revised: November 20, 2024



the school must exclude children can be obtained from the campus clinic. Clinic personnel follow recommendations provided by the Tx DSHS and/or local/regional health authorities. Contact the campus clinic if you have questions or if you are concerned about whether your child should stay home.

Please be sure to provide the school with current contact information. If it is determined that the child should go home, staff will contact the listed parent/guardian(s). If a parent/guardian cannot be reached, a listed emergency contact will be contacted. When it is determined that the student must go home due to a non-emergent illness/injury, the expectation is that the student be picked up within an hour of the parent/guardian being contacted. No student will be allowed to drive home unless permission has been obtained from a parent/guardian via e-mail.

In the event 911 is called for a student, a parent/guardian will be notified immediately.

Leander ISD is not responsible for costs of treating injuries or EMS calls and cannot assume liability for any other costs associated with an injury.

Medication may be administered by designated Leander ISD personnel in compliance with the procedures outlined below. **All medication dispensed in the clinic must have a signed physician/health care provider order, including over-the-counter medication.** The Nursing Practice Act dictates which licensed medical professionals a registered nurse may carry out medication orders from. At this time, licensed chiropractors are not included, therefore, their orders will not be accepted.

1. **Prescription medication** must be unexpired and in a prescription bottle/box accompanied by a pharmacy label that states the student's name, medication name and directions for dispensing the medication.
 - a. Prescription order must be written/signed by a physician licensed to practice in Texas.
 - b. A new order is required for any dosage or medication change on prescription medication.
 - c. Controlled substances will be counted, and quantity verified by parent/guardian and designated LISD personnel upon delivery and pickup.
2. **Over-the-counter medication** must be unexpired and in an unopened bottle or box.
 - a. Order must be written/signed by a physician licensed to practice in Texas.
 - b. A new order is required for any dosage or medication change on over-the-counter medication.
3. Narcotic pain medications prescribed for temporary medical conditions will not be administered or kept on campus.
4. All medications needed during the school day must be provided and delivered by parent/guardian.
5. Medication(s) will not be accepted without the appropriate completed form(s), including all required signatures.
6. A separate form must be completed for each medication provided for a student.
7. All clinic forms must be signed on or after June 1 to be valid for the upcoming school year and will apply to that school year only.
8. Initial/first dose of any medication will not be administered in the clinic.
9. Medication must be kept in the school clinic and administered by designated LISD personnel.
10. **No medication will be sent home with a student.** Parents/Guardians must pick up all medications whether prescription or over the-counter.
11. Scheduled medications that can be administered at home will not be administered at school unless a specific time of administration during school hours is prescribed by a physician.
12. A student may be allowed to self-carry and self-administer emergency medication as long as the appropriate self-carry form is received by the clinic. The form must be completed and include all required signatures.
13. LISD personnel will not administer any medications that are not FDA approved. This includes but is not limited to herbal substances, anabolic steroids and dietary supplements. Exceptions may be granted if prescribed by a physician and required by the IEP or Section 504 plan of a student with a disability. Reliable information must be provided in writing and signed by the prescribing physician regarding the safe use of the product including side effects, toxicity, drug interactions and adverse effects.

In accordance with the Nurse Practice Act, Texas Administrative Code, Section 217.11, the Registered Nurse and the Licensed Vocational Nurse have the responsibility and authority to refuse to administer medications that, in the nurse's judgment, are contraindicated for administration to the student.

Standing Orders

Leander Health Services has Over-the-Counter Standing orders that each student can assess during the school day if the parent/guardian has not opted-out during registration. Over-the-Counter Standing Orders can be viewed in detail on the Leander ISD Health Services Webpage.



- Opt-Out Option:
- If you prefer your child not to have access to OTC standing order medications during the school day, please access the Leander ISD website to opt-out. These registration links enable each campus nurse to generate an up-to-date report with the names of students whose parents/guardians have opted-out. These links on the Leander ISD website titled: [New Students to Leander ISD](#) and [Returning Student Verification](#) can be used to opt-out.

Unassigned Epinephrine Auto-injectors

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow authorized school personnel who have been adequately trained to administer an unassigned epinephrine auto-injector to a person who is reasonably believed to be experiencing a severe allergic reaction (anaphylaxis).

An “unassigned epinephrine auto-injector” is an epinephrine auto-injector prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector.

Epinephrine auto-injectors include brand-name devices such as EpiPens®.

Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The district will ensure that at each campus a sufficient number of school personnel are trained to administer epinephrine so that at least one trained individual is present on campus during regular school hours and whenever school personnel are physically on site for school-sponsored activities.

Unassigned Opioid Antagonist

Texas SB 1462 states that anyone can possess or administer opioid antagonist medications. The acts covered in these Standing Delegation Orders are limited to the following general medical symptoms that can be addressed by the medications following package directions. Interventions shall be documented in the student care record. A parent or guardian will be notified of any use of an unassigned opioid antagonist medication on their child; the intervention will be documented in the student's health care record.

The following medication are to be used by the Registered Nurse (RN) or Licensed Vocational Nurse (LVN) or designated employee(s) who have signed the attestation statement for training. Narcan (naloxone HCl nasal spray) is indicated for reversal of opioid overdose in the setting of respiratory depression or unresponsiveness. It may be delivered intranasally with the use of a mucosal atomizer device. Generic drugs may be substituted for Narcan if it is not available, or cost supersedes the generic.

Students cannot self-carry an opioid antagonist unless it is prescribed by a physician, student has a documented history of opioid addiction, seeking treatment for the addiction and required by the IEP or Section 504 plan of a student with a disability.

General Physician Guidance for School Clinic

In conjunction with nursing judgment, the following guidance will be considered by the campus nurse when providing care to students.

Application of Heat or Cold for Major or Minor Trauma

With major trauma, where fractured bones or torn soft tissues are suspected, the standard approach is the use of cold treatment for the initial 2 to 3 days. Cold constricts blood vessels, lessens the leakage of blood and proteins into the interstitial spaces and can decrease tissue swelling. Heat is usually used after 2 to 3 days from injury in order to increase lymphatic action, improve the general circulation and continue the healing process. With minor trauma, muscle strains, menstrual cramps etc., heat or cold can be applied in approximately 20 minute intervals as an initial measure. If these treatments are required longer than the 2 to 3 day timeframe, as mentioned above, a doctor's order will be required to continue treatment.

Aspirin



Although aspirin is approved for use in children over the age of two, aspirin should not be administered to a child with a suspected viral illness due to aspirin's association with Reye's Syndrome. Aspirin will only be administered by a campus nurse when provided a physician's written order.

Narcotic Drugs

Pain relievers such as ibuprofen and acetaminophen may be administered by the campus nurse following Leander ISD's protocols. Narcotic drugs will not be administered by the campus nurse. If a child is experiencing pain that requires the use of narcotic drugs during the school day, the child should remain at home.

Off-Campus Event/Club Chaperone Training

Off-Campus Event Chaperone Training is required for any chaperone that will be responsible for collecting and securing medications, and maintaining protected health information during an off-campus event. Training will be valid for the current school year only. Volunteers seeking opportunities to serve as a medication chaperone during an off-campus event, will be required to attend additional training and clearance from the Director of Health Services. To inquire about training, please refer to the volunteer webpage.

Off-Campus Event is defined as any school sponsored event/club taking place on or off campus, after regular school hours or overnight trips. Examples of a school sponsored event/club include but are not limited to: Destination Imagination, Robotics, Band, Dance, Student Council. Field trips taking place during regular school hours do not fall into this category.

Head Lice

Head lice are one of the nuisances that parents of school-age students occasionally find themselves dealing with. Leander ISD follows the Department of State Health Services recommendations. Individual head checks are performed on an as needed basis. Mass screenings will not be conducted. Parents are encouraged to periodically check their student's head for lice. When live lice are discovered at school the parent or guardian will be contacted to treat their student. Contact the school clinic or visit [TDSHS Website](#) for additional information.

Immunization Requirements

The school's clinic personnel can provide information on state immunization requirements or you can find a list of all required immunizations by accessing the [TXDHS Immunization Unit](#). A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school. (Rule §97.61-97.69 29 Tex Reg 3188 - adopted effective April 1, 2004)

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

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

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [TXDHS Immunization Unit webpage](#). Only completed, original notarized form will be accepted as proof of conscientious/religious exemption. Religious and conscientious exemptions will be valid for only two years.

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

Provisional Enrollment: The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule and is currently on track with the series of immunizations. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on



schedule and as rapidly as is medically feasible and provide acceptable evidence of the vaccination to the school. A school nurse, clinic personnel, or school administrator (or designee) shall review the immunization status of a provisionally enrolled student at least every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from attendance until the required dose is administered (and proof of immunization brought to the school.) A student can be enrolled provisionally for no more than 30 days if she/he transfers from one Texas school to another and is awaiting the transfer of immunization records.

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

When your student is due for an immunization, an immunization due letter will be emailed and/or mailed. Immunization record copies are no longer available in the clinic. To obtain a copy of your child's immunization record, please email student.records@leanderisd.org

Vision and Hearing Screening

In accordance with the Texas Department of State Health Services, vision and hearing screening exams are performed. [TDSHS Vision and Hearing](#) When a student's initial enrollment in Leander ISD is also the student's initial enrollment in any Texas school, the student shall be screened for possible vision and hearing problems. The student or minor student's parent, managing conservator, or guardian, may elect to substitute one (1) or more professional examinations for the required screening tests. Students in kindergarten and grades pre-k, 1, 3, 5, and 7, shall be screened for vision and hearing problems.

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

Spinal Screening

Spinal screenings are done in accordance with the [Texas Department of State Health Services](#). This requirement may be met by a professional examination performed by a state-licensed practitioner with expertise in diagnosing spinal deformities. A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The student or minor student's parent, managing conservator, or guardian shall submit to the clinic on or before the day of admission an affidavit stating the objections to screening. Health and Safety Code 36.005(b), 37.002(b)

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The student or minor student's parent, managing conservator, or guardian shall submit to the clinic on or before the day of admission an affidavit stating the objections to screening. Health and Safety Code 36.005(b), 37.002(b)

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

Acanthosis Nigricans Screening

The law requires Acanthosis Nigricans screening of students in grades 1, 3, 5, and 7. "Acanthosis Nigricans" means a light brown or black velvety, rough, or thickened area on the surface of the skin that may signal high insulin levels indicative of insulin resistance. This screening will be performed at the same time hearing/vision screening or spinal screening is performed. If the screening indicates the student meets state specified criteria, a letter will be sent to the student's parent, managing conservator, or guardian advising of their responsibility to select an appropriate practitioner for an examination. For questions about Acanthosis Nigricans, you may go to the [TDSHS Website](#).

Bacterial Meningitis

Senate Bill 31 requires public schools to annually provide all students and parents with information relating to [bacterial meningitis](#).



SAFETY

Standard Response Protocol (SRP): Evacuate, Shelter, Lockdown, Secure

LISD has adopted SRP for emergency response and training, endorsed by the Texas School Safety Center (TXSSC) and supported by partnerships with local law enforcement and emergency services. During the school year students and staff are trained on SRP and will take part in emergency drills as mandated by the state. It is very important that the students follow the teacher's instructions. Classes will not be dismissed unless authorized by the District administrators. Parents and guardians are encouraged to familiarize themselves with the SRP protocols, which are accessible online and through our school's safety resources.

Security Cameras

To enhance safety and security within our schools, the district has strategically placed security cameras at all school locations. For the safety and effectiveness of our security measures, the specific locations of security cameras are considered confidential. The district maintains strict policies and procedures to ensure that camera locations are not disclosed publicly. This confidentiality helps to prevent tampering and misuse of the security system.

Pesticides Notice

The District periodically applies pesticides. Information concerning these applications may be obtained from the LISD Plant Services Department at 512-570-0637. The schedule for pesticide application is posted in the campus office.

Asbestos

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

Non-Service Animals on Campus

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

Service Animals on Campus

Service Animals are allowed on campus in accordance with the Americans with Disabilities Act. An employee or student who wishes to bring a service animal to campus must seek approval by the campus administrator, in consultation with Angela Patrick, Section 504/ADA Coordinator (student) or Lisa Gibbs (employee). The use of a service animal must follow District guidelines always. See Board Policy FBA (Legal), FBA (Regulation). Visitors with service animals should be allowed access in accordance with law.

Visitor Management System (Raptor)

To ensure the safety of our students, staff, and visitors, LISD has implemented the Raptor visitor management system. The Raptor system enables campuses to track and verify visitors against a national public sex offender database. Any visitor requesting to go beyond the front office must provide a state-issued driver's license or government-issued photo identification. Identification will be scanned using the Raptor system to generate a temporary badge that includes a photo. Please note that this process is solely intended to screen against the sex offender database and does not involve a criminal background check. No additional personal information is accessed, collected, or retained.

Walking to and from School

If students are walking to and from school, it is important to obey traffic safety rules and signals. Students must follow the guidance and directions of safety patrols/crossing guards to ensure their safety. Children should discuss with their parents the best route to take to and from school. Practice traveling the route and watching the time is encouraged, so that children will know when to leave home to arrive at school on time.



It is also encouraged that students walk with a buddy or in groups, especially in less populated or poorly lit areas. Students should dress appropriately for the weather conditions (e.g., wearing a jacket on cold days or carrying an umbrella on rainy days).

It is encouraged for parents to provide guidance to their students on what to do in case of emergencies, such as encountering a stranger or feeling unsafe. Encourage students to know where safe places are along their route (like trusted neighbors' homes or businesses). It is also discouraged for students to use headphones or electronic devices that could distract them from paying attention to their surroundings.

Bicycles

If a student rides a bike to school in the street, he/she must obey the same traffic rules that apply to automobiles. The student should ride in single file WITH the traffic, stop for lights, signal for turns, give pedestrians the right of way, and watch out for his/her safety and the safety of others. Students should walk bikes across the crosswalks and on school property. Students should discuss with their parents the best route to take to and from school. Practice traveling the route and watching the time is encouraged, so that they know when to leave home to arrive at school on time. Students are asked to secure bikes with a lock. The school cannot be held responsible for lost or stolen bikes.

Voluntary Student Accident Insurance

The district offers several voluntary low-cost student insurance plans for parents or guardians who wish to purchase coverage for their children. It is available online through [K-12 Student Insurance Plans](#) (Flyer: [English | Spanish](#)). For more information, please call 1-800-367-5830.

Public school districts are immune for bodily injury to students and the public (except for limited liability for negligent operation and use of a motorized vehicle) as provided in the Texas Tort Claims Act, section 101.001 et seq. of the Texas Civil Practices and Remedies Code.

Unsupervised Students

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

Parents are encouraged to ask campus administrators what areas are designated as waiting areas for students who arrive early or must stay late. These areas are well-lit and monitored for security. Students should wait in these designated areas and avoid secluded or isolated places on campus.

Trips Outside the District

Before students are allowed to travel outside the District on school-sanctioned trips, parents or legal guardians must sign and return the appropriate permission form. This form acknowledges parental consent for their child to participate in the trip and affirms understanding of the trip's details, including itinerary, supervision, safety measures and student and parent expectations.

Students without a signed permission form will not be permitted to participate in the trip.

TRANSPORTATION

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



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

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

Discipline and Student Management

Overview - Students are expected to:

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

Students will be held accountable for their own behavior.

Please report any concerns to your driver immediately so they can help resolve the situation.

Discipline Management Techniques

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

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

Since the District's primary responsibility in transporting students in District vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, in accordance with law.

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

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus by submitting a student conduct report (SCR). The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Safety Rules and Procedures

LISD Bus Safety Rules:

- Stay seated in your assigned seat.
- If the bus is equipped with seat belts, by law, they must be worn.



- You must have your Smart Tag badge to access the bus both morning and afternoon.
- Keep your whole body inside the bus.
- Do not throw anything from the bus.
- Get on and off only at your assigned stop.
- No pushing, shoving, fighting, shouting, or inappropriate language.
- No eating, drinking, smoking, spitting, destruction of property, or possession of harmful objects.
- PLAIN, UNFLAVORED, UNSWEETENED, DRINKING WATER IN PLASTIC CONTAINERS IS THE ONLY LIQUID OR FOOD ALLOWED.
- Do not bother other students or their belongings.
- Be respectful to others and transportation staff. Their job is to keep you safe.

While waiting to load - to avoid injury:

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

While riding:

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

While unloading:

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

Discipline:

- Drivers will make on-the-spot corrections and may assign specific seating to students who are misbehaving. When students do not respond to the driver's initial efforts to correct misbehavior, a formal Student Conduct Report will be given to the campus administration. Campus administration will address the student misbehavior using any of the techniques outlined in the LISD Student Code of Conduct. Student discipline management procedures will consider the severity of the offense, the maturity of the student, and the student's past conduct on the bus.

Changing Routes, Stops

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

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



Bus Information

Students wishing to ride a bus different from their regular bus must obtain a permit from the front office prior to the last bell of the school day. Requests must come from a parent or guardian only and must contain parent contact information, date(s) of bus changes and student ID.

Notice to Bus Riders

All students who ride school transportation vehicles are prohibited from loitering in the parking lots before and/or after school.

Extracurricular Trips

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

Video Cameras

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

Shuttle Service

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

Crossing Guards

Crossing guards are provided at the elementary and middle schools at designated streets and intersections. To ensure a safe route to school, students must obey all procedures and rules provided by crossing guards at all crosswalks and intersections.

Student Drivers

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

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

STUDENT ACTIVITIES

Extracurricular Activities

(High School Only)

Academic/Behavior Standards

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

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



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

A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

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

Rules for Participation in Extracurricular Activities

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

University Interscholastic League (UIL) Activities

(Secondary Only)

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

Organizations/Clubs

Each campus has a wide variety of organizations and clubs available for enrolled student to become involved in during the school year. We encourage you to check in the assistant principal and counselors' offices to confirm availability of organizations/clubs for your specific campus. If a student would like to request starting a new club, they must get the New Club Request form from the assistant principals' office and follow the steps outlined.

Social Activities

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

The rules of good conduct shall be observed for school social events by students and their friends. The person inviting the guest shall share responsibility for the conduct of their guest. Participation in social activities is at the discretion of campus administration.

School Publications

The yearbook is published by the yearbook staff under the supervision of the yearbook sponsor. Orders for yearbooks are taken each year. The campus newspaper published by the journalism class is also available to the student body.

Posters

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



Distribution of Printed Material

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

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

GENERAL INFORMATION

Bullying

The district strives to prevent bullying, in accordance with the district's policies, by promoting a respectful school climate; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

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

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school. Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:
 - A cellular or other type of telephone
 - A computer
 - A camera
 - Electronic mail
 - Instant messaging
 - Text messaging
 - A social media application
 - An internet website
 - Any other internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. A student may anonymously report an alleged incidence of bullying by going to: <https://www.anonymousalerts.com/leanderisd/>. The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.



Change of Address or Telephone Number

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

Leander ISD uses PowerSchool Registration to update information on students returning to our schools each year. By replacing previous paper practices with an online process, the district is reducing paper waste, improving accuracy, increasing efficiency and saving parents' time.

Check Policy

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

In the event that a check written to any Leander ISD campus, club, or organization is returned unpaid by a bank, the check will be forwarded to a third-party vendor for collection. The amount of the check plus a return check fee of \$30.00 will be collected by such third party. Once the check has been sent to the third-party vendor, any issues faced by the check issuer will need to be addressed with such vendor. The \$30.00 check fee is in addition to any fees your bank may charge. The use of a check for payment is your ACKNOWLEDGEMENT AND ACCEPTANCE of this policy and its terms.

Conduct Before and After School

(Secondary Only)

Teachers and administrators have full authority over student conduct during activities held before or after school on District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any additional applicable expectations established by the sponsor.

Consent

By acknowledging receipt of the Student Handbook, Student Code of Conduct, and Technology Resource Acceptable Use Guidelines, guardians are giving consent for their student to use their LISD Google Suite for Education account and related services. A detailed explanation for computer use is required reading. See Appendix A for Acceptable Use Guidelines.

Counseling Services

Our school counselor is here to help students. Using the framework of the American School Counselor Association the school counselor conducts counseling lessons and activities, helps students with organization and study skills, and serves as an advocate for students. A student may ask to see the counselor, or the parent/guardian, or teacher may also request that the counselor visit with the child.

Licensed Professional Counselors and Licensed Clinical Social Workers are available to assist students with short-term counseling. Their services may be accessed by receiving a referral from the school counselor.

Suicide Prevention and Early Mental Health Intervention

Leander ISD promotes the prevention of suicide through the Comprehensive Guidance Curriculum and through the support for campus activities and groups, such as No Place for Hate, that promote the well-being of our students. Faculties are provided access annual training to recognize signs in student that may indicate the need for early mental health intervention. The campus counselor is the liaison for identified students. A student who is referred to a counselor following a report of suicidal ideation is screened by the counselor with a non-medical assessment instrument. Parent contact is made following the screening of any student. Parent involvement is required for any further interventions, which may include contact with the Mobile Crisis Outreach Team.

Damage to School Property

Each one of us is proud of our school buildings, furniture, and buses. Should a student damage school property, the student and parents can be responsible for paying for the cost of replacement or repair of the damage.



Delayed Opening/Early Dismissal of School Due to Inclement Weather

On occasions of possible hazardous road conditions, Leander ISD Transportation Dept. staff and local law enforcement will continuously monitor and assess area roads. The superintendent will decide whether to delay school starting time, cancel school, dismiss classes, or proceed as usual with school. Information about school closings, delays, or dismissals will be announced on the district website and social media, the Leander ISD "Remind" messaging system (including phone calls, emails, and text messages as appropriate) and on local radio and television stations.

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

Donations

Donations for students' negative meal account balances may be made online via [edPay](#). Once donation balances for a specific school reach \$200.00, all negative accounts at that campus will be adjusted. If the balance is enough to cover all the negative debt for the specific campus, all negative debt will be removed. If there is not enough in the donation balance to remove all negative debt at a specific campus, the funds will be distributed equally among all negative students. We may not accept cash donations nor transfer funds from a student's account into a donation account.

Elevator Keys

Procedures for securing elevator keys will vary among schools. Please check with the office personnel for the proper procedures in securing elevator keys.

Enrollment Procedures

The law requires that a school district record the name and address of the person enrolling a child. In order to avoid disruptions to students in classes, new students are urged to enroll before the school day begins. The following items need to be submitted on the day of enrollment:

1. A complete immunization record.
2. The law requires identification of each public-school student by the student's legal surname as it appears on the student's birth certificate or suitable proof of identity, or in a court order changing the student's name.
3. A copy of the driver's license or some type of photo ID of the person enrolling the student.
4. Student records from the previous school and official withdrawal paperwork.
5. Proof of residency.
6. A copy of the student's social security card.

At the school office, parents will be asked to complete the following items:

1. Student Enrollment Form
2. Home Language Survey
3. Request for transfer of records from previous school
4. Migrant survey
5. Health History Form
6. Free and Reduced Lunch Form (optional)
7. Student Residency Questionnaire
8. TEA Ethnicity and Race Questionnaire

Facilities Used by Students Before and After School

(Secondary Only)

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

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

Fees

Student Fees



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

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

(Elementary Only)

The campus or classes, and/or PTA/PTO's will be allowed to conduct fundraising events if the event is approved beforehand. An electronic Fundraiser Request form (found on the Leander ISD website under Booster Clubs) must be submitted to request permission to conduct the fundraiser and the fundraiser must be approved before it begins. Except as approved by the principal, fundraising is not permitted on school property.

(Secondary Only)

Campuses, Classes, Student clubs, PTSA's, Booster Clubs, and outside organizations will be allowed to conduct fundraising events if the event is approved beforehand. An electronic Fundraiser Request form (found on the Leander ISD website under Booster Clubs) must be submitted to request permission to conduct the fundraiser and the fundraiser must be approved before it begins. Except as approved by the principal, fundraising is not permitted on school property.

Waiver of Fees

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

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

Foreign Exchange Students

(High School Only)

The Austin area has very active and involved foreign exchange groups. Leander ISD's students and families benefit by the rich exposure of the many different cultures brought by foreign exchange students.

As parents (families) are processing the possibilities of hosting a foreign exchange student, it is important to know that LISD has obtained a waiver from the Texas Education Agency (TEA) which on a yearly basis limits the number of foreign exchange students to five (5) per high school. The current waiver is good through the 2023-2024 school year.

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

For more information, contact Laura Lewis at 512-570-0227.

Google Workspace for Education

LISD will create accounts for all students to allow for collaborative sharing using Google Workspace for Education. These tools are housed on the Internet and can be accessed from any Internet-connected device. No special software is required. Google Workspace for Education is a set of online tools for communication, collaboration and document storage. Provided by Google to LISD at no cost, these tools include Gmail, Calendar, Drive, Sites and Classroom. As Google continues to add new tools, LISD will evaluate each for its educational potential. LISD may add additional tools within Google Suite for Education throughout the school year.



Hallways

All students must have hall passes signed by an administrator or a teacher in order to be in the halls before school, during class, or during lunch. Passes to leave the classroom may be secured from the classroom teacher. While in the halls, students should keep their voices low so as not to disturb others. Students who wish to be in the hallways before school must be given permission from a teacher and have a hall pass.

Harassment

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

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

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

Harassment on the Basis of Race, Color, Religion, National Origin, Sex, Sexual Orientation, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

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

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

Sexual Harassment/Sexual Abuse

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Bryan Miller, bryan.miller@leanderisd.org, 512-570-0150.

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

Late Arrival

If a student arrives after the start of the school day, he/she must check in with the attendance office (or a designated place) with a note from a parent, doctor, etc.

Library Services

Student Access

The school library is an important part of each student's learning experience. LISD ensures students are given opportunities to use the library and its resources on campus and at home, for pleasure, interest, and research.

Libraries are open to students before and after school each day and individual campuses may offer extended hours for additional student access. Hours of operation vary among campuses, so schedules are posted at each library and on campus library websites. Students can also access many electronic library resources, assignment guides, Destiny (the



library online catalog), and Sora (the virtual digital library) from home by going to the campus library web page. Contact the campus librarian for usernames and passwords needed to access subscription resources from home.

Borrowing Materials

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

Fines

If applicable, students, parents or guardians will receive overdue/fine notices via email; students may be charged the replacement cost for lost books and assessed fines for damaged books. There is no fine charge for overdue books. Refunds can be made for lost books returned prior to the close of the current fiscal school year; fines for damaged items are not reimbursed.

Internet

All students are welcome to use the internet and/or library computers in accordance with the acceptable use guidelines printed in this handbook.

Interlibrary Loan (ILL)

Students may request to borrow materials from any library in Leander ISD so long as the library matches the same grade level. (Ex: elementary students borrowing from another elementary library.) Should a student want to borrow from a grade level span higher than the current grade span assigned, parent permission would be required via a signed form posted on the campus library website. All ILL requests are made through the student's home campus librarian, and all items will be checked out and returned through the student's home campus library. ILL items may only be renewed once and lending libraries may deny renewals for high-demand items. Students who fail to return interlibrary loan items on time may have ILL privileges restricted or denied.

Parental Input

Book purchases are made in accordance with Leander ISD [Board Policy EFB](#): Library collections are developed to meet the diverse needs and interests of our students. While we work to ensure that every reader is able to find the right book, not every book is right for every reader. The librarians in Leander ISD support and encourage parental guidance in book selections parents deem appropriate for their students; LISD Librarians welcome opportunities to meet with parents at any time to discuss the selection process, including access to interlibrary loan materials (please see the Interlibrary Loan (ILL) section above.) To access the Destiny Library catalog, go to the Leander ISD [Destiny](#): click on your campus site, and click on the catalog tab.

Lockers

(Secondary Only)

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

Students may not change lockers without permission from their assistant principal. Further information regarding responsibility and searches of lockers may be found in Interrogations and Searches.

Lost and Found

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



To reduce the chance of loss, students are cautioned never to leave money or other possessions unprotected. Students advised not to bring valuable items to school to prevent such items from being damaged, lost, or stolen.

Meals and Cafeteria

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

Menus are posted at each school and on the [Nutrislice](#) webpage. If a student needs a special diet, please contact our Registered Dietician at Child Nutrition Services (512-570-0681) as well as the school nurse.

Breakfast is served on all campuses preceding the beginning of each school day. Lunch is served daily, with start and end times being determined by the campus administration.

The meal program is maintained in all district schools on a self-supporting, non-profit basis as an optional service to LISD students. Prices are subject to change, but typically do not change during the school year. Additional menu information can be found online at the [Child Nutrition Services website](#).

The district offers a program of free and reduced meal prices based on a student's financial need. Information on this program is available in the school office or on the [My School Apps website](#).

Meals may be purchased on a daily, weekly, monthly or yearly basis. Prepayments can be accepted at any time with cash, check or online through the link to Mosiac's website, [MySchoolBucks](#). The money is kept on the student's account and debited with each meal or extra item purchase. Middle schools and high schools also accept payment by credit card.

Any cash received during a transaction will be automatically applied in full to the student's account. No change will be made and returned to the student.

If students do not have breakfast or lunch money available, they may charge up to \$16.00 (approximately the equivalent of five lunch meals). All meal charges must be repaid the next school day. Should unpaid charges accumulate past the \$16.00 limit, students will be provided with a low-cost meal. Students may not charge a la carte items.

Parents may provide food for their own child's consumption, but they may not provide food items for other children.

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

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

All foods sold during the school day (defined as midnight to 30 minutes after the last bell) must meet Smart Snack regulations. For more information on Smart Snacks, [visit squaremeals.org](#). You may also reference our [Wellness Policy](#) for district-specific guidance on competitive foods by grade level.

Vending machines are available at select campuses where smart snacks, beverages, and reimbursable meals may be purchased using the student's lunch account or credit card.

Healthy, Hunger-Free Kids Act

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

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



- Reducing sodium, saturated fat, and trans fats

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

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

Notice of Non-Discrimination

(All levels)

Leander Independent School District does not discriminate based on race, religion, color, national origin, sex, or disability in providing education services, activities and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Contact:

- Bryan Miller, bryan.miller@leanderisd.org, Title IX Coordinator, for concerns, regarding discrimination based on sex.
- Angela Patrick, Section 504 Coordinator, for concerns regarding discrimination based on a disability.

Leander Independent School District does not discriminate based on disability by denying access to the benefits of District services, programs or activities of a public entity, or be subjected to discrimination by any public entity.

Notice of Parent and Student Rights

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

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

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

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

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

Releases to any other person or agency – such as a prospective employer or for a scholarship application – will occur only with parental or student permission as appropriate.



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

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

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

The addresses of the principals' offices are found at the back of this handbook.

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

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

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

Notification of Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202

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



Open House

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

Opting Out of Surveys and Activities

Parents have the right to receive notice and opt their child out of:

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

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

For those students who are having difficulty in the regular classroom, all school districts and open-enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact their campus administrator or the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time by submitting the request in writing to their child's teacher or campus administrator.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

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

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

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.



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

Special Education Referrals:

For a student experiencing learning difficulties or regarding a referral for evaluation for special education services please contact Paige Collier at 512-570-0300.

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure. For student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services please contact Angela Patrick at 512-570-0311.

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Parent/Teacher Conferences

The school encourages communication through parent/teacher conferences. A parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or principal. A parent who wishes to conference with a teacher may call the teacher for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time. Teachers are not permitted to leave their classrooms during instructional time for parent conferences unless there is an emergency. Teachers may schedule one or more conferences during each school year with the parents as needed to support student success.

Parental Rights

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

Parties**(Elementary Only)**

There will be two (2) official school parties per year for each class to be determined by the individual campus. A student's classmates will recognize him/her on his/her birthday and make the student feel special. Because learning is our most important job, we will not take time out from our class time to share balloons or other party favors on birthdays. Out of



respect and concern for others, invitations to private parties may not be distributed at school unless distributed to the entire class.

Permission to Leave Campus

(Elementary & Middle School Only)

Leander ISD Schools are closed campuses. Once students arrive, they are not permitted to leave the school campus during the day. This means that no student will be allowed to leave campus to go to lunch, a convenience store, a place of business, or into the surrounding neighborhood. This rule is established for students' safety.

If a student must leave campus before the end of the day, arrangements may be made through a visit, a call, or written note from the parent. The note should contain the following information: name of student, reason for leaving school campus, time the student is to leave school, person to whom the student is to be released, and parent's signature.

(High School Only)

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

Persistently Dangerous Schools

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

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. Upon written request from a student's parent, the campus may excuse the student from reciting a pledge of allegiance.

A minute of silence will follow the 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.

Prior Parental Consent Needed

Students shall not be required to participate in a survey, analysis, or evaluation as part of any program that reveals information concerning the following topics without prior written consent of parents. Parents will be able to inspect such material.

1. Political affiliations or beliefs of the student or the student's parents.
2. Mental and psychological problems of the student or the student's family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have a close family relationship.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliation, or beliefs of the student and the student's parent.
8. Income (other than that required to determine a child's eligibility for participation in a program or for receiving financial assistance under such a program).

Questions, Concerns, Complaints

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



If the informal meetings fail to reach the outcome requested by the student or parent, the student or parent may initiate the formal process by timely filing a written complaint (board policy [FNG](#)). Formal Level I parent/student grievances should be directed to the campus Principal and Student Support Services. During this process the complaint will be thoroughly reviewed and researched.

If the parent/student needs are not met following a level I grievance, a level II grievance can be filed. Should the results at level II not satisfy the parent/student, a level III grievance may be filed and referred to the Superintendent and Board and Trustees.

Below you will find additional information regarding the grievance process.

1. Parent/student complaints and concerns should be addressed in accordance with Policy [FNG](#) (LOCAL). A copy of the policy may be obtained from an administrator's office or found on the Leander ISD website at www.leanderisd.org.
2. A student and/or parent with a complaint regarding possible discrimination based on sex, in any school program, should contact Bryan Miller, Title IX coordinator.
3. A complaint or concern a student with disabilities, or about the District's programs and services available to the student, should contact Shannon White.

Restrooms

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

Services for the Homeless

For information regarding Homeless services under the McKinney-Vento Homeless Education Assistance Act, please reference the district website. Kristen Sterling, the District Homeless Liaison for Children and Youths, can be reached at 512-570-5931.

Services for Students in Foster Care

For Information regarding Every Student Succeeds Act and the Education of Students in Foster care, please contact Kristen Sterling at 512-570-5931.

Special Education Records

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

Student Email Addresses

Students in 6th -12th grade will be assigned a LISD student email account. This account will be considered the student's official email address until such time as the student is no longer enrolled in LISD. The naming convention will be `firstname.lastname` followed by the last two digits of their student ID, ending with `@k12.leanderisd.org`. Upon graduation from high school, the students' email will migrate to `@alum.leandersid.org` for a period of five years.

Student Identification Cards

(High School Only)

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

Student Parking Regulations

(High School Only)



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

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

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

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

A fee will be charged for a replacement permit if the permit is lost or revoked. Students are prohibited from loitering in the parking lot. Students must have written permission from an administrator to enter the parking lot during school hours.

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

Student Pick-Up Procedures

(All Levels)

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

Student Religious Expression in Classroom Assignments

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

Student Right to Pray

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

Student Rights, Safety and Discipline

Protection of Student Rights under 20 U.S.C. Sec.1232h

Student Special Deliveries

Special deliveries should be approved by the office prior to delivery. Deliveries of flowers, balloons, etc. will be kept in the front office. Students will be allowed to pick up their delivery at the end of the school day.

Study Areas

(Secondary Only)

The cafeteria and library are open and available for students to use thirty (30) minutes prior to the beginning of the school day.



Technology Use and Data Management Regulations

The District has established specific guidelines for the use of technology, including the Internet. A complete copy of the Acceptable Use Guidelines is found in the Appendix. All students are responsible for abiding by these guidelines. Special attention must be paid to the issues of:

- Consent Requirements
- Account and Password Requirements
- Prohibition on Vandalism
- Web Publishing Standards
- Availability of Access
- Acceptable Use
- Internet Safety/ Digital Citizenship
- Prohibited Activities
- Intellectual Property Rights and Privacy
- Google Workspace for Education
- Use of Personally Owned Technology Devices (BYOT)

Telephones/Cell Phones

(All levels)

There is a phone available for student use on each campus. These phones are for limited use only and may be used before or after school. Use of cell phones is regulated by the individual campus. Students may receive telephone messages only in emergency situations. Telephones in classrooms are for official use only and are not intended for student use.

Textbooks

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

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

Toys

Only with prior approval from school personnel may students bring toys to school. Toys can be confiscated if rules are not followed. Schools are not responsible for the loss or damage to these items.

Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors should be prepared to show identification.

Individuals may schedule to visit classrooms or observe virtual instruction during instructional time only with the approval of the principal and teacher. Individuals will be escorted during the visit. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted. Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Withdrawal of Students

Students withdrawing from school prior to the end of the official school year are given a withdrawal report indicating grades up to the time of withdrawal. Students withdrawing from school before the end of a semester will not have their grades finalized by LISD. It will be the responsibility of the receiving school to finalize grades. Promotion or retention is



also at the discretion of the receiving school. A copy of this procedure will be included in the records of students withdrawing prior to the end of the official school year.

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