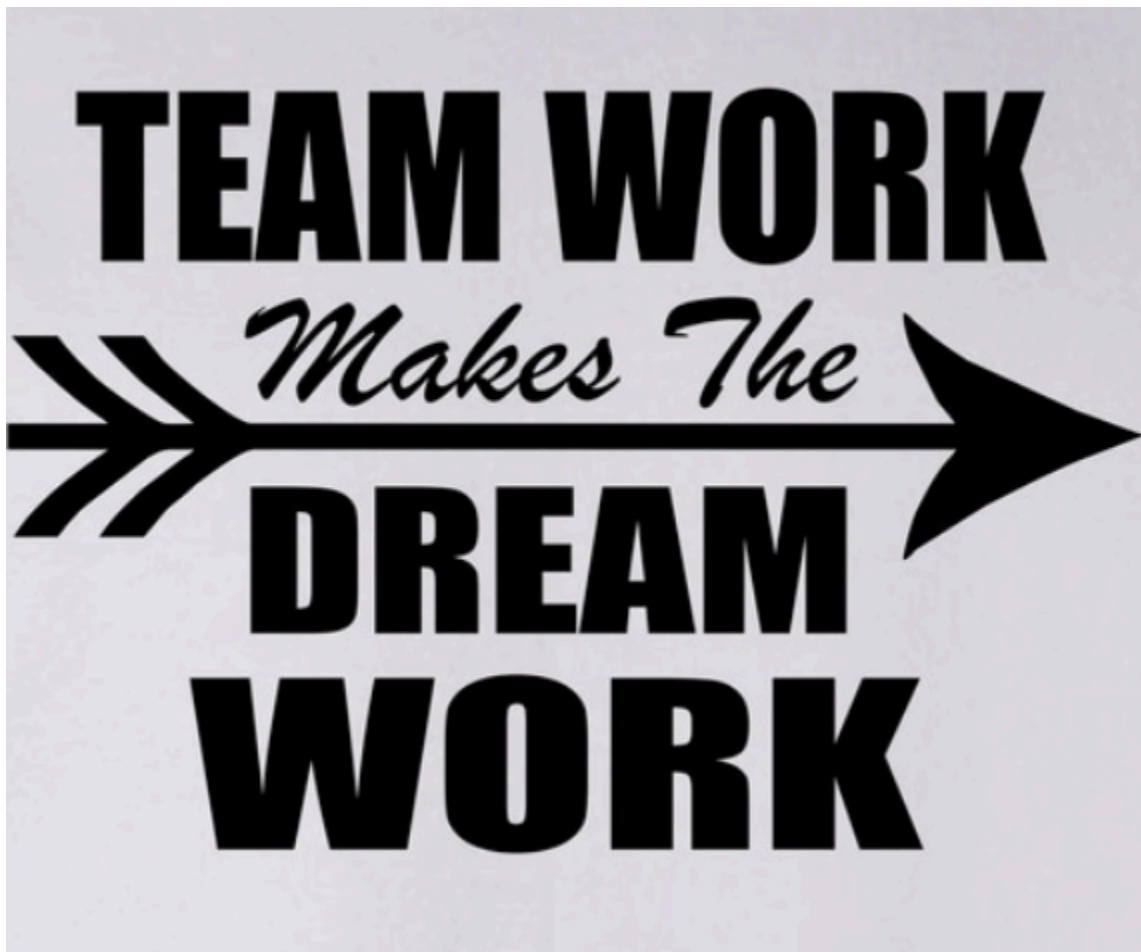


# Liberty Elementary School



## Student Handbook Addendum

# 2018-2019

## Introduction

**Liberty Elementary School  
4600 Quail Run Road  
Flower Mound, Texas 75022  
469-713-5958 Phone  
972-350-9098 Fax**

### Important Information

Communication between home and school can be of critical importance to your student. For that reason, we urge you to take special care to keep us current with the following information:

1. Your current home telephone number and address.
2. Your current work telephone numbers. Cellular telephones or pager numbers would also be helpful.
3. Your emergency information. List someone other than parents or guardians and include name, address, and phone number.
4. Any health issues such as allergies, daily medication, etc.
5. Any unique challenges about your student.
6. All information should be shared with the main office, classroom teacher, and school nurse.

Follow Liberty on the Web, Twitter, and Facebook at libertyes!

Please take time to read over our handbook with your student. We hope it will be helpful in answering questions concerning school policies.

## **Arrival and Dismissal Guidelines**

Please pull all the way forward in drop-off lanes to accommodate more vehicles. There will be ten minute parking only in the front circle except before 7:45am or after 2:00pm.

If you attend field trips, it would be helpful if you could wait until 3:00pm to pick up other siblings.

### **Morning Arrivals:**

- Students may be dropped off as early as 7:15am and not before for safety reasons. The doors automatically unlock at 7:15am and staff members are present to monitor. All students will report to their grade level hallways.
- Do not leave cars unattended in drop off lanes at any time for any reason.
- After 7:35am, students may report directly to their classrooms. After 7:45am, students will be considered tardy. After 7:45am, parents/guardians need to sign the student in at the main office.
- If entering school property from the east (off Quail Run Road), please drop students off at the front entrance. If entering from the west (from Flower Mound Road), please drop students off at the west side cafeteria entrance.
- As you drop off your student, please pull as far forward as possible in the drive-through lane. By doing this, we can help alleviate traffic from backing up on Quail Run Road.
- Students are not to be walked to the building. Do not park to drop off your student. Unescorted students will only be permitted to walk on monitored school sidewalks, on the far side of the yellow line closest to the building.
- Students should always enter and exit the car on the passenger side. Encourage students to let themselves out along the sidewalk. Make sure your student is away from the car and safely on the curb when you pull away. Share this information with anyone who might be bringing your student to school.
- Bicycles and scooters are to be walked, not ridden, on school property which begins and ends with the crosswalk guards. Bicycles and scooters should be locked up to the bike racks outside.

### **Afternoon Dismissals:**

- Every classroom teacher/team will supervise dismissal.
- Car rider vehicles must use the vehicle tags provided by the classroom teacher each school day and rubber band them to your visor.
- Make sure all siblings and carpoolers wait with the youngest student.

- All students utilizing the front circle drive pick up area must remain behind the yellow line on the sidewalk until their pick up vehicle has come to complete stop.
- All Kindergarten and First Grade students and older siblings will dismiss in front of the building at 3:00pm.
- Second through Fifth Grade students will exit out the cafeteria doors on the west side of the building at 3:00pm.
- If you arrive early, pull forward as much as possible in the drive-through lane leaving as little space as possible and remain in your vehicle.
- Do not leave vehicles unattended in the pickup lanes.
- Do not pick up and drop off in the parking lots. Traffic lines move quickly if we cooperate so be patient and respectful of the staff members who are trying to help and parents/guardians who are in the traffic lines.
- Buses must be allowed to advance to the fire lane so they can pick up students near the building, so allow them through the west entrance in the morning and the east entrance in the afternoon.
- Do not park on Quail Run Road along the school property.
- Share this information with anyone who might be picking up your student after school.
- Students must walk bikes and scooters on school property, which is all the way to the crossing guards.
- Encourage your student to go directly to their appropriate place outside at 3:00pm and watch for their rides.
- Pick up your students on time.
- Follow the routes offered by the traffic flow map provided on the Liberty website.
- Be mindful of and respectful to staff members on duty attending to student safety and traffic flow.

## **Attendance**

The state expects students to attend school regularly and be on time for classes in order to benefit from the instructional program and develop habits of punctuality, responsibility, and self-discipline. Students who have good attendance generally achieve higher grades and enjoy school.

State Law/TEA Codes and LISD Policy require that a student be in attendance for at least 90% of the days during the school year to receive credit for a class. If extenuating circumstances are present, an appeal to reinstate credit can be made to the Campus Attendance Committee. Kindergarten is a part of our school curriculum; therefore, all attendance laws apply as with the other grades.

### Policy 1: Pre-planned Absence

State law and school guidelines governing attendance require that excused absences pertain to illnesses, medical appointments, funerals of immediate family members, and school sponsored trips. In order to request permission to have make-up class work as a result of an absence caused by an obligation other than those listed above, a student must have this form completed and approved prior to the absence. The process of approving this special request absence will include the consideration of attendance in class, grades, and other extenuating circumstances. Absences will not be granted during state mandated assessments. Each student may only be granted five days per school year. A student must be in attendance 90% of the school year; a planned absence causing a student to be in attendance less than 90% of the school year would be cause to deny this request.

After the student has missed five days for planned absences that are not due to illness, medical appointments, funerals of immediate family members or school sponsored trips, no further excused planned absences will be granted. Unexcused absences will result in a grade of zero for assignments missed due to unexcused absences.

### Policy 2: Personal Illness – FEC (Local)

When a student is absent for a personal illness that exceeds three consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the extended absence of a student from school as a condition of classifying the absence as one for which there are extenuating circumstances.

**Tardies:** Students arriving to their classroom after 7:45am will be considered tardy. They will receive tardy slips from the main office when tardies occur. Please make every effort to have your student in school by 7:35am so they can be in their seats by 7:45am and prepared to begin the day calmly. There is very little car traffic before 7:30am and supervised areas are available for students beginning at 7:15am. After 7:45am, parents/guardians must come in and sign students in at the main office. This applies to midday appointments throughout the day as well. Absence notification letters will be sent after a student has recorded a total of six tardies and/or unexcused absences during the school year. Second absence notification letters will be sent after a student has recorded a total of twelve tardies and/or unexcused absences. A warning letter will be mailed after a student has recorded a total of 15 tardies and /or unexcused absences. Truancy will be filed after a student has recorded a total of sixteen tardies and/or unexcused absences during the school year.

**Absences:** Absences should be called in and messages left on the recorder at the attendance desk. The attendance desk may be reached by calling 972-350-5902 or emailing [hultmanac@lisd.net](mailto:hultmanac@lisd.net). Please call in with the following information; name of your student and the name of his/her teacher, and reason for absence. It is often not necessary to worry about make up work if a student is only out for one day. Teachers will allow one make up day for each day of an excused absence. By Board Policy, unexcused absences must result in a zero for a missed grade. Since all absences are coded unexcused initially, be sure to call in or email the main office concerning the absence which includes: parent/guardian name, student name, telephone number, teacher, and reason for absence. If a personal illness exceeds three consecutive days, a note from the physician is helpful and may be required. If a student is to be absent due to a family trip or other family commitment, please provide the preplanned absence form, which is available on the Liberty website, for consideration in advance of the absence. To request excused absences, parents/guardians should complete this form to be submitted to the principal, stating the specific reasons and dates for the trip. Consideration will include: previous attendance history, type of trip, academic standing of student, time of year, and if there are extenuating circumstances that require an absence from school.

The Lewisville Independent School District does not participate in "Take Your Daughter to Work", therefore, this absence will be marked as unexcused.

**Signing out students from school:** Students leaving school before the end of the day must be signed out in the main office by a responsible adult. When checking out a student, the main office staff will ask for identification from the adult. In addition, the name of the adult must appear on the enrollment card before someone other than the parent/guardian may check out a student. Dental and Physician appointments should be made after school hours, if possible, so instruction time is not disrupted.

Students returning to school after appointments must be signed in at the main office by a responsible adult before returning to class. Official documentation or a note from your Doctor should accompany the student upon return in order for the time away to be excused.

For large group and school wide activities such as PTA events and class parties, sign in and out logs will be provided to expedite the process but must still be signed by the legal parent/guardian.

**Withdrawal from School:** If you will be moving from our attendance zone and withdrawing your student, please inform the main office two days in advance so that withdrawal papers can be completed. The withdrawal form should contain everything you will need to enroll your student in another school. Make sure all classroom and library books have been returned so records can be closed out.

### **Building Leadership Team**

Each campus has a Building Leadership Team (BLT). The BLT, chaired by the campus principal, functions as the guiding committee in campus level goal setting and planning. The BLT, representing all segments of the campus and its community, is instrumental in the site-based decision making process; communicating, advising, researching, monitoring, and recommending actions designed to improve student performance. BLT membership is determined by state and district site-based management guidelines.

Teachers from each team along with representatives from the administration, community, and business, and at least three parents/guardians are selected each school year.

### **Bus Safety**

Transportation services are offered to those students living two miles or more from the school to which they are zoned. Our buses are operated by First Student. School bus safety rules are designed to protect student passengers, to enable the bus driver to operate the vehicle safely and to help keep maintenance costs as low as possible. Students whose actions threaten the safety of others on the bus may lose their privilege to ride the bus. LISD may use video surveillance if necessary to promote safety.

Only regularly scheduled bus students are to ride the school bus. Any student who is not a regular bus rider, but needs to ride the bus home with a regular bus rider, must have a note from his/her parent/guardian. This note needs to be signed by the principal, as requested by First Student, before the student can board the bus. Please provide such notes at least one school day in advanced. Make sure approval is clear before directing your student to ride the school bus with a friend. All students will be expected to follow the LISD bus regulations of conduct.

The bus driver will file a formal written report with the assistant principal when there is a problem on the bus. Recurring problems may result in the student being placed on probation or being suspended from bus transportation for a designated period of time. Parents/guardians will have to then assume responsibility for transporting a student on bus suspension to school.

## **Cafeteria**

Parents/guardians can add money to the account of a student or check balance by going online to the meal payment program: <http://lisd.net/>, Meal Payments, My Account, enter email and password, Low Balance Emails.

Students may bring their lunch or purchase food from the cafeteria. A lunch menu will be sent home for each month and is also available online. Students are encouraged to use their meal card to avoid bringing money daily. When you pay by check, please make it payable to Liberty and make sure to include the full name and identification number of the student. Students will participate in the "Offer vs. Serve" program. Students will choose one entrée (two or three to choose from), at least two side dishes (usually three or four to choose from) and milk. If a student chooses the entrée without taking at least two side dishes and milk, Aramark is required to charge ala Carte prices, which may exceed the price of a regular lunch. Breakfast is served each school day promptly 7:15am to 7:35am.

Students may purchase an extra entrée if they wish for an extra charge. If parents/guardians want to block the purchase of these extra items, please call the Child Nutrition Services Office at 469-713-5207. Snacks can be purchased most days at lunch. Please encourage your student to purchase only what they can consume for their lunch.

A free or reduced lunch and breakfast program is available to those who qualify. All students will receive a free and reduced lunch application or one can be picked up in the main office.

In complying with the state guidelines, students bringing their lunches from home are asked not to give their lunches away or bring snacks for other students. Carbonated canned beverages and candy are not permitted to be brought to school in lunchboxes.

## **Cafeteria Expectations**

The cafeteria is maintained as a vital part of the health of our school. The teachers and fellow students will appreciate our cooperation in following these cafeteria rules:

1. Report all emergencies immediately.
2. Follow the directions/instructions of all adults.
3. Ask for permission to leave.
4. Use quiet voices when talking and following directions.
5. No exchanging of food or beverages.
6. Before leaving the table, students should clean their own area.
7. Respect the rights of others.
8. Quiet when lights are out five minutes prior to dismissal.
9. Listen to adult speaking in order to hear instructions.
10. Dismiss in a calm and orderly manner.



### **District Campus Visitors Procedures**

Parents/Guardians are always welcomed at Liberty Elementary School. The safety of our students is of utmost importance. All visitors, including parents/guardians, are required to report to the main office to sign in. All visitors must present a a valid government issued license or state identificaion in exchange for a visitor pass. LISD schools utilize RAPTOR visitor sign-in system which works with the National Sex Offender Registry. All visitors should be prepared to present their photo indentification at each school visited. A visitor, at the discretion of the principal, may be required to present photo identification on subsequent visits. On subsequent visits, the receptionist will ask the visitor to either scan their identification or enter their name into the computer. NOTE: Since all visitors will be screened by RAPTOR, there is no administrative requirement to escort parents/guardians and volunteers unless determined by a campus administrator.

- Lewisville ISD employees must present their identification badge upon entering a building.
- Current students who are visitors participating as part of a cooperative secondary/elementary school function, must present a school identification but are not required to be scanned for Raptor.
- There can be no visitors of any kind and for any reason on early release school days and STAAR testing days.

### **Parent/Guardian Classroom Visitation Policy**

LISD wants parents/guardian to feel welcomed in our school and to observe the engaging activities taking place in our classrooms. If you choose to visit your student during class time, the following procedures apply:

- Campus administration and the teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent/guardian intends to visit the classroom of their student.
- Parents/Guardians must sign in through the main office and present a current identification. No person, other than the parent/guardian will be allowed to see the student without the written permission of the student or the parent/guardian being present.
- Classroom observations are limited to two 45 minute visits per eighteen weeks.
- Classroom observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the campus principal.
- This policy does not apply to those who, by law, are permitted to visit with their students.

## **Lunch with Students**

- Parents/Guardians are welcome to eat lunch with their student(s). Parents/Guardians may purchase a cafeteria lunch or bring food for their student and themselves. Parents/Guardians may only bring food for their student.
- Relatives of students are welcome for lunch when accompanied by the parent/guardian or with written parent permission.
- Parents/Guardians should sit with their student in a designated area. Other students will not be permitted to eat in the designated area without their own parents/guardians present.
- Non-family visitors must provide written permission from the parent/guardian of the student(s) they wish to visit which will be kept on file.
- Non-family visitors may only sit and visit with students for which they have received parental permission.
- Contact campus administration at least 24 hours prior to your visit.
- Sign in through the main office and present a current identification for the RAPTOR system to receive a visitor pass.
- Parameters for these visits will be determined by the campus administration based on factors such as the nature of recurring visits, pre-planning, and the number of students.

## **Elementary Campus Playgrounds**

- Only school employees and elementary students are allowed on the playground during bus arrival/dismissal time, during school hours, and during the Extended School Day program.

## **District Raptor FAQ's**

### *How does the system work?*

Visitors present a valid state or government issued photo identification card to the school receptionist. This identification is scanned into the V-Soft system and the personal information from the identification is cross-referenced against names of Registered Sexual Offenders Registered Sexual Offender in a database maintained by Raptor Technologies, Inc. Within moments, the receptionist will know if the visitor is an Registered Sexual Offender. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the V-Soft system will print out a visitor pass which includes the name of the person, photo, date of visit, and destination within the building.

*What types of identification are acceptable to be used in the V-Soft system?*

The following identification are known to work within the system: Texas Driver License; State identification Card; Concealed Handgun License; Military identification; Government identification; Mexico Driver License; Mexico Consulate identification; Canada Driver License; and, Alien Registration Receipt Cards. This list is not meant to be exhaustive, or to exclude other forms of valid state or government issued photo identification cards. If another form of identification is presented, we will evaluate its use for the V-Soft system.

*What Data is Used?*

Public sex offender database information is used to screen visitors to the campus, as well as private alert data entered by the school on custody issues and restraining orders. This is not a background search and no other criminal information is searched or provided such as traffic tickets, warrants, felonies, etc.

*Data Security*

The data entered or scanned into the system is secured by GeoTrust Quick SSL. Sites secured by Quick SSL are utilizing 128-bit SSL certificates hereby offering the highest level of encryption or security possible.

*Privacy Policy*

The data collected is exclusively for the use of the school, school district, and law enforcement only. This information is not sold or shared with any outside sources.

*Does this replace the volunteer criminal background check?*

No, Raptor only checks for sex offenders. The volunteer criminal background check is required every three years.

*What if I do not have a district approved photo identification; can I still get into the school?*

It depends on the purpose of your visit. A campus administrator will evaluate the purpose for the visit and make a determination. If granted, the visit will be monitored and limited solely to the area where you need to go. Before entering the school, you will be asked to provide your first and last name, as well as your date of birth; this information will be manually entered into the V-Soft system and scanned against the Registered Sexual Offender database. Assuming clearance, a visitor pass will be issued which is to be worn and visible at all times.

*Do I have to present my photo identification each time I enter a school?*

All visitors should be prepared to present their photo identification at each school visited. A visitor, at the discretion of the principal, may be required to present photo identification on subsequent visits. On subsequent visits, the receptionist will ask the visitor to either scan their identification or enter their name into the computer. It is important to note that even though a visitor may not be asked to provide their photo identification on subsequent visits to the same school, before a visitor pass is printed out, the V-Soft system will check the name against its updated database of Registered Sexual Offenders. If, for any reason, announced or not, a principal chooses to require photo identification for all campus visitors, this will be strictly enforced.

*What if I am on the Registered Sexual Offender list? Can I expect to interact with my student and work with the district in educating him/her?*

Yes, assuming you do not have a court-order restricting access into the school. You will need to check in with the receptionist upon arrival. A school administrator will visit with you to confirm the purpose of your visit. After this, you should expect that your visit will be monitored in its entirety, as cited in Board Policy GKC Local.

*Board Policy GKC Local:*

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the approval of the principal and teacher, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

#### ***REGISTERED SEX OFFENDERS ON DISTRICT PREMISES***

The Superintendent, working with campus administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address:

1. Parental rights;
2. Escorted by district personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

Unless legal documentation (i.e., a court order) prohibits a registered sex offender from being on or within a specified distance of school property, the registered sex offender shall be allowed school related visitation, as provided by this policy. To ensure student safety, school administrators shall enforce the following precautions while a registered sex offender is on school property:

1. The sex offender must check in at the main office of the school for all visits, whether scheduled or unscheduled.
2. An administrator or designee shall escort the sex offender to and from all destinations within the building, including all common areas.
3. The sex offender shall not be allowed to act in a volunteer capacity.
4. The sex offender shall only interact or communicate with his or her own student, not with other students in the school.
5. The sex offender shall remain in his or her vehicle, or shall check in at the main office, when dropping off or picking up his or her student.

*If a person is identified by V-Soft as an Registered Sexual Offender, will that person be allowed into our schools?* If the system identifies a person as an Registered Sexual Offender, administrators will immediately receive an alert message from V-Soft on their cell phone and/or e-mail. The campus administrators and school resource officer, if applicable, would invite the person into a private office to understand the need for the visit. If the principal agrees to the visit, the person would receive a visitor pass and then must be escorted to his/her destination. The entire visit would be closely monitored.

*What about after-school events that are held in the school; can a parent or legal guardian who has been previously identified through the system as a Registered Sexual Offender go to such an event?*

Yes, assuming they have informed the principal of the school that they will be in attendance. It is our expectation that this visitor will be monitored by school administrators while in the school, as cited in Board Policy GKC Local.

*What if a vendor or contractor attempts to gain entrance and is found to be on the Registered Sexual Offender list; will he be given access to the school?*

No. He/She will be directed to contact Purchasing and/or Human Resources for further instructions.

*What about delivery trucks who deliver to the kitchen dock; will those people have to go through the V-Soft system?*

No, unless they have a need to go beyond the kitchen area; then they would be escorted by kitchen staff to the main office to go through the system.

## **Communication**

Regular and timely communication between school and home occurs via our updated school website, teacher websites, weekly call out email, printed grade level and special programs newsletters, emails, telephone calls, face to face visits, the weekly Eagle Folder, and social media.

Parent/guardian conferences are regularly scheduled throughout the school year with a minimum of two required conferences, either in person or by telephone. Please make every effort to work with the teacher in scheduling and meeting these appointments. Occasionally, conferences can occur over the phone if meeting times are difficult to arrange. Furthermore, we encourage conferences between parents and teachers any time they are needed. The elementary report card shall indicate both academic progress and citizenship. Citizenship grades are important indicators of the acceptance of student responsibility, self-control, and cooperation. Parents/guardians may check grades online

at any time and contact teachers if questions arise.

Arrangements involving changes for after school should be discussed with your student at home prior to coming to school each day. Please e-mail the teacher and main office with changes and be aware that classroom voicemail may not be checked until the end of the day. In keeping with the character trait of responsibility, grade level bins have been placed in the front hallway for students if you believe it is necessary to drop off forgotten homework/items. Students will be allowed to check the bins at a convenient time but are encouraged to responsibly pack their belongings each evening to be prepared for the next day. Love and Logic programs promote students learning from their minor mistakes and consequences while they are young in order to take better responsibility for their own belongings and actions when they get older.

The use of the telephone by students for outgoing calls is restricted for emergencies only which includes use of the main office phone before and after school. Students will be called from class to receive telephone calls only in case of an emergency. Other messages will be delivered to the classroom in a timely manner. Cell phones are permitted with parent/guardian permission for educational classroom use as deemed appropriate by the teacher but are not to interrupt the instructional day. Students are allowed to use cell phones after school to contact parents/guardians in regard to getting home safely but not during outside dismissal so as to avoid traffic accidents.

## **Curriculum**

The LISD curriculum follows the state guidelines established by the Texas Education Agency (TEA) and the Texas Essentials Knowledge and Skills (TEKS).

## **Dress Code**

The following guidelines are established as a point of reference for parents, students and administrators in regards to dress. All students must be clean and neatly groomed. The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment.

- Hair, by color or design, may not create a distraction to the learning environment. Hair should be primarily a natural color. Non-natural accents such as dye streaks or color strips may be permitted, but may not cover more than 25% of the hair.
- Students may not wear the following: tongue rings, lip rings, eyebrow rings, ear gauges, spacers, facial jewelry such as hoops or rings, or facial decorations. Students may, however, wear one small nose stud.
- Caps, hats, sweatbands, bandannas, hair rollers, hair curlers, and other similar hair grooming items, shall not be worn by male or female students in the school building.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in schools, including, but not limited to the following: drugs, alcohol, profanity or suggestive slogans, tobacco, obscenity, violence or gangs.
- Male students may wear long pants of appropriate length or shorts of appropriate length, at or about mid-thigh or longer, at the natural waistline.

- Female students may wear long pants of appropriate length, skirts or shorts of appropriate length, at or about mid-thigh or longer.
- Clothing which, in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general, shall not be allowed, including, but not limited to the following: trench coats, mini-skirts, halter or tube tops, split sides, midriffs, bare shoulder tops, see-through clothing, fish net tops, or running/spandex shorts.
- Yoga pants, leggings and jeggings may be worn if the shirt drapes to mid-thigh in both front and back.
- All students must wear appropriate, non-visible undergarments.
- For health reasons, students are required to wear shoes appropriate for the school setting. House shoes or slippers are not appropriate for school. Flip flops are not appropriate for elementary students.
- Tattoos must not be visible during the school day.
- Teachers may send students to the main office if they are concerned about the dress of a student. The administration reserves the right to determine any inappropriate dress and may have students call home for a change of clothes. Students will be given one warning and the opportunity to correct this problem. If it reoccurs, assignment to in-school suspension for the remainder of that day may result.

### **Emergency Drills**

We have regularly scheduled monthly emergency drills. We also have very detailed Emergency Operations Guidelines in every room. Should a parent/guardian or school visitor enter our building during a drill or emergency situation, that person is expected to follow school personnel instructions and not interfere in any way with the drill or emergency procedure. Under no circumstances are students to be removed from the building during these situations by any person other than authorized school personnel. We are committed to protect the safety of your student and will strive to maintain a secure environment for all of our students and staff.

### **Extended School Day**

The LISD Community Education Department provides extended day services at Liberty Elementary School. Students eligible for the program are those enrolled in Kindergarten through Fifth Grades at Liberty. The Extended School Day Program operates between the hours of 3:00pm and 6:30pm. The program coincides with the LISD calendar and is not in effect during school holidays, school closing due to inclement weather, or teacher professional learning days. Please contact the LISD Community Education Department at 972-219-0086 for further information.

### **Extracurricular Activities**

Liberty will offer several opportunities for students to participate in extracurricular activities. Students must display good behavior, be in good academic standing, and arrangements made to be picked up promptly in order to remain in the school sponsored clubs. These groups will be led by teachers or community educational organizations. Club choices vary from year to year depending on the sponsors and available space. Some possible groups may be Belles, Choir, Dynasty Dance, Encore Kids, Green Squad,

Mad Science, MindScale, Morning Mile, Sonrisas Spanish, SSA Sports, Student Council, Table Tennis, Volleyball, Watch Me Sculpt, and Young Rembrandts.

What are extracurricular activities?

The clubs listed above are extracurricular activities. Teachers, volunteers, and outside approved organizations sponsor clubs of interest to students. Research has shown that involvement in clubs and extracurricular activities is a great contributor to success in life. Students learn many wonderful life and leadership skills by participating in these organizations and activities. Students learn about the various roles in groups and they develop character and friendships.

What about my grades?

The academic success of our students will always be our primary and most important goal. In order to participate in any of the school sponsored activities, students must maintain a "B" average overall. A student must not be failing in any subject area in order to participate in extracurricular activities sponsored by teachers. Falling below a "B" average overall or failing grades in any subject will result in suspension from their extracurricular activities for a nine weeks grading period. When grades are calculated for the next nine weeks grading period, evaluation and reinstatement will be made, if possible.

What about my behavior?

Students must also demonstrate good behavior and character in order to participate in activities. Behavior and life skills grades must reflect student responsibility for each grading period in order to participate.

How many activities can I be in?

Please read the objectives and guidelines carefully of each activity. Students can choose to participate in more than one activity, only if the activities occur on different days of the week. Please note the times, days, possible fees, and number of meetings per month. Students must be on time and present, except when ill.

How and when do I dismiss from my activity meeting?

Students will be dismissed from extracurricular activities as car riders unless going to Extended School Day. Students must be picked up on time. Two late pickups may result in dismissal from extracurricular activities. Please note the ending time. Activity sponsors will wait outside in the front of the school with the students for pick-up.

How do I find out about activities and how do I sign up or tryout?

Information will be sent home with your student, via the weekly Eagle Folder, regarding these activities as the details are finalized. Some start in September and/or again at semester. Forms should be filled out and returned promptly to the main office.

### **Field Trips**

Off campus field trips are planned to enhance the curriculum or provide an opportunity to attend a program that students might not see. Parents/Guardians are often needed as chaperones. Based on the type of venue, the team will determine the number of chaperones needed for each class. The event itself or reserved seating requirements may limit the number of participants through available tickets. Only previously cleared



and designated chaperones can ride the school bus with the grade level and younger/older siblings are not to be brought along on the field trip.

A lottery of interested parents/guardians names will be conducted to determine the chaperones for each grade level field trip. Parents/Guardians not selected as chaperones through the lottery are discouraged from attending so as to maintain the integrity and focus of the field trip as a supervised school event. The Liberty Eagle Fee provides per student funding each year for all students. Any additional funding to pay for a student attending will be the responsibility of the parents/guardians.

## **Grading**

LISD Principal Operating Procedure Handbook Grading Guidelines for Grades PK-12

Reference: EIAB (Local), EIA (Legal), EIA (Local), EIC (Local), EIE (Local), TEC 28.0216

The primary purpose of grades is to measure and communicate what a student knows, understands, and can do as a result of their learning. A secondary purpose for grades is to provide teachers with information for instructional planning. Additionally, grading guidelines promote consistency in grading practice throughout the district. The following guidelines will be in place at every campus. Utilizing the following guidelines, campus leadership will meet with each department and/or grade level to establish further grading best practices that focus on student learning (EIA Local) These campus meetings ensure consistency throughout departments and/or grade levels and standardization throughout on-level coursework. Guidelines for grading shall be clearly communicated to teachers, students, and parents.

## **Grades Reflect Student Work**

Grades must reflect the relative mastery of a concept/learning goal by a student. There must be a sufficient number of grades taken to support the grade average assigned (EIA Legal/Local). Grades entered for academic work must reflect student achievement and communicate progress to parents. Grades should NOT be awarded for returning signed papers, attending school functions/events, bringing supplies, etc.

In LISD, no "minimum grade" will be assigned regardless of the quality of student work, product, or demonstrated mastery. Teacher shall record the actual grade a student earns; there is no minimum grade (EIA Legal/TEC 28.0216). Grades will not be reduced for disciplinary reasons. Grade penalties are specifically covered in the "Grade Penalties" section below.

Because student learning is our non-negotiable goal, we encourage teachers to examine the ability of the student to recover from failing work before assigning a numerical grade. Teachers know their students and are aware of the impact a non-recoverable grade can have on student learning, engagement and participation in the class.

## **Frequency/Number of Grades**

The sufficient number of grades for each reporting period is defined in the "Elementary School Information" and "Secondary School Information" sections below. The minimum number of grades required is differentiated for elementary, middle, and high schools.

## **Student Expectations**

Each student is expected to:

- Attend all classes regularly and on time.
- Prepare for each class. Take appropriate materials and assignments to all classes.
- Maintain honesty and integrity in all issues regarding school work and interaction with teachers, staff, administrators, and volunteers.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students (EIA Local).

## **Grade Penalties**

Late Work:

- Teachers may assign a late penalty to any assignment turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students (EIAB Local).

Absences and Suspensions:

- Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time (EIAB Local).
- An "M" for "missing" shall be recorded for absences, whether excused or unexcused, and students will be given a reasonable amount of time to learn the missed material and demonstrate mastery. It is recommended that the length of absence should determine the amount of time given for make-up work. For example three days of absence equals three days to make up work. A teacher may make exceptions for extenuating circumstances.
- The grade for make-up work after an unexcused absence shall be zero. (EIAB Local)
- The District shall not impose a grade penalty for make-up work after an absence because of suspension (EIAB Local).

Failing to Follow Procedures:

- Grade penalties may not be applied for failing to follow classroom procedures (for example, no name on paper, failing to turn assignment into the correct location, writing on only one side of paper, not having the proper supplies for class), except in the case of Late Work as described above and in compliance with campus Late Work policies. This does not apply to failing to follow procedures required for completing a project, task, or assignment.

Academic Dishonesty

- Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct (EIA Local).

ELEMENTARY GRADES (Discovery Academy, Kindergarten, First Grade)
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### **Pre-Kindergarten Assessments**

Teachers are to conduct ongoing, formative assessments as well as summative assessments to determine student progress and guide instruction. Anecdotal information based on teacher observation is to be gathered as part of this ongoing assessment for most skills. Specific assessment tasks are defined in the curriculum and in the Prekindergarten Report Card Descriptors for some skills. (See Eduphoria: Forethought: PreK Course Documents for PK3 and PK4 Report Card rubrics). Teachers will administer the age-appropriate Individual Student Profile Card and/or CLI Engage tasks at least three times a year. PK3 Students: PK3 Profile Card only PK4 Students: CLI tasks as designated in Eduphoria/Assessment Calendar and PK4 Profile Card.

### **Grades**

The superintendent or designee shall ensure each campus or instructional level develops guidelines for teacher to follow in arriving at nine-week grades for students. These guidelines shall ensure grades reflect student achievement and a sufficient number of grades are taken to support the average grade assigned. Grades shall not be reduced for disciplinary reasons. The district does not have a requirement for a minimum/maximum number of grades to be recorded for Pre-Kindergarten students. All students (eligible or tuition-based) in Pre-Kindergarten classes as well as students with an IEP who were four on/before September 1, have progress reported on the four-year-old report card. All students in Pre-Kindergarten classes as well as students with an IEP who were three on/before September 1, have progress reported on the three-year-old report card. Students with IEPs who turn three AFTER September 1 will only receive progress reports on IEP goals. Teachers are to gather information on student performance and report progress according to the Pre-Kindergarten Report Card Descriptors. This document provides descriptors for ratings of Proficient, Developing or Needs Support for each standard on the report card. Student progress is recorded in the Skyward Standards-Based grade book. Report cards are generated from the grade book at the end of each nine weeks grading period.

### **Homework**

Listening to an adult or older sibling read to them for 10-15 minutes per day is an expected daily assignment for Pre-Kindergarten students. Doing a Ready Rosie activity with parents is also appropriate. Frequent opportunities to check out books from the school and/or classroom library should be provided to support this effort. Other age-appropriate activities for families to do together may be assigned. Worksheets are not considered appropriate homework for Pre-Kindergarten students. Homework assignments shall not be used as disciplinary purposes.

### **Re-Teaching**

For students not yet at the Proficient level, teachers are to provide ongoing opportunities for guided and independent practice. Support will be embedded in classroom routines, direct and indirect instructional activities. As students improve their understanding of the prekindergarten guidelines being assessed, teachers will record the change in the Skyward grade book. Ongoing opportunities may include but are not limited to: additional individual/small group instruction and support from other campus staff.

### **Response to Intervention Process**

When a student is having difficulty attaining skills and concepts in the Pre-Kindergarten Guidelines, the classroom teacher of a Pre-Kindergarten eligible student must refer the student to the Response to Intervention (RtI) Process. Tier 1 includes the documentation of the additional strategies and support employed by the teacher not being used with the entire class.

This process will serve as a problem-solving vehicle for generating and monitoring appropriate interventions for students. For more information on RtI visit the LISD RtI Website.

### **Parent/Teacher Conferences**

Teachers shall have conferences with parents a minimum of once every eighteen weeks. All parent/teacher conferences should be documented and provide information about the progress of the student in school.

### **Promotion/Retention**

Under State law, children who will be five years old on or before September 1 of the coming school year are eligible for Kindergarten. Pre-Kindergarten students cannot be retained.

### **Kindergarten**

Standards Based Grading provides the foundation for reporting student progress and achievement in Pre-Kindergarten and Kindergarten. Student learning is based on standards established by the Texas Pre-Kindergarten Guidelines and Texas Essential Knowledge and Skills. Assessment of student learning occurs through teacher observation of students engaged in individual, partner, small group, and whole group activities that occur throughout authentic classroom experiences. Multiple samples or photographs of student work, anecdotal notes and/or skill checklists are reviewed by teachers at the end of each grading period for comparison to end of year criteria established in the LISD Grading Continuum. The district does not have a requirement for a minimum/maximum number of grades to be recorded for Kindergarten students. Teachers are to gather information on student performance and report progress according to the Kindergarten Grading Continuum. The document can be found in Eduphoria Forethought and provides descriptors for ratings of Developed, Still Developing or Needing Improvement for each standard on the report card.

### **First Grade**

Standards Based Grading provides the foundation for reporting student progress and achievement in First Grade. Student learning is based on standards established by LISD Curriculum and Texas Essential Knowledge and Skills. Assessment of student learning occurs through teacher observation of students engaged in individual, partner, small group, and whole group activities that occur throughout authentic classroom experiences. Multiple samples or photographs of student work, anecdotal notes and/or skill checklists are reviewed by teachers at the end of each grading period for comparison to end of year criteria established in the LISD Grading Continuum. The district does not have a requirement for a minimum/maximum number of grades to be recorded for first grade students. Rubrics will be utilized to assess student progress and provide feedback. Please refer to the following website for more information related to the First Grade Standards Based Report Card. <https://www.lisd.net/Page/18497>

### **Re-Teach/Re-Assess/Re-Grade**

o The rating of N indicates the student is not demonstrating the standard and may require re-teaching/re-assessment and/or further practice opportunities in order to make progress.

o Students must be re-taught through small group, tutoring, peers teaming, etc., before re-assessment. Re-teaching strategies include, but are not limited to use of alternate and differentiated materials, collaborative/cooperative learning, hands-on and subject appropriate manipulative materials, computer-assisted/online instruction, multi-sensory teaching techniques, and presentation of materials in a modified modality (visual aides, taped reading materials, etc.).

ELEMENTARY GRADES (Second through Fifth)
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### **Second Grade through Fifth Grade**

- Major Grades – A minimum of three major grades per nine weeks grading period in each of the following: Reading, Language Composition, Math, Science/Health, and Social Studies.
  - Performance tasks/performance based assessment
  - Content exams (including performance based content tasks/assessments)
  - Research projects/papers (final product)
  - Special projects (performances, speeches, presentations)
  - Multi-media student created work
  - Written compositions
  - Portfolios
- Minor Grades – A minimum of three minor grades per nine weeks grading period in each of the following: Reading, Language Composition, Spelling, Math, Science/Health, and Social Studies
  - Interim work for projects/performance based assessments
  - Running Records
  - Hands-on activities/labs
  - Class/group work learning (cooperative learning, etc.)
  - Fluency probes
  - Learning Centers/Workstations
  - Lab reports
  - Computer Activities
  - Notebooks
  - Vocabulary/spelling tests and/or assignments
  - Quizzes
  - Journals
  - Writing process (prewriting, drafting, revising, editing, publishing)
  - Informal Compositions
  - Portfolios
  - Speech/communication/presentation skills
- Homework – Homework assigned, that is not defined in the major or minor grade categories, will not be included in the nine weeks grade. Please note there may be opportunities when major or minor assignments originating at school may need to be completed at home for children to demonstrate depth and understanding. In these circumstances, those assignments could be graded. Homework assignments shall not be used as disciplinary purposes.

Homework assignments shall be:

- Appropriate to the student's level of achievement
- Coordinated among the various teachers
- Related to the content/concepts being taught
- Re-teach/Re-Assess/Re-Grade – 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. (EIA Legal/Local)
  - If a student earns a grade below a 70 on a major grade, the teacher must re-teach, then re-assess.
  - After the re-teach/re-assess the higher of the two grades will be assigned, with the maximum possible score of 70.
  - In order to receive re-assessment options, students must turn in major grade assignments by the actual due date.
  - Students must be re-taught through small group, tutoring, peers teaming, etc, before re-assessment. Re-teaching strategies include, but are not limited to: use of alternate and differentiated materials, collaborative/cooperative learning, hands-on and subject appropriate manipulative materials, computer-assisted/online instruction, multi-sensory teaching techniques, and presentation of materials in a modified modality (visual aides, taped reading materials, etc).
- Parent/Teacher Conferences - Teachers shall have conferences with parents a minimum of once every eighteen weeks. All parent/teacher conferences should be documented and provide information about the progress of the student in school (EIA Local).
- Progress Reporting - Families have ongoing access to Skyward Family Access providing them timely information regarding the progress of their student. Progress reports in elementary school will be provided twice during each nine week grading period and rereport cards will be available at the end of each nine week grading period.
- Promotion/Retention- Promotion from Kindergarten to first grade and first grade to second grade shall be based on mastery of the grade-level standards (essential knowledge and skills as demonstrated through skills observed/assessed by the teacher, individual student work, and portfolios/collections the work of each student (EIE Local). In a circumstance where student retention is under consideration, campus personnel should take into consideration:
  - Specific standards in which the student received a level of N (Not Demonstrating Standard)
  - Evidence of learning demonstrated through individual student work and teacher observation
  - Additional support provided through response to intervention

Promotion in second through fifth grades shall be based on a student attaining for the year an overall average of 70 or above in the combined areas of language arts, mathematics, science, and social studies. In addition, a student must maintain an overall 70 or above in three of the following areas: of language arts, mathematics, science, and social studies (EIE Local).

- Tutorials – Elementary school tutorials will begin no later than the beginning of the fourth week of school for all grade levels. Tutorials may be held before school, within the school day, or after school. Students attending tutorial sessions should be those students who are failing a particular subject, or students who need review of a concept or extra help and support. Teachers will document need for tutorials and attendance at tutorial sessions in their grade book. Families must be notified at the end of the third week, of each nine weeks grading period, if their student is failing or is possibly failing.

### **Guidance Counseling**

The LISD guidance curriculum component provides a means for helping students learn skills that the State Board of Education has identified as priority needs of students. Through the guidance curriculum activities students develop: self-esteem, motivation to achieve, decision-making skills, goal setting and planning skills, problem solving skills, interpersonal effectiveness, communication skills, cross-cultural effectiveness, and responsible behavior. These activities are taught through classroom presentations, small group interactions, and to individuals. The counselor, as a member of the instructional team, is a vital resource to students, teachers, administrators, and parents/guardians. The Lewisville Comprehensive Guidance Program is an integral part of the total educational program at each school. The basic goal of school guidance is to enhance the educational development of each student.

### **Harassment**

The District forbids employee conduct constituting harassment of any kind or abuse of any kind of students. The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of any nature directed toward another student or a District employee. The District encourages parental/guardian and student support in its efforts to address and prevent harassment and abuse in the public schools.

### **Health Safety**

Students will be given temporary care in case of illness or injury during school hours. If your student has a medical situation, please make sure the school is informed. It is important that correct telephone numbers (home, cell, work, and emergency) are on file in both the main office and health room.

Students will be dismissed home for the following reasons:

- temperature of 100.0 degrees or above
- undetermined rash over any part of the body
- scaly patches on scalp which might indicate ringworm
- nausea and vomiting or diarrhea
- red, draining eyes
- intense itching with signs or symptoms of secondary infection
- open draining lesions
- signs of jaundice
- active case of lice
- communicable diseases listed by Texas State Department of Health

The above reasons will assist in the protection and health of all students, staff, and volunteers.

There will be no prescription medications given to students unless we have written authorization from the parent/guardian and the medicine is in the original prescription bottle with instructions listed on the bottle. These medications will be stored in and dispensed from the health room.

If your student cannot participate in physical education class or is unable to go outside during recess, a note must be sent to the homeroom teacher and school nurse stating restrictions and the number of days for the restriction. A medical excuse may be required from a physician if repeated requests are made. If a student is restricted from physical activity more than three days, a excuse from a physician is necessary. Please see that your student dresses in an appropriate manner for participating in physical education activities. Casual clothing and jogging shoes are advised to minimize the risk of injury.

At scheduled intervals, health services personnel will screen students for vision, growth, blood pressure, scoliosis, and dental problems. You will be informed of issues that may affect learning and/or growth.

## **LISD**

The academic calendar and additional district information can be found online at [lisd.net](http://lisd.net). The LISD Board of Trustees meetings are held on a designated Monday of each month. This is another opportunity for individuals to learn more about the District.

## **Lost and Found**

Bulky articles such as clothing, lunch boxes, etc. will be placed in Lost and Found located in the Lost and Found box in the main office. Small items such as rings, bracelets, wallets, glasses, etc., will be placed in the main office. Check and claim what belongs to you. Visit with your student often to make sure they have jackets and lunchboxes, especially when there is an unusual change in the weather and students are not in the habit of wearing a coat. After ample time has been given for lost items to be claimed, they will be boxed up, dated, and donated to a local charity. Please make sure all items brought to school are clearly identified with the first and last name of the student.

## **Newcomers**

We are eager to help you feel welcomed and a part of the Liberty community as soon as possible. In addition to staff, we have parent/guardian volunteers in place to assist you with any questions about the school or related activities. A roster is maintained in the main office and a welcome packet provided by the Liberty PTA. Come join us for many of our social events! Welcome to Liberty!

## **Parent/Guardian Permission**

Permission is required for the following:

- Publishing and distributing directory information
- Reproducing student work



- Publishing names or photographs for school publicity/websites/yearbook
- Responsible use of technology

## **Parties**

There will be three individual classroom parties at school Holiday, Heart, and End of the School Year Awards. Classroom parties must be collaboratively organized by the classroom teacher and room representative. A craft/gift, game/activity, and snack may be planned for each individual class. We believe this is an opportunity for each teacher and the parents/guardians to relax and have fun together with their students, therefore, grade level parties are discouraged. The fifth grade has a Promotion Ceremony an end-of-the-school-year party. The mid year holiday party "Holiday Happenings" is organized and funded by the Liberty PTA, is a collaborative effort of parents/guardians and takes place in the gym area.

There will be no in-class birthday parties or birthday decorations at any grade level for individual students or teachers. Please make sure, if you choose to send a birthday treat, that it is store bought, individually wrapped, and requires no teacher preparation. No cupcakes please. Students are also not to bring invitations to a private party to school. Teachers should not be responsible for making sure students receive invitations to private parties. Staff members do not distribute or share party lists or other personal information due to confidentiality laws. Published contact information for families and students can be obtained via the published PTA Directory each school year. Often, those student who do not receive invitations do not understand why they are not included and this often becomes a problem for the teacher. Snacks for classroom distribution should not be brought to school at any other time for any reason. Thank you for your cooperation in these matters.

## **Pesticide Information**

The Lewisville Independent School District is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:

The school periodically applies pesticides. Information concerning these applications may be obtained at 972-539-1551.

Any school personnel that makes application on a routine basis of any pesticides, insecticides, or herbicides at a school or on school property must be either a licensed non-commercial applicator or a technician. Technicians must work under direct supervision of the noncommercial certified applicator.

## **PTA**

The Nationally recognized Liberty Parent Teacher Association is a very active and important part of our school community. It is a true asset to our campus as it provides services and support to students, parents, and staff. We strongly encourage each family to become members of this vital organization. Parents/Guardians are asked to watch for announcements and support all PTA activities projects sponsored during the school year. Please read the PTA weekly electronic newsletter to stay informed of all of the wonderful events planned. The website is an excellent resource and information tool that can be accessed from the Liberty homepage or directly at <https://libertyeaglespta.org>. In addition, the PTA sponsors the Reflections Contest and several donation drives annually.

## **Recess**

Recess is supervised by teachers and all safety regulations must be abided by, therefore, recess is not open to the public. Students will not go outside for recess if the Wind Chill is below 34 degrees or if the Heat Index is above 100 degrees. Please remind your student to take a coat outside if they bring them in the morning as they will not be able to run in and out of the building unsupervised. With the change in seasons, students often forget to keep up with their belongings so please check with them regularly so their items do not end up in lost and found. Flip flops, sandals, etc. are not allowed on the climbing equipment of the playground.

Teachers are expected to circulate among students as a safety measure and to remind students to abide by the rules. Students will be sent directly to the main office if they inflict bodily injury to another student or District employee. A student must ask for and receive permission to return inside and use the restroom. The student must use the restroom, wash his/her hands, and return to the playground.

## **Recess Expectations**

1. Emergencies will be reported immediately.
2. Students are reminded to use playground equipment with the highest regard for safety. Please remember these equipment safety rules:
  - Only one student on a swing at a time and do not jump off.
  - No pushing of students on equipment.
  - Sit on the slide and go down feet first, one student at a time.
  - Hang from the monkey bars instead of climbing on top of them.
  - Keep balls away from the school/classrooms walls and windows.
  - No rock or any kind of objects throwing.
  - No flip flops, sandals, etc. on the climbing equipment; tennis shoes only.
  - No climbing trees
  - Students must report to a teacher any play equipment that goes over the property fence or on to the roof and should not retrieve it on their own
3. There will be no wrestling, pushing, hitting, or fighting.
4. No inappropriate language, gestures, or touching of others.
5. Students will follow the instructions/directions of all adults.

## **School Hours**

7:15am: The building doors are unlocked. Students should not be left at school before this time. All students should report to their grade level hallways.

7:35am: Students are dismissed from the hallways to go to their classrooms. Students arriving after 7:35am may go directly to their classrooms.

7:45am: School starts promptly at 7:45am for all grades. Students should be in their seats and ready for the day at 7:45am. Students arriving after 7:45am will be considered tardy. Additional information is located in the attendance section of this handbook.

3:00pm: School dismisses promptly at 3:00pm for all grades. All students are expected to leave the campus immediately unless they are attending an adult supervised activity.

### **School Safety Guidelines**

Due to injury possibilities or damage to the school, the following cannot be allowed:

1. Students may not bring extra money, electronic games, or toys unless requested by the teacher. If they wear glasses or watches, they are encouraged to keep track of them at all times. All personal items should be marked with the first and last name and telephone number of the student. Students are not to bring items or money to school for the purpose of selling, buying, or trading.
2. Running in the building (except as supervised in the gym).
3. Playing or climbing in the restrooms.
4. Rock (or any other foreign objects) throwing at school or on the way to or from school.
5. Gum chewing as much of the building has carpet and we ask you not to let your student bring chewing gum to school. Also, no candy at anytime.
6. Wearing cleated shoes (metal, plastic, or rubber) or shoes with wheels attached as they may damage or mark the floors in the building. For health reasons, students are required to wear shoes.
7. Fighting at school or on the way to or from school.
8. Knives, cap guns, etc. at school either play or real.
9. Pets brought to school. Pets are not allowed on school property at anytime.
10. Glass containers or carbonated drinks carried by students, or brought to lunch.
11. Trading of property of any kind among the students at school.
12. Controlled substances shall be in the possession of or brought on the school grounds by any students or visitors.

13. Use of the playground, except for ESD, until 6:30pm each day.
14. Students hair must be clean, groomed, and by the nature of the style shall not tend to create a distraction, included being clear of the eyes.
15. Vandalism is a serious offense. Our school and school equipment is public property. Willfully damaging or destroying this property will not be tolerated.

### **Snacks**

The state is striving to ensure that our students receive a strong foundation in healthy eating habits and which requires us to refrain from providing the students sweets. For this reason, we are promoting healthy snacks and birthday treats.

In the cafeteria, students will be able to buy a snack of their choice. Candy, carbonated beverages, and all food not provided by Aramark is not allowed to be served between 7:45am and 3:00pm.

### **Student Insurance**

The Texas Tort Claims Act states that school districts in the State of Texas are immune from any liability because of bodily injury or property damage which occurs as the result of the operation of the school district except for the operation of motor vehicles - §101.051 Civil Practices & Remedies Code.

As a result, Lewisville ISD is not financially responsible for any injury to a student, parent/guardian, volunteer, or visitor that occurs on any property owned by Lewisville ISD, or while the injured party was under the supervision of the District, unless the injury was the direct result of the District use of a motor vehicle. If you have questions concerning an injury or property damage that occurred on property owned by Lewisville ISD, please contact the District Insurance Office at 469-948-8104.

Lewisville ISD does maintain student accident insurance for students participating in UIL activities – seventh grade through twelfth grade - maximum \$25,000 per injury.

Any student that is injured as the result of participating in the above activities is covered on a secondary basis by a policy purchased by Lewisville ISD. Parents/Guardians must first file on their own insurance. The District accident policy will only pay after the parent(s)/guardian(s) has filed on their own policy and submits proof.

In addition to the accident policy purchased by Lewisville ISD to cover students that participants in the above activities, Lewisville ISD makes available each year a voluntary accident policy that parents/guardians can purchase for their student. For more information about the voluntary accident policy go to [www.sas-mn.com](http://www.sas-mn.com) or call 800-366-4810. Parents/Guardians can also contact the LISD Insurance Office to obtain a brochure explaining the voluntary accident policy.

## **Testing**

STAAR/Benchmark testing dates will be posted in newsletters. Please assist your student in preparing for tests by getting a restful night of sleep, eating a good breakfast, dressing comfortably and appropriately, and arriving at school on time and prepared.

## **Textbooks**

Responsibility for textbooks and district issued technology devices according to LISD states that the student, parent, or guardian will be responsible for the proper use and care of textbooks issued by the school. They will maintain book covers on all textbooks. State directives require that books are to be covered. Students are responsible for stolen, lost, or damaged textbooks, as well as district issued iPads; and are required to pay the school for any replacement. Textbooks are barcoded and scanned out to teachers in Kindergarten, First, and Second Grades and to students in Third, Fourth, and Fifth Grades.

- Textbooks, instructional materials, and equipment must be maintained in the same condition as issued.
- Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or barcode, lost or damaged materials, and lost or damaged equipment issued to the student.
- Fines are assessed for damage to textbooks, instructional materials, and equipment.
- Textbooks, instructional materials, and equipment issued to students must be made available for classroom checks. If these items are not available, they will be treated as lost.
- Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared.
- Leveled library books are instructional materials that will be assessed a fine of \$10.00 each if damaged, lost, or stolen.

Fines will be assessed, according to LISD guidelines, by the campus textbook coordinator.

\$5.00 fine for damaged pages to include but not limited to torn, soiled, written on, damage to binding, corner and edges, and barcode.

\$10.00 fine for writing on the outer edge of the book pages or damage to the outer cover including use of adhesive book covers.

Full price of the book for missing pages, lost, stolen, broken binding, water damage, excessive markings, or any deemed unusable by campus textbook coordinator.

Leveled Library books are loaned to students by classroom teachers. It is the responsibility of the student to keep up with their book. If a student loses or damages a book, a fee of \$10.00 will be collected before a student receives another book.

## **Transfer Requests**

Admissions and transfer information is located on the LISD website at [lisd.net](http://lisd.net).

## **Volunteers**

Liberty considers its parent/guardian volunteers as a very special resource. Parents/guardians are encouraged to help with programs and extracurricular activities. The Liberty PTA has many opportunities for volunteers, including Watch D.O.G.S.

All volunteers must be cleared through a background check, which is accessible at [lisd.net](http://lisd.net), before they can work with students or enter the classroom areas. Confidentiality in regard to student needs will be expected.

Check in at the main office each time you come to volunteer. Volunteers must reapply for their background check every three years.

## **Weather**

In the event of bad weather, at the discretion of the superintendent, if conditions are too hazardous for the safe operation of schools, they will not open. This judgment will be made before 6:30am. The Office of the Superintendent will release the decision to the news media according to the following listing:

### Television Channels

4 (KDFW)  
5 (KXAS)  
8 (WFAA)  
11 (KTVT)  
23 (KUVN)  
39 (KXTX)

### Radio Stations

KHKS (106.1 FM)	KRLD (1080 AM)
KLIP (570 AM)	KVIL (103.7 FM)
KPLX (99.5 FM)	KWRD (100.7 FM)

In the event of severe weather or tornado warnings, students will remain place at school until parents/guardians and buses area approved to arrive.

All bus riders will go to the gym and be dismissed close to the back door when their bus arrives.

Walkers and car riders will proceed to the cafeteria and wait at grade level tables with their teachers for their names to be called.

Outside duty teachers will notify inside teachers of parents/guardians waiting in line. Please display your name tag on the visor to help expedite the process.

We will continue to exit Kindergarten and First Grade students from the front circle drive and grades Second through Fifth at the west cafeteria exit. Brothers and sisters can exit as they always do with younger siblings.

## **Compliance Information**

TITLE IX           The District designates the following person to coordinate its efforts to  
COORDINATOR   comply with Title IX of the Education Amendments of 1972, as

amended:

Name: Dr. Buddy Bonner  
Position: Assistant Superintendent of Employee Services  
Address: 1565 West Main Street, Lewisville, Texas 75067  
Telephone: (469) 948-8003

ADA/SECTION  
504  
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dr. Josephn Coburn  
Position: Chief Schools Officer  
Address: 1565 West Main Street, Lewisville, Texas 75067  
Telephone: (972) 350-4760