

LIBERTY HILL ELEMENTARY

1400 Loop 332
Liberty Hill, Texas 78642

“Changing the World...One Heart at a Time”



2018-2019

**PARENT-STUDENT
HANDBOOK APPENDIX 2**

Principal: Heather Collison
Asst. Principal: Shellie Brewer
Counselor: Lori Cosper

Phone: 512.379.3260
Fax: 512.379.3256
Office Hours: 7:15 am to 3:30 pm
Instructional Time: 7:45 am to 3:00 pm

PREFACE

Dear Parents,

This is a Campus Addendum to the District handbook. It is designed to outline campus applications of LHISD policy and procedures, and the Student Code of Conduct. These guidelines are aligned with district board policy and any question between the district policy and campus definition will defer to the district handbook. Our school programming is designed to address the physical, emotional, and social well-being of our Liberty Hill Elementary students. Our expectations are in place for the safety and success of everyone here at the elementary. Teachers can provide you with even more details about classroom procedures, as some may change as needed. Our mission is to empower each child to reach their full potential at Liberty Hill Elementary.

Sincerely,

Heather Collison

Principal Liberty Hill Elementary

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ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. **Absences from class, including coming in late and leaving early, may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences for all or parts of days. Compulsory attendance laws require school intervention if the student:**

- 1. Is absent from school ten (10) or more days, or parts of days, within a six month period in the same school year, or**
- 2. Is absent from school on three (3) or more days, or parts of days, within a four week period**
- 3. Tardies and early outs are considered parts of days**

Please do not check out your child early after school activities or programs. Our regular school day will continue and your child will miss important learning opportunities. Please refer to the district handbook to review the two state laws regarding compulsory attendance.

Official Attendance-Taking Time

Official attendance is taken at 9:00 each day.

Students are considered tardy if they arrive after 7:45.

Parent’s Note After an Absence

When a student must be absent from school, the student—**upon returning to school—must bring a note, signed by the parent that describes the reason for the absence.** A note does not mean the absence is excused. If you call the school, you will still need to send a note when the student returns. It may help to let a teacher know that an absence note is in a backpack or folder. Notes will only be accepted for absences **within 7 days following the absence.**

Doctor’s Note after an Absence for Illness

Upon return to school, a student absent for more than **three consecutive days** because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or Campus Truancy Officer may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC(LOCAL).]

Early Checkout

Parents cannot pick up their child the last 15 minutes of the day. Leaving school early can be as detrimental to a child’s education as being tardy. Please limit your early checkout to necessary appointments such as doctor or dental visits. Your child will not be eligible for perfect attendance awards if he/she checks out early for reasons other than a medical appointment more than 3 times. Early-outs will also be evaluated when considering Out-of-District transfer requests and/or renewals.

ARRIVAL/DISMISSAL PROCEDURES

Car Drop-off in the Morning

Before 7:45 a.m. parents must drop students off at the BACK of the building along the sidewalk. Staff members are on duty 7:15-7:45 to meet the students and direct them into the building. We do not have personnel on duty to supervise children until 7:15. If you need to come into the building, you will need to park your car in the front parking lot and personally walk your child in as buses are coming in and out of the parking lot at the front of the building. Extra car traffic is not safe and cars may not pass a bus as it is loading or unloading.

When the bell rings at 7:45 am, staff members come into the building from the car rider line. Please park your car in a parking space and walk students into the building from the FRONT parking lot. NEVER park along the curb and block the bus lane. DO NOT LEAVE YOUR CHILD AT THE BACK OF THE BUILDING IF A STAFF MEMBER IS NOT PRESENT as that door will be locked and your child will be outside unattended.

Morning Buses

Buses in the morning will drop students off at the cafeteria door. Students may go into the cafeteria and sit in the designated area for the class. Students may go to the cafeteria for breakfast beginning at 7:15. Students must finish breakfast in time to join their class for announcements at 7:45.

Car Pick-up in the Afternoon

Please form TWO LINES at the back of the building as directed by staff. Parents remain in the cars and students are loaded into the car. Each student is issued a number tag for the vehicle to be displayed on the rear-view mirror as the parent drives through the line. If you do not have the assigned hang tag in your vehicle, park in the front lot before getting in line and go to the office to secure a tag. After you have obtained your tags, you may proceed to the car line. Staff members work as a team to streamline the loading process so that the line moves as efficiently and safely as possible. Students enter and exit the car on the side of the sidewalk to be safe and avoid crossing in front or behind cars.

Due to the safety and efficiency of our dismissal procedures, walking into the office to pick up your child after school is not permitted. Should you go to the office at the end of the day, you will be sent to the appropriate dismissal area to receive your child. **Parents cannot pick up their child the last 15 minutes of the day.**

Afternoon Buses

Students will be escorted and monitored by grade level teachers to their bus lines as well as escorted to their assigned buses upon arrival.

AWARDS AND HONORS

Recognizing student progress towards learning goals and personal achievements is highly valued at Liberty Hill Elementary. Award and recognition assemblies and/or ceremonies will be held at various times during the school year. Student achievements will also be recognized during our weekly Friday Morning Meetings. Special recognition will be given for: perfect attendance, A/B honor roll, Citizenship/Character, UIL participation, Mileage Club, Science Fair, and others.

Honor Rolls

Honor rolls will be determined by grade averages in core content areas each six-week marking period. Honor rolls will be determined in grade levels and/or content areas that are recorded using numerical grades only.

For the Year

Solid Gold Honor Roll: Students who have a 90 or higher in classes with numerical grades for the year.

Sterling Silver Honor Roll: Students who have maintained an A/B average for all areas for the year.

BELL SCHEDULES AND TEACHER CONFERENCE TIMES

- 7:15 AM Doors and drop-off line open
- 7:15-7:40 AM Breakfast
- 7:30 AM Children begin reporting to homerooms
- 7:45 AM Morning Announcements
- 7:45 AM Tardy Bell
- 3:00 PM Car/Bus Dismissal Bell

Students will be supervised by staff in the cafeteria at 7:15 a.m. until school starts. **Please do not leave your child unattended in the car line or at the front of the school before 7:15 am.**

Conference Times for Classroom teachers:

Pre-K:

Gates, Sugimura, Mayer 10:45-11:30

Kindergarten:

Gatlin and Pavia 12:30-1:15

Hood and LePendu 11:15-12:00

1st Grade:

Jalufka, S. Park, Smith 2:00-2:45

2nd Grade:

Hurley, Jameyson, Rampy 1:15-2:00

3rd Grade:

Garner and Teeler 8:00-8:45

Kiger and Morrison 9:00-9:45

4th Grade:

E.Lively, Bishop 9:45-10:30

McMillian, Stippick 10:30-11:15

COMMUNICATION

Liberty Hill Elementary will follow a communication plan for grade/campus level correspondence to provide families with needed information in a timely manner. Teachers will share electronic newsletters containing grade level information on a monthly basis. Additionally, "Thursday Folders" will be utilized for sending home graded work, notes and flyers. Teachers will continue to contact parents more frequently if needed. Our school website will be updated frequently and provide parents with the most current information. Our school calendar that is located on our website will be updated weekly. Please refer to <http://lheslibertyhill.sharpschool.com/>.

Families needing paper copies of any electronic correspondences may request these through their child's teacher. Email addresses entered during the student registration process will be the default

email address for this correspondence. Parents/guardians who do receive correspondence as described or wish to change their email address should contact the campus registrar (Michelle Frederick) for technical support.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that any e-mail message on district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

The goal of Liberty Hill Elementary School is to assure the every student is provided a quality education in a nurturing, safe, respectful environment based on the premise that every student can learn. All staff members contribute to Liberty Hill Elementary School's friendly, inviting environment. We set the tone through our actions and attitudes. Our continuous support and encouragement of students will be demonstrated through three important procedures.

1. We will teach students expectations for responsible, respectful and safe behaviors in every school environment by relating student actions to our school-wide expectations.
2. We will provide positive feedback to students when they are meeting expectations and following the guidelines for success.
3. When minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.

Our job is to teach students how to behave in a way that will bring success in their future as students and as citizens. If a consequence needs to occur in order to reinforce the teaching, we will choose one that is REASONABLE, RELATED, and RESPECTFUL.

The teacher will contact parents in the event of ongoing or escalated behaviors to discuss strategies for success. Students with ongoing behavior concerns, might also benefit from a daily behavior report card and communication log with parents.

Our goal is to protect classroom instructional time, ensure a safe environment for all students and provide consequences for inappropriate behavior that are appropriate with the offense.

Money & Toys

Do not send toys and trading cards to school. Recess equipment will be provided by the school. We strongly recommend that extra money not needed at school be left at home. Please label all money sent to school with your child's name and what the money's for such as cafeteria.

Gum

Gum chewing is to be a pleasure saved for home. This helps protect our carpets, materials, and books.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including cell phones; however, these devices **must remain turned off and put away** during the instructional day,

including during all testing. The use of telecommunication devices, at school at any time, or at a school-related or school-sponsored event, is strictly prohibited. A student who uses a telecommunications device during the school day shall have the device confiscated. Repeat confiscations will result in arrangements to pick up the confiscated telecommunications device being made through the principal's' office.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law.

The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Conduct at Social Events

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

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with their teacher, counselor or principal to learn more about course offerings and promotion requirements.

Personal Counseling

The school counselor is available to assist students and parents with a wide range of concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. The school counselor may also make available information about community resources to address these concerns. Feel free to call our school counselor, Lori Cosper at 512 379-3260.

DRESS AND GROOMING

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

1. Apparel and/or accessories that contain references to race, alcohol products, tobacco products, drugs, sex, vulgarity, death, suicide, the occult, or violence – either explicitly or by innuendo – are prohibited.
2. Apparel and/or accessories that denote gang related association are prohibited (i.e., rags, bandannas, shirts draped over the shoulder, shaved/notched eyebrows, or other physical alterations as identified by local law enforcement).
3. Excessively worn, frayed, or altered clothing is prohibited.
4. Extreme hairstyles are prohibited (i.e., Mohawks, unusually or unnaturally colored hair, excessively spiked hair, etc.) and student's eyes must be visible.
5. Male's hair must be above the collar in back and midpoint of the ear.
6. Piercings are prohibited for males. Females may have piercings only in the ear. Piercing retainers (clear studs) and covering piercing jewelry with tape or bandage are prohibited. Gauges are prohibited.
7. Caps, hats, head coverings, and/or dark glasses are prohibited inside the building.
8. Strapless, spaghetti strap, plunging, and low cut tops are prohibited.
9. Trench coats are prohibited at school and school functions.
10. Pants must be size appropriate and worn at the natural waistline. No sagging pants. Clothing must not reveal underwear.

11. Shorts, skirts, and/or dresses must be longer than the student's fingertip when arms are fully extended down the sides of the body. Yoga pants and leggings must be covered by a shirt, skirt, or dress that is longer than the student's fingertips when arms are fully extended down the sides of the body.

12. Shoes must be worn at all times. House shoes and shoes with wheels are prohibited.

13. Dog collars, choker chains, spiked metal items (i.e., necklaces, wrist bands, etc.), safety pins, wallet chains, and/or chains on garments are prohibited.

14. The administration has the right to evaluate any current fashion or fad and determine whether or not it is appropriate for school.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

FIELD TRIPS

Field trips must be educationally meaningful as they are intended to extend learning for our students. Parents may be asked to contribute a small fee. No student will be excluded for non-payment. Individual student field trip grants are available through the generosity of anonymous donors. A parent permission slip to attend must be signed in advance of the field trip to attend. Students are required to be transported to and from the field trip with their class.

Teachers may request parent chaperones for field trips if needed. Parents wishing to attend field trips as a chaperone must have already completed a background check through the LHISD central office. Chaperones will be supporting students on the field trip, and we require that younger siblings not attend. Parents wishing to attend a field trip with younger siblings may not be utilized as chaperones, but may meet the group providing their own transportation and entrance fees (as applicable) and as venue space allows.

FIRST DAYS OF SCHOOL

On the first day of school, all parents are welcome to walk their child to their classroom starting at 7:15. You will not be able to conference with teachers during this time as the supervision of children is the first priority. Pre-K and Kinder parents will be able to walk their child to the cafeteria (before 7:30) or classroom (after 7:30) for the remainder of the first week - however the faster they get into the routine of walking to their classroom or cafeteria, the easier it will be for them. Parents **MUST** sign in at the front office before walking their child to their classroom/cafe the first week. Please prepare your children ahead of time, letting them know you will not be staying. Building independent learners takes planning and practice. We find that minimizing the "good-bye" time spent between parents and children during these first days greatly reduces the anxiety of most children. If concerns arise, we will contact you.

Beginning on the second day of classes, all parents/guardians wishing to enter the building will need to provide a photo ID and receive a visitor's badge from the office before entry is allowed.

After the first week of classes, students will walk independently and be supervised by staff as they proceed to the cafeteria or classroom.

Please refrain from visiting campus during the school day, including lunch, for the first two weeks of school so that your child may get settled and develop positive routines. **We invite and encourage you to visit and volunteer often after the first 2 weeks.**

FOOD SERVICES

Online payments are available 24/7 at <https://libertyhillisd.revtrak.net/>

Payments made through Skyward Family Access will immediately be posted to the student's food service account. You can also make check or cash payments at the campus cafeteria.

If you need financial assistance for school meals, you can submit a Free and Reduced Application through any Liberty Hill ISD campus or at the Child Nutrition Services Department at any time during the school year.

2018-19 School Meal Prices

Breakfast Child: \$1.65	Adult/Visitor: \$2.50
Lunch Child: \$2.65	Adult/Visitor: \$3.60

Breakfast is served from 7:15-7:40. Students arriving after 7:40 in the café will not be served, as the café will be closed. Any students arriving after 7:40 by bus will be served. All students should be in their classrooms by 7:45 for announcements.

FUNDRAISING

Fundraising at Liberty Hill Elementary is focused on supporting school programs as well as supporting charitable organizations. We also have different ways of raising money throughout the year with the help of our PTO board members and the participation of our wonderful parents. Information regarding fundraisers will be sent home during the school year, in your child's take home folder.

LHE GRADING GUIDELINES

Effective teachers use grading as part of the process of learning. Using the TEKS as the foundation of curriculum, they begin by targeting student expectations and use a variety of formative and summative assessments to provide students with multiple opportunities to demonstrate mastery.

We are a learning-centered campus and understand that all students learn at different rates.

Terminology

Academic Practice: The purpose of **Academic Practice** is not to evaluate a student's final achievement of a topic, but to determine where he or she is in the learning process, diagnose any problems, and aid in getting the help needed to learn the material. When a student learns new material, he or she goes through a time of wrestling with the material before eventually mastering the information or skills. It is expected that a student will make some mistakes during the learning process. These are your formative assessments. Common formative are team created and team evaluated.

Academic Practice could consist of many different types of assessments including, but not limited to:

~Writing Processes	~Notebooks	~Learning Centers/Stations
~Homework	~Journals	~Vocabulary Assignments
~Informal Observations	~Portfolios	~Computer Activities
~Common Formative Assessments (CFAs)	~Quizzes	~Lab Reports

Academic Achievement: The purpose of Academic Achievement is to evaluate how well a student has learned the material. After a student has had sufficient instruction and practice on a topic, it is then reasonable to evaluate his or her independent mastery of the information or skills. These are your summative assessments. Common curriculum assessments are team created and team evaluated.

Academic Achievement could consist of many different types of assessments including, but not limited to:

~Tests	~Compositions	~Research Projects	~Curriculum
~Presentations	~Performances	~Portfolios	~Assessments (CCAs)
~Book Reports	~Essays	~Special Projects	
~Chapter Tests	~Quizzes	~Common	

Recording and Reporting Grades

Progress Reports:

Progress reports will be posted online through Skyward Home Access electronically after the third week in a six week grading period. Grade posting deadlines and dates when progress reports are made available to parents are on the Google calendar and will be in the weekly agendas.

Pre K progress reports will go home at the 3rd and 6th weeks in a nine week grading period.

Pre K progress reports will be printed and sent home.

Report Cards:

Report cards will be posted online through Skyward Home Access electronically the week after the reporting period ends. Pre K report cards will be printed and sent home. Grade posting deadlines and dates of when report cards are made available to parents are on the Google calendar and will be in the weekly agendas.

Pre K is on a 9 week grading period. All other grade levels are on a 6 week grading period.

- **All grades taken on Academic Progress and Achievement shall be recorded in the electronic grade book within a week of being collected.** However, major projects, research papers, and similar student work may take longer than a week to grade due to the nature of the grading process.
- For grades 2-4, **at least 3 grades** must be recorded and reported by the end of the 3rd week progress report in all subjects.
- Any District Benchmark Assessments or DBAs taken within a 6 week period will be recorded in the grade book and weighted at 0%.
- For grades kindergarten and 1st, independent reading levels will be included on the report card as well as grade level norms for instructional reading levels.
- **No surprises for parents. Prior parent contact MUST be made for EVERY student receiving a failing grade (anything below a 70%, 'S' or '2'). Teachers and/or parents may request a conference as needed at any time. Documentation of all parent communication will be recorded by the teacher.**

Grading Scales:

Pre-Kindergarten, Kindergarten and Grade 1:

- 4 - Understandings go beyond grade level expectation
- 3 - Exhibits mastery of skill/concept
- 2 - Exhibits skill/concept with minimal guidance
- 1 - Consistently working below grade level standards even with a high level of teacher support.

Grade 2:

- ELAR - Numerical Grade
- Math - Numerical Grade
- Social Studies/Science - E, S, N, U
- PE, Spanish, Art, Music - E, S, N, U

Grades 3rd and 4th:

- ELAR - Numerical Grade

- Math - Numerical Grade
- Social Studies - Numerical Grade
- Science - Numerical Grade
- PE, Spanish, Art, Music - E, S, N, U

Grading Calculations

PreK-1st Grade: This is a standards-based reporting system utilizing a scale to communicate progress on related student expectations of growth. Report cards and progress reports are specific and detailed. No weight will be assigned in reporting progress.

Grades 2nd-4th:

Subject	Number of Grades per 6 weeks	Percentage	Notes
ELAR	8-10	Practice - 70% Achievement - 30%	Will include at least 3 writing grades.
Math	8-10	Practice - 70% Achievement - 30%	
Science	5	Practice - 100% Achievement - 100%	Grades 3 and 4
Social Studies	5	Practice - 100% Achievement - 100%	Grades 3 and 4
Social Studies and Science	5	Practice - 100% Achievement - 100%	Grade 2 only

Grading Guidelines

1. Grades will be entered weekly throughout the grading period to provide opportunities for improvement prior to the end of the grading periods.
2. No blanket grades are to be entered for a grading period. A blanket grade is giving every student in the class the same grade for an assignment without regard to individual achievement.
3. The responsibility of grading assignments belongs to the teacher.
4. Students will receive the highest, most consistent measure, not an average mark for multiple opportunities.
5. Behavior and adherence to classroom procedures will be evaluated and noted under “Student Responsibilities and Work Habits” or in the comments section of the report cards.
6. A student’s academic grades will not be affected by non-academic behavior or adherence to procedural rules. Examples include points being deducted for not having their name on their paper or cursive writing when the TEK being assessed is not cursive. Penalties do not work (we have been doing it for over 100 years). Grade the mastery of the assignment. Teach the students good work habits (organization and importance of deadlines).
7. Students found to have engaged in academic dishonesty will be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.
8. Parents will be encouraged to monitor student grades and trained on the districts electronic portal.

Independent Practice / Homework

There has been a large amount of research conducted on the effectiveness of homework and the impact it has on student achievement. Research results are not definite but several things need to be considered. For students in elementary school, homework can have both positive and negative effects:

Positive:

- Gives kids a chance to process what they learned
- Teaches responsibility
- Encourages parent involvement

Negative:

- Can increase stress
- Prevents students from spending time on other things
- Is counter-productive by creating a negative attitude towards school.

Assigning academic practice or homework will be left up to teachers and grade levels teams. As decisions about academic practice and homework are being made, LHE will follow these **guidelines**:

- Is consistent across the grade level.
- Is learning-center and based on our essential standards. It should never be about busy work or putting in time.
- Will be meaningful and relevant to learning targets and an extension of classroom learning.
- Will be varied based on ability.
- Will not require a excessive time to complete, for example:
 - KG and 1st grade - 10-20 minutes
 - 2nd grade - 20 minutes
 - 3rd grade - 30 minutes
 - 4th grade - 40 minutes
- Will be monitored.
- Occasional projects in which families can participate in are allowed.

Fun Fact: Studies clearly show that young students gain from reading nightly, being read to and picking books of interest to them.

Late Work

Late work is defined as any assignment that is not submitted on the due date.

Late assignments will be accepted within 5 school days, not to exceed the end of the grading period. Teachers may find time during the school day for students to complete late work (recess, lunch or extra-curricular activities).

Chronic late work will be reported as an improvement area for behavior and work habits.

Make-up Work for Absences

Helping students get back on track after an absence not only helps them learn, it helps them maintain positive connections to your classroom.

A student with an absence from school shall be allowed to complete all assignments missed during the absence and, upon satisfactory completion, be given full credit. The minimum number of days allowed for such make-up is equivalent to the number of days the student has been absent. The assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. It is understood that the nature of some work make it impossible to complete, e.g., science lab, group activities, etc.

Re-Teaching and Re-Testing

Re-testing may be offered to allow a student another chance to show mastery on an exam after he /she has scored below a 75% on an exam or an assignment. Re-teaching should employ instructional strategies different from the original instruction. Re-testing options are at the discretion of the teacher and may include but are not limited to an oral examination, additional practice activities, an essay or paper, a report or presentation, revision of paper project, formal tests or quizzes deemed appropriate by the teacher. The original test cannot be used for the re-test if it is used throughout the re-teach of the skill. If re-testing occurs, the higher grade will replace the lower grade in the gradebook.

District Benchmark Assessments (DBAs) are not included in graded averages and will not be re-tested. Re-teaching in deficit areas will occur. This data will be used to evaluate strengths and needs of each student and appraise the effectiveness of teaching strategies and modes of instruction.

Re-teaching and re-testing will not exceed the end of the grading period.

We are fully supportive of re-testing as a process that allows students to know what needs strengthening, to address those needs, and then to re-test and to re-verify that the learning gap has been closed. This also allows teachers to report a more accurate or current level of proficiency. However, there are times where reassessment will not occur. In many cases, re-teaching and re-testing occurs naturally.

Teachers will be proactive and transparent with students and parents about the opportunities and limits of re-testing.

HEALTH RELATED MATTERS

As so much of the success of each child's program depends on regular consistent attendance at school, the staff at Liberty Hill ISD wants to work with you in doing all we can to keep your child healthy.

***If a child's symptoms appear such that the nurse feels he/she is able to continue in class, he/she will be returned to class. If these minor complaints continue, the nurse will notify you.

Illness: A child should not be sent to school if he/she is ill. A sick child needs rest and care in order to recover as quickly as possible. It is very important not to expose other children to any more illness than we can possibly avoid. If your child does not have any of the symptoms listed below, but is not able to function in his/her classroom due to illness, we will notify you.

Fever - A temperature of 100 degrees F or above orally, is considered fever, and may indicate that your child has an infection. If a child's temperature goes up to 100 degrees or higher while he/she is at school, he/she will need to go home, and we will notify you as soon as possible. In case we are not able to notify you, an alternate person should be listed on your child's emergency card.

If your child has fever at home, we require that you keep him/her at home until temperature has been normal for one full day (24 hours) without fever reducing medication.

Vomiting - If your child is vomiting, he/she may have a viral infection and is required to be kept home **24 hours** after the vomiting has stopped. If your child begins vomiting while at school, he/she needs to go home and we will notify you as soon as possible.

Diarrhea - Diarrhea is defined as frequent, loose bowel movements. If your child has diarrhea, please keep him/her at home. If your child should begin to have diarrhea at school, he/she needs to go home

and we will notify you as soon as possible. Because diarrhea is often contagious, we require that the child remain at home for at least **24 hours** after the diarrhea has stopped.

***If your child has fever, vomiting, or diarrhea, he/she may become quickly dehydrated and seriously ill. By notifying your child's physician or clinic about any illness or unusual physical problem, they will be better informed and will be able to more quickly start whatever treatment may be needed to help your child regain his usual state of health.

Other Illness - If we have reason to believe that your child may have a communicable disease, for example, inflamed eyes, spreading sores around the lips, nonspecific rash, etc., we will call you to pick the child up from school. Please bring a physician's statement that the child is not contagious and may return to school, or keep the child at home until the symptoms subside.

Head Lice

According to the Centers for Disease Control and the American Academy of Pediatrics, children diagnosed with live head lice are to be treated as soon as possible and return to class after appropriate treatment has begun. If a parent finds lice in the child's hair, please inform the school nurse.

Parents will be notified to pick the child up from school should live lice be found. A Notification of Head Lice in the Classroom will be sent home with each student in the class with a confirmed case of lice.

HEALTH SCREENINGS

The school nurse or certified screener conducts annual hearing and vision screenings for 4 year olds, Prekindergarten, Kindergarten, First Grade, Third Grade, new students without current screening records and/or by request from teachers.

Food Allergies

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

INTERVENTION

Students not making satisfactory progress at their grade-level may be recommended for intervention strategies. Strategies include one or a combination of the following:

- Small group instruction for specific skill and concept development
- Individual instruction
- Reading intervention support
- Focused study of objectives and skills
- Tutorials
- Re-teaching
- Students that do not respond to our initial interventions require further considerations. RTI (Response to Intervention) conferences will be scheduled to determine the next course of action; they may include teachers, interventionists, counselors, and parents.

LIBRARY

➤ The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

➤ The library is an important part of each student's learning experience. Students are given many opportunities to use library resources, both on campus and at home, with the goal of developing joy in reading and recognizing the positive value reading plays in their lives. Students borrow materials from the library with the understanding that they are responsible for these materials.

➤ Fines: Fines will be assessed for damaged or lost materials. The fee for damaged or lost books/materials is the replacement cost. If a book is lost or damaged, library privileges will be suspended until the book is paid for or returned. One month will be the amount of time given to return a book or pay for it. If a student pays for a lost item and finds it at a later date, a refund will be made if the material is returned undamaged.

LITERACY LIBRARY

The LHES Literacy Library houses instructional texts used to individualize your child's reading instruction with 'just right books' on their assessed reading levels. We use a Literacy Library because research shows how important it is to put books, on a child's reading level, into their hands every day. These books are used in the classroom for instruction, but will also be coming home with your child as well for homework reading practice. Since these books are so important to the learning for ALL students and there are also a limited number of books available for all classrooms to share, it is very important that they are returned to school in good condition and in a timely manner. These readers are part of a set, if one is lost, the entire set must be re-purchased. Therefore, if your child misplaces one of the books, or the book is ruined or damaged, the cost of replacing one book will be \$7.00. Books will be sent home in a plastic protective envelope in your child's backpack.

PARTIES

Parties will be held twice during the year: Christmas and Valentine's Day. Since school parties come so close to lunch, please limit refreshments to a drink, plus no more than two or three different goodies. Classes will have an End of Year Celebration.

We love to celebrate student birthdays at LHE. This year, however, edible treats like cupcakes and donuts will no longer be allowed. You are permitted to bring a non-edible treat like pencils, books, goodie bags, etc. for your student's class. Please contact your child's teacher or room mom for more details.

Please do not send balloons or flowers to your child's classroom as it causes a distraction to the instruction day. As a district we value inclusion of all. For this reason, IF you send birthday party invitations to school to be distributed, you MUST invite all students in the classroom.

PHYSICAL ACTIVITY FOR STUDENTS

Girls must wear shorts under their skirts or dresses. Sandals and boots are unsatisfactory footwear for PE classes. **Tennis shoes are required for PE class participation.**

A child will be expected to participate in PE unless the child has a note from his/her guardian requesting that the child be excused for the day. The note will be dated and held by the PE teacher. A doctor's note will be required when your child cannot participate in PE for the fourth consecutive day. **If your child misses PE activity, he/she will also miss recess activity.** If there are extenuating circumstances, or a need for additional information on the district's requirements and programs regarding LHES student physical activity, please contact the PE teachers.

SAFETY

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

We will conduct scheduled drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Everyone, including visitors, need to participate in these drills. We will practice Fire, Lockdown, Tornado and Hazmat Drills as required by law.

STANDARDIZED TESTING

STAAR (State of Texas Assessment of Academic Readiness)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments in the following subjects:

- Mathematics, annually in grades 3–4
- Reading, annually in grades 3–4
- Writing, including spelling and grammar, in grade 4
- Any other subject and grade required by federal law

TARDINESS

A student who enters the building after 7:45 is considered tardy. All tardy students must report to the office. Tardies are strongly discouraged and when habitual tardiness occur, the parents will be contacted.

We believe that it is very important that our time at school be used wisely for teaching the children. If the school bus is tardy, the children will **not** be penalized.

If a child has three or more tardies or early outs within the six weeks grading period he/she will **not** receive perfect attendance awards or recognition for that reporting period or for the year.

TITLE I

Matching Programs to the Needs of the Community

Each year, the school district will assess the needs of parents and children in this community, through a variety of measures – including questionnaires sent home to parents – so that the Title I program will be tailored to meeting those needs. Workshops and other programs will be available (some for parents, some for parents and children) to match the expressed needs. Parents will be notified about these opportunities. Parents may call the district office or the school office at any time to express an interest in a particular sort of workshop or to make suggestions.

Staff/Parent Communications

Information will be sent home with children. Phone calls, conferences, and home visits will be made as needed. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem. They may also call the school office and ask for a translator for conferences. Notices are provided in English and Spanish. Staff is trained on how to improve home-school communication; some parents may be asked to attend these training sessions.

Annual Meeting for Title I Parents

Parents will be given information about Title I guidelines at the annual fall meeting. They will be given copies of the district's current Parental Involvement Policy, and will provide input in revising and updating the Policy as needed. Parents may volunteer to serve on the District Education Improvement Council (DEIC), the Campus Improvement Committee, and/or the Title 1 Parental Involvement Advisory Committee. The meeting will be conducted at a time convenient for parents and a translator will be available. Meetings will be publicized so that as many parents as possible will attend.

Evaluation

A district-wide Title Advisory Committee will be involved in the process of school review and improvement. Parents of children in the Title I program will be part of this group. The goal of a district-wide Title I Advisory Committee is to increase involvement in the process of Title 1 evaluation.

Parents will be asked for their input in the annual evaluation of the content and effectiveness of the Title I parental involvement program. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its Parental Involvement Policy on the basis of this annual review.

The commitment to family involvement has been approved by the LHISD board of trustees. The policy will be coordinated by the Title I parent involvement coordinators and administrators.

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Summer Neary and may be contacted at Liberty Hill Administration office (512) 260-5580.

TRANSPORTATION

Afternoon Ride Changes

For your child's safety, the district has developed a strict policy regarding PM transportation changes. Your child will go home as indicated on lhestransportationchanges@libertyhill.txed.net the transportation form UNLESS you request a transportation change. No phone call, text, or handwritten note changes will be accepted. Please note, we will NOT make transportation changes after 1:00 for the same day. Skyward Family Access will not accept any transportation changes to be entered after 1:00pm. **Computer access is available on campus as needed.**

After 1:00pm, transportation changes must be deemed an emergency and approved by a campus administrator.

VISITORS TO THE SCHOOL

General Visitors

Visitors are always welcome at our school. Students are our most precious resource and we care deeply about their safety. Therefore, prior to entering the school beyond the front office, visitors (including parents and guardians) must check in at the school's front office. Parents should carry some form of valid government issued photo identification and check in through the Raptor System. The Raptor Security System has the ability to scan driver's licenses or state-issued ID cards and perform sex offender checks. All visitors must successfully complete the check before they will be allowed to enter the school beyond the front office. District employees may show their active LHISD employee badge as ID. After enjoying breakfast or lunch with your student, please exit the building and do not walk your child to their classroom or next scheduled class.

All classroom visitors must make arrangements/appointments with classroom teachers or administrators prior to a visit. No unscheduled visits are allowed. This complies with state law, prohibiting the interruption of classes during the school day. Our goal is to minimize distractions and maximize student learning, as well as, to ensure confidentiality and the safety of our students.

No child visitors are permitted in the classrooms without a responsible adult and special permission. *Pre-school age children are not permitted on class field trips.* We do not have health information and emergency release forms in case of accident. It is helpful when such visits are arranged so that they occur at a convenient time for all concerned.

Please refrain from bringing pets in the building unless they are service animals.

Visitors Participating in Special Programs for Students

When coming to classroom parties, events, and activities during the school day, visitors are expected to be signed in to the building and receive a name tag. It is important for the safety of all children to know who is visiting our school and by having on a visible visitor's tag, our staff will know you have properly signed in. We also use the sign-in log as documentation of parent involvement at school.

VOLUNTEERS

We welcome and encourage your support and participation in any and all activities in which your child is involved. We hope you will feel free to serve as a homeroom parent for all your children when needed. Go to our website for volunteer sign-up information.

IMPORTANT CONTACT INFORMATION

Office - 512-379-3260

Fax – 512-379-3256

PRINCIPAL, Heather Collison	hcollison@libertyhill.txed.net
ASSISTANT PRINCIPAL, Shellie Brewer	sbrewer@libertyhill.txed.net
SECRETARY, Claudia Sandoval	csandoval@libertyhill.txed.net
RECEPTIONIST, June Badon	jbadon@libertyhill.txed.net
REGISTRAR, Michelle Frederick	mfrederick@libertyhill.txed.net
NURSE, Michaella Ellis	mellis@libertyhill.txed.net
COUNSELOR, Lori Cospers	lcospers@libertyhill.txed.net

PTO CONTACT INFORMATION

PTO PRESIDENT, Amber Hunter	president@lhespto.org
PTO SECRETARY, Jennifer Basey	secretary@lhespto.org
PTO TREASURER, Andrea Brown	treasurer@lhespto.org
PTO VP MEMBERSHIP, Kristin Giuoco	vpmembership@lhespto.org
PTO VOLUNTEER COORDINATOR, Amy Gandy	vpvolunteers@lhespto.org

PTO VP TEACHER APPRECIATION, Kristi Lee	vpteacherappreciation@lhespto.org
PTO VP FUNDRAISING, Carol Shelton	vpfundrasing@lhespto.org
PTO PARLIAMENTARIAN, Sara Fleming	parliamentarian@lhespto.org
PTO YEARBOOK, Amber Mitchell	yearbook@lhespto.org
PTO EVENT COORDINATOR, Aimee Ramos	events@lhespto.org
VP of SPIRIT ITEMS, Crecsendia Glidewell	spiritsticks@lhespto.org