

# LIBERTY HILL ELEMENTARY

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



2017-2018

PARENT-STUDENT  
HANDBOOK APPENDIX 2

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**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.

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.**

*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.

### **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. 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**

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.

## ***AWARDS AND HONORS***

Special recognition will be given at the end of the year for perfect attendance, citizenship, Character Counts, Panther Reading, P. E. mileage club and others.

Special prizes will be awarded for Perfect Attendance at the end of the 1st Semester and end of the year.

Each Six Weeks, classroom teachers will choose a student that has exhibited excellent character traits for the Heart of the Panther award. The student will be recognized during Friday morning meeting at the end of the six weeks.

### Honor Rolls

Honor rolls will be determined by grade averages in math, reading, language arts, social studies and science each six-week marking period. Honor rolls will be determined in grade levels with numerical grades only.

#### For each 6 weeks:

Gold Star Honor Roll: Gold star honor roll is comprised of students with 90 or above in each class with numerical grades for each six weeks marking period.

Silver Star Honor Roll: Silver Star honor roll is comprised of students that earn A's and/or B's in classes with no grade below 80 for each six-week marking period.

#### For the year:

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

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

## ***CLASS SCHEDULES AND TEACHER CONFERENCE TIMES***

7:15 AM Doors and drop-off line open

7:15-7:35 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 in the front of the school before 7:15 am.** Students may go to breakfast from 7:15-7:35.

## **Conference Times for Classroom teachers:**

### **Pre-K:**

Gates 9:45-10:30

### **Kindergarten:**

Gatlin, Hood, Pavia 8:00-8:45

### **1st Grade:**

Jalufka, Greer, S. Park 9:00-9:45

### **2nd Grade:**

Hurley, Jameyson, Rampy, Smith 12:30-1:15

### **3rd Grade:**

Kiger, Morrison 1:15-2:00

Garner, Teeler 2:00-2:45

### **4th Grade:**

E.Lively, Bishop 10:30-11:15

McMillian, Stippick 11:15-12:00

## ***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 email message on district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## ***CONDUCT***

Liberty Hill Elementary School assures that 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 being safe, respectful and responsible 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.

## **Money & Toys**

Please leave toys and trading cards at home. Recess equipment will be provided by the school. We strongly recommend that extra money not needed at school be left at home.

## **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 stowed** 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 Cospers at 512-379-3260.

## ***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. 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 <http://goo.gl/Mu0Ts1>

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.

## **2017-18 School Meal Prices**

Breakfast Child: \$1.65 Adult/Visitor: \$2.50

Lunch Child: \$2.65 Adult/Visitor: \$3.60

Breakfast is served from 7:15-7:35. Students arriving after 7:35 in the café will not be served, as the café will be closed. All students should be in their classrooms by 7:45 for announcements.

## ***FUND-RAISING***

Fund-raising at Liberty Hill Elementary will be focused on supporting school programs as well as supporting charitable organizations such as Special Olympics, March of Dimes, American Heart Association, and the American Diabetes Association. We also support and participate in several PTO fundraisers.

## ***GRADING GUIDELINES***

Report cards with each student's grades or performance and absences in each class or subject are issued at least once every six weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within three days. The district may use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a handwritten signature of acknowledgment instead.

Grades will be recorded to indicate mastery of skills. Because skills vary in complexity and take varying amounts of instruction, some marking periods will include more grades than others.

Grades are taken to check the student's understanding, demonstration, and mastery of the skill.

Incomplete work has a grace period that will be determined by the grade level that is appropriate for the complexity of the assignment and/or developmental level of the student. Penalties may be incurred.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests, and disciplinary penalties.

Concepts not mastered will be re-taught and retested for mastery.

## ***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 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 that 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 ask that you keep him/her at home until temperature has been normal for one full day (24 hours).

Vomiting - If your child is vomiting, he/she may have a viral infection and needs 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**

If a parent finds lice in the child's hair, please inform the school nurse, and she will check other students as necessary. Re-checks will be done on an individual basis continuing with the confidentiality of the condition.

To help keep lice from spreading, parents will be notified to pick the child up from school should lice be diagnosed. Information from the nurse will specify to parents the procedures to kill lice and return to school.

Parents will need to prove or verify the type of lice shampoo used. The child will be re-admitted to school when he/she provides evidence that a lice control shampoo was obtained, and the child's head is clear of nits.

The parent must send either an itemized sales receipt from a prescription shampoo (such as is used for tax or insurance purposes) or a box bottom from an over-the-counter lice control shampoo such as Rid or A-200 Pyrinate. This should be sent in an envelope marked to the school nurse. Pesticide liquids or sprays and dog shampoos must not be used on children. This is dangerous. Remember that a second treatment must be given 7 – 10 days after the first treatment in order for it to be effective.

A maximum of one school day will be allowed as an excused absence to shampoo and remove ALL nits.

We know you do not want this problem and neither do we. The only way we can control it at school is with your help from home. Therefore, please understand the strict rule is for everyone's protection. Thank you for your help and support in this matter.

## **Health Screenings**

The school nurse conducts annual hearing and vision screenings for ELSE, Prekindergarten, Kindergarten, First Grade students, and all new students or by request. She also does periodic screenings for lice.

## **Food Allergies**

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

## **Physical Activity for Students in Elementary School**

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 teacher.

## ***HOMEWORK***

Liberty Hill students are asked to do a limited amount of homework. Reading each day with parents is an important part of developing fluent readers. Sometimes there will be a project the student is asked to do with the family or short math worksheets.

## ***MAKEUP WORK***

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject and the needs of the individual student in mastering the essential knowledge and skills.

Many lessons taught throughout the day are followed with hands-on, collaborative work. In many cases, make-up work cannot be given to replace these activities.

A student will be permitted to make up tests and to turn in projects due in any class missed because of an excused absence.

## ***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.

There will be no birthday parties at school, however you may send a special treat for a class snack such as cupcakes. These will be served in the classroom during the last 20 minutes of the instructional day. They cannot be served in the cafeteria.

Please do not send balloons or flowers to your child to be transported on the school bus. If you send birthday party invitations to school you **MUST** invite all students in the classroom

## ***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 drop your child off before 7:15, please make arrangements with one of the local child care centers. 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.

**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 in the mirror as the parent drives through the 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.

**BUS RIDERS IN THE AFTERNOON** will be escorted and monitored by grade level teachers to their bus lines as well as escorted to their assigned buses upon arrival.

## ***REPORT CARDS / PROGRESS REPORTS AND CONFERENCES***

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

Family Access allows you to access your child's most current grades.

At the end of the first three weeks of a grading period, parents will be given a progress report if their child's performance is **below 75**, or is below the expected level of performance.

If the student receives a grade **lower than 70** in any class or subject at the end of a grading period (on their report card), the parent will be requested to schedule a conference with the teacher of that class or subject to discuss/develop a plan for improvement. **Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days.**

Please discuss any questions about grades or grade calculations with your child's teacher.

## ***CCA (Common Curriculum Assessments) and INTERVENTIONS***

Texas has a rigorous state curriculum (TEKS) and a comprehensive state assessment program (STAAR) that are aligned. It is the school district's responsibility to articulate, align, and teach the state curriculum.

CCA unit tests by no means represent all that is taught in the classrooms; however, by determining and measuring what concepts and skills students need to master at each grade level. With this information, parents and teachers can work together to ensure the educational success of each student.

### **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
- 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.

## ***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.

## ***SCHOOL FACILITIES***

### **Use by Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:15 a.m.

- Cafeteria

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

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

### **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.

### ***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 classroom after 7:45 is considered tardy. All tardy students must report to the office. Tardies are strongly discouraged and when habitual tardies 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***

### **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 Sherry Hall 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 the transportation form UNLESS you request a transportation change using Skyward Family Access <https://goo.gl/kyMdC1> on or before 2 pm. No phone call, text, email or handwritten note changes will be accepted. Please note, we will NOT make transportation changes after 2:00 for the same day. Skyward Family Access will not accept any transportation changes to be entered after 2.00pm. Computer access is available on campus as needed.

After 2pm, PM transportation changes must be deemed an emergency and approved by a campus administrator.

## ***VISITORS TO THE SCHOOL***

### **General Visitors**

Having visitors on campus is always a treat. Our students love having guests for breakfast or lunch. For the protection of our students and staff we require, without exception, all visitors to present a valid Driver's license or ID prior to any visit or student contact. District employees may show their badge as ID.

All classroom visitors must make arrangements/appointments with classroom teachers or administrators **prior** to a visit, no unscheduled visits are allowed.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Appropriate dress is required as to not cause a distraction.

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.