

2010-2011
LEONARD ELEMENTARY SCHOOL STUDENT HANDBOOK

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Leonard Elementary School
Mailing Address: #1 Tiger Alley
Physical Address: 300 Mulberry Street
Leonard, Texas 75452
903-587-2316 (phone number)
903-587-2392 (fax)

Dear Students and Parents,

Welcome to Leonard Elementary! We are looking forward to a fantastic 2010-2011 school year and are glad that you will be joining us as we strive for an exciting year. The faculty and staff members of our campus, along with the administration of Leonard ISD, are proud to be serving the students of our community and surrounding area.

Our campus has been honored by receiving the state's highest academic awards by being rated as an exemplary campus during the 2004-05, 2005-06, 2008-2009 and 2010-2011 school years and received a recognized rating during the 2003-04, 2006-07, 2007-08, 2009-10 years. This was a result of a tremendous amount of hard work and dedication by our students, teachers, staff, and parents. As we continue to strive for excellence, our campus team recognizes the importance of early education as being a vital part of a child's life as we help set the building blocks for the future. We know the value of each day with your child at school is preparing them for bigger and brighter days ahead. In addition, we also realize the importance of having you as parents involved in your child's education. You are your child's first teacher, and they look up to you and follow the example you set. We would like to encourage you to continue setting this example by spending time with your child each day by talking to them about school and asking what they learned or worked on that day. Also, please take a few minutes of your time by reading with your child daily and help us promote the joys of reading at an early age.

As you continue through this handbook, please take the time to read the policies and other pertinent information that will assist you in learning more about the expectations for our students academically, socially and behaviorally. These are all key components that work hand-in-hand in helping us provide the safest, educational enriching environment for your child. Also, you are encouraged to keep the lines of communication open with your child's teacher(s). Positive communication is a key element in making a successful bond between the home and school. Our goal is to continue to provide our students with the best quality education, and with your help and support, this can be done.

We welcome your participation during the school year with campus functions and activities as well as with our Parent-Teacher League (PTL). Working together, we will be able to reach our goals as we help your child receive an outstanding education.

Thank you for sharing your child with us!

Sincerely,

Brad Maxwell
Principal

LEONARD ELEMENTARY
CAMPUS GOALS AND OBJECTIVES

The faculty and staff at Leonard Elementary School will strive to provide a positive learning environment conducive to student growth and development. It is our desire to foster:

- *skills necessary to become responsible members of our school community
- *considerate behavior
- *student/teacher cooperation
- *campus pride
- *parental communication/involvement

In the practical application of our mission, our school will emphasize the improvement of the basic skills of students in reading, language arts, mathematics, science, social studies and citizenship.

We believe that all students can learn.

LEONARD I.S.D. MISSION STATEMENT

The Leonard Independent School District will partner with parents and the community to create life-long learners who are academically and socially prepared to be productive citizens. We are proud to provide a safe, respectful learning environment where all children are challenged through stimulating learning experiences to achieve their dreams. "At LISD we are investing in the future of our students."

PARENT-SCHOOL COMPACT

Leonard Independent School District Schoolwide Parent-School Compact

The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to assure that every child attains high standards and a quality education.

The School's Responsibility

Leonard Independent School District will:

- communicate with parents and notify them of school events in a timely, efficient manner
- communicate learning expectations for students at each grade level
- provide an environment that promotes positive communication between the teacher, parent and student
- provide homework assignments that will reinforce classroom instruction
- provide opportunities for parent conferences and school functions to maximize parent participation

The Parent's Responsibility

As a parent, I will try to:

- see that my child is on time and attends school regularly
- establish a time for homework and review it regularly
- encourage my child's efforts and be available for questions
- read aloud to my child and let my child see me read

- be an interested listener as my child reads to me
- help my child establish a routine for school days
- attend parent/teacher conferences
- support the school in its effort to maintain proper discipline
- help my child learn to resolve differences in positive ways
- stay aware of what my child is learning
- respect school staff and the cultural differences of others

The Student's Responsibility

As a student, I will try to:

- attend school regularly
- work hard to do my best in class and schoolwork
- help to keep my school safe
- ask for help when I need it
- respect and cooperate with other students and adults

Leonard Independent School District Schoolwide, Title 1 Part A Campus-Parent Involvement Policy

Acknowledging that parent/guardians are a student's first teachers and that this continuing support is essential for academic success, Leonard Elementary School is committed to the following parent involvement policy:

**Parents will annually receive information concerning the implementation of the Schoolwide Title 1, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.

**Parents will be given timely information concerning overall student performance standards and expectations.

**Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, TAKS, etc.

**Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren) through various campus activities.

**Parent representatives will be involved in the development, review and evaluation of the campus improvement plan.

**Schoolwide, Title 1 Part A parents will be given an opportunity annually to participate in the School/Parent Compact.

**Parents of students participating in Schoolwide supplementary services will be asked to complete surveys seeking evaluation of the academic instructional program and parental involvement.

LEONARD ELEMENTARY SCHOOL

School Hours:

Pre-Kindergarten - 8:00a.m. - 2:00p.m.; Kindergarten 8:00a.m.-2:50p.m.

Grades First - Third Grade - 8:00a.m. - 3:00p.m.

Office Hours - 7:30a.m. – 4:00p.m.

Phone - 903-587-2316

Principal - Brad Maxwell

Secretary - Tracy Howell

Counselor - Judy Williams

School Resource Officer/Technology Director - Jerome Edwards

School Nurse - Nancy Zachary

Cafeteria Manager – Linda Fisher

Superintendent - Larry LaFavers

Absences

When a student misses all or any portion of the school day, a Leonard ISD Absence Notification form is required to be turned into the office within two days of the child's return to school or the absence will be unexcused. These forms will be sent home at the beginning of the school year and are also available at www.leonardisd.net or can be picked up in the school office. If your child is absent due to illness/injury and receives medical attention from a physician, a medical note from the physician should be sent to school when your child returns. Leonard I.S.D. follows all absentee guidelines set forth by the Texas Education Agency.

All students are required by state law to be in attendance for 90% of the school year. Any student who has not attended the mandatory days will have his/her record reviewed by the campus attendance committee before being promoted to the next grade level. In addition, the parent is responsible for getting their child to school each day and on time. Truancy cases may result in fines against the parents. Please review the Leonard ISD Attendance Policy sent home at the beginning of the school year, and call the school office if you have questions.

Announcements

Announcements are made once each morning. The school day begins with the Pledge of Allegiance to the U.S. Flag, which is followed by the Pledge to the Texas Flag, and then concludes with one minute of silence. The announcements will also include the lunch menu for that day as well as any other information that pertains to the students or staff.

Arrival

Students will be supervised in the hallways beginning at 7:35a.m. Students are to come into the building as soon as they arrive at school and sit outside their classroom doors. Teachers will begin allowing students in the classrooms at 7:50a.m. Students arriving at school for breakfast must report to the cafeteria. Students eating breakfast in the cafeteria should arrive in time to be able to complete breakfast and get to class by 8:00a.m. Breakfast is served from 7:30a.m. until 7:55a.m. The school cannot be responsible for students sent to school before the cafeteria opens for breakfast at 7:30a.m. Please make other arrangements for your child in the mornings if you must leave for work before the school building opens.

Bad Weather Information

You may get the latest information on school closing due to inclement weather by listening to one of the following:

Radio

93.5 FM KGVV Greenville

1400AM

1420AM KFYZ Bonham

Parents may also sign up for a new emergency information service that will alert you to early closings, cancellations and delays of our school. This system, School Messenger, will be the official emergency electronic and calling notification system used by the district. More information will be sent home with the students at the beginning of the school year.

Bus

Bus riding is a privilege that requires students to be quiet, considerate, and safety-conscious while on the bus. All students and parents must sign a bus contract at the beginning of each school year. The contract states the rules of the bus and the consequences of inappropriate behavior.

Computer Lab

Students are responsible for good behavior on the school computer networks, just as they are in the classrooms or hallway. General school rules for behavior and communications apply. As part of the learning process of computers and technology at the elementary level, students, under the supervision of school staff members, will only be allowed to explore quality educational websites via the internet. A Leonard ISD Internet Use Agreement must be signed and on file prior to the user being permitted to visit the educational sites on-line. An agreement is not needed for regular classroom or computer lab instruction for instances such as keyboarding or educational games, etc, which do not require internet access.

Conferences

Teachers may wish to schedule conferences to discuss your child's progress. You may wish to initiate such meetings as well. You may make appointments with your child's teacher(s) for a meeting to occur either during the teacher's conference time or after school. Always report to the office when visiting our school. The office staff will be glad to assist you. In order to not interrupt instruction, please do not go directly to a classroom.

Discipline

The main purpose of school is the education of its students. For learning to take place, an orderly climate must exist. As required by law, the board has adopted a ***Student Code of Conduct*** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the LISD ***Student Code of Conduct***. Students and parents should be familiar with the standards set out in the ***Student Code of Conduct***, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the LISD ***Student Code of Conduct*** and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities. Please familiarize yourself with the LISD ***Student Code of Conduct***. If you have any questions or concerns, please contact the school office. The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and

district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect as well.

Dismissal/Leaving Early

Students are expected to be picked up promptly at dismissal times. Students waiting to ride the school bus will be supervised by school personnel. If a child must leave school early for any reason, the parent/guardian MUST check-in with the school office and sign the child out. Parent/guardian identification may be requested before a child will be dismissed early. Please let your child know before leaving for school each morning if their after school plans will be changing that day when at all possible and send a note to your child's teacher. If plans change during the day, please call the school office and leave a message with the secretary and she will notify your child's teacher (please call before 2:30p.m.). Due to the busy schedule, please minimize these distractions by notifying your child before school starts each day of any changes when at all possible. If a child leaves school before 2:30p.m., an absence form must be completed and returned to school within two school days for the periods missed.

Festival

Leonard I.S.D. routinely holds either a Fall Festival at the end of October or a Spring Festival in March for students and parents to enjoy. The event is held in the evening at a location on one of the campuses and allows fun for all ages. Each grade from pre-kindergarten through grade twelve may sponsor a game(s) with the proceeds going to each class fund.

Field Day

Each spring Leonard Elementary School hosts a Field Day where students get to enjoy a day of fun and games. The annual event is held in May and we can always use parent volunteers to help with the games. Some of the games include relay races, beach volleyball, sack races, tug-of-war, popsicle walk, limbo, musical chairs, moon walk, and much more. It is a great way to celebrate the end of school.

Field Trips and other School-Sponsored Activities

Throughout the school year there will be various activities your child will want to participate in with his/her classmates. Any time a student leaves the campus for a school-sponsored field trip or competition, the student is expected to follow all rules in the Code of Conduct manual.

A parent/guardian permission slip is also required before a child will be permitted to leave campus for a field trip on district transportation. Students must ride district transportation to and from the field trip or competition. In some circumstances a student will be allowed to ride home from a field trip or event with a parent/guardian. A signed and dated note by the parent must be given in these circumstances and the student will only be permitted to ride with his/her parent or guardian. No exceptions can be made.

Fund Raisers

Leonard Elementary School sponsors a limited number of fund raisers each year to help raise money for items such as computers and technology, playground equipment, incentives for students, and other needed supplies and materials. There are always rewards for students selling a certain number of items. Parents are asked to help their child by taking brochures to work with them and by only allowing their child to contact friends and family to purchase items. We do not promote having our students go door-to-door selling items to strangers. We want the safety and well-being of all our students first and foremost.

Grades

Report cards are sent home on the Thursday following the end of each six-weeks grading period as indicated on the school calendar. At the end of the third week of each reporting period, a progress report will be sent home with students in first through third grade. These reports must be signed and returned to school. To be promoted to the next grade level, a student in grades one through three shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts/reading, math, social studies and science. In addition, a student shall attain an average of 70 or above in language arts/reading and math. Kindergarten students should have successful mastery on their report card and TPRI assessments.

Gifted and Talented (G/T)

Students entering the second grade or new students to the district entering third grade can be screened for placement in the gifted and talented program (GT) if they are recommended by a teacher, staff member or parent. Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. A selection committee shall evaluate each nominated student according to the established criteria set forth in local policy EHBB.

Homework Assignments

Teachers will assign homework as they deem necessary. Students are expected to complete all homework and turn it in on time. Failure to turn in work may result in detention or loss of recess or other privileges. Also, a late grade with a deduction of twenty points per day or a grade of zero can be given if the work is not completed.

When your child is absent from school and you desire to pick up assignments, please call the school office before 10:00a.m. so the teacher will have sufficient time to get this information to the office for you to pick up by the end of the school day.

Honor Roll

An honor roll is compiled each six weeks for students in grades one through three and released to the news media. To qualify for the honor roll, a student must earn all A's for the "A" honor roll or all A's and B's for the "A - B" honor roll.

Insurance

At the beginning of each school year, Leonard ISD sends home student insurance information for parents to consider purchasing to help cover their child in case of an accident/injury at school. Leonard ISD is unable to pay medical bills or fees as a result of an injury while at school, so parents are encouraged to consider this insurance plan in the event it is needed.

Lost and Found

All lost and found items (outside the classroom) are to be taken to the school office and will be placed in the designated Lost and Found Area. All unclaimed items will be donated to a local charity or given to needy students at the end of each semester.

Meals

School lunches are \$1.75 daily for students in Pre K - 3. Extra milk/juice can be purchased for .40 cents and ice cream can be purchased for .50 cents. Breakfast is \$1.25. Students may also wish to bring his/her own lunch from home. Free and reduced lunch forms are available for parents with reduced income. Students are limited to a total of three charges. If an account goes unpaid after the third charge, the student will be given an alternate meal and will not be allowed to purchase items until the account is paid.

Nurse's Office

The school nurse is stationed in the Leonard Elementary School. However, she is on duty for all of the campuses in Leonard I.S.D. When students become ill at school, a parent/guardian will be notified. Provisions should be made to have your child picked up as soon as possible. A child with a fever of 100.2 or higher will be sent home, and a child who is vomiting or has diarrhea will need to go home. Students should be free of fever, vomiting or diarrhea for 24 hours before returning to school. Also, Leonard I.S.D. has a no-nit policy to prevent the spread of head lice. If a student is found to have nits or head lice while at school, then the child's parents/guardians will be notified, and arrangements must be made to have the child picked up from school as soon as possible. Upon the child's return to school, the school nurse must first check the child's head to make sure there are no nits or lice before they are allowed to stay at school. Contact the nurse's office for further information regarding brochures and other helpful information regarding this. Parents are advised to check their child regularly and if nits or lice are found, please contact the nurse so she can check other students in your child's classroom to help reduce the spread of head lice.

If it becomes necessary for medication to be taken during the school day, the following procedures MUST be followed:

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Authorized employees, in accordance with policy FFAC, may administer:
- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
- Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.
- Herbal or dietary supplements provided by the parent if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the District's medical advisor and
- When the parent has previously provided written consent to emergency treatment on the District's form.

Nurse's Office Continued

SCHOOL HEALTH ADVISORY COUNCIL(SHAC)

Leonard ISD has a School Health Advisory Council comprised of employees, parents, and community members to address school health related issues and meet a minimum of twice a year.

BACTERIAL MENINGITIS

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death. You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district. The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Parties - Birthday/Holiday, Etc.

Due to the Texas Department of Agriculture policies concerning Foods of Minimal Nutritional Value (FMNV) for elementary campuses, there are only a few times during the school year when class parties for holidays/ special school events will be allowed. Students may be given FMNV or candy items during the school day for up to three different events each school year to be determined by school officials. These dates will be sent home to parents at the beginning of each school year. For more information about FMNV you may visit the Texas Department of Agriculture, Food and Nutrition Division website at www.agr.state.tx.us/foodnutrition. This is a state policy that Leonard Elementary must follow, so please do not send food or drink items to school for other students with the exception of birthday cake/cookies/ cupcakes to celebrate your child's birthday if you choose to do so. Also, if a parent visits campus at lunch and brings their child outside food, it can only be for their child and not other students in following this state guideline.

Personal Possessions

Please label all of your child's belongings including coats and jackets. Many items are lost each year and labels help us return them to the owners.

Pesticide/Asbestos Statement

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the Administration Building. If you have any questions, please contact Dwain Campbell at 903-587-2318.

Physical Education(PE)

All students in kindergarten through third grade will have PE each week for a minimum of 135 minutes. The new state guidelines require PE to be "moderate to vigorous activity" for a minimum of 30 minutes daily or 135 minutes weekly (the weekly time frame is allowed to reduce scheduling conflicts so our students can also participate in music and the computer lab during activity time). Students in grades 3 and above must be administered a student physical fitness test annually starting with 2007-08 school year. Parents may request in writing a copy of their child's physical fitness assessment at the end of the school year. Please make sure your child wears appropriate shoes(tennis shoes preferred) in order to participate in PE as required. If a student has been sick or is unable to take part due to injury, please make sure you send a note if your child is unable to participate in PE that day. After a child has missed participating in PE for more than two days in any six weeks, a doctor's note will be required due to the state requirements. A student will receive a participation grade each six-weeks in PE on his/her report card. Due to safety concerns, two points will be deducted off of the student's grade each time he or she does not wear proper shoes after the first warning is given. Students will not be allowed to participate barefoot, in socks, flip-flops or shoes that will scuff the gym floor. The PE teacher will send this information home at the beginning of each school year as a reminder to parents.

Pledge of Allegiance and Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

Pre-Kindergarten

Leonard Elementary School offers a pre-kindergarten program for those students who are four years of age or before September 1 and who meet the eligibility criteria. For a student to qualify for pre-kindergarten, he or she must be unable to speak the English language; educationally disadvantaged where he or she qualifies for free or reduced lunches; homeless; the child of an active duty member of the armed forces or the child of a member of the armed forces who was injured or killed while serving on active duty; or has been a foster child. Enrollment in pre-kindergarten is open to those students who reside within the Leonard School District first. If space permits, students not qualifying for pre-k based on the state's eligibility requirements may attend as a tuition student. Tuition may be paid monthly or by semester and should be paid to Leonard Elementary School, #1 Tiger Alley, Leonard, TX 75452.

Promotion and Retention

Legislative update, July 2009 HB 3, Section 28 amends §28.021 to require school districts to consider the following in determining whether a student should be promoted to the next grade:

1. the recommendation of the student 's teacher;
2. the student's grade in each subject or course;
3. the student's score on the TAKS (English or Spanish) in grades 3-8 or an alternate assessment under §39.023(b) or (l); and
4. any other necessary academic information

A student will be promoted on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course in grades first through third, a student must receive a grade of at least 70 in core subjects based on course-level or grade-level standards and meet state attendance requirements. Kindergarten students should have satisfactory performance on their report card and TPRI assessments. In addition, a student who fails *any* TAKS assessment in grades 3-8 must receive accelerated instruction in the applicable subject area, which may include instruction outside of normal school operating hours.

Safety

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Leonard ISD utilizes security cameras on all campuses for student/staff safety.

Save For America School Savings Program

American Bank of Texas offers Leonard Elementary students the opportunity to learn the principles of savings through the Save For America School Savings Program. A curriculum has been developed that will teach your child how to save money, while utilizing math and computer skills. This program is endorsed by the U.S. Department of Education.

So that every student can participate in the program, American Bank of Texas will open an account for each student who has a valid social security number with as little as one penny. Leonard Elementary holds their "banking" day once a week giving your child the opportunity to bank at school.

School Messenger

Leonard ISD utilizes the School Messenger system to make bulk phone calls or text messages to parents regarding important school information. This system allows the school to record a voice message or send a text message which will then be relayed to the parents' contact numbers. Parents will receive sign-up information regarding this program at the beginning of each school year and are encouraged to keep their contact numbers updated.

STUDENT DRESS REQUIREMENTS

Dress code requirements will be monitored and will be adhered to in order to promote a positive environment for everyone.

- *Shoes will be worn. Tennis shoes or shoes with non-marking soles are required for p.e.
- Skate shoes (or heelies) are not allowed.
- *Shorts and skirts longer than mid-thigh (or fingertip length) are acceptable.
- *Stretch shorts or bicycle shorts are not acceptable unless worn underneath a mid-thigh walking short.
- *Proper underclothes must be worn.
- *Clothing that is too tight or revealing must not be worn.
- *Tops that expose the midriff are not allowed.
- *Patches or words advertising alcohol, tobacco, or other controlled substances are not allowed.
- *Obscene or inappropriate slang language/alcohol or tobacco ads on clothing are not acceptable.
- *Caps or any type of head coverings(ex: bandana, scarf ,etc.)are not to be worn inside the school unless it is a special circumstance that requires prior approval from the principal.
- *Piercings are limited to the ear and must not be a distraction.
- *Any kind of tattoo must be covered by an article of clothing and must not be a distraction to others.
- *Sagging of any kind is prohibited.
- *Student hair should be clean and neat. Hair color is limited to one color and the color should be natural to human hair and not a distraction to students or staff. Boys' hair length should not exceed the bottom of the shirt collar. No mohawks or other kind of haircut that is deemed distracting to students or staff will be permitted.

Student Guidance Services

Guidance services are provided on campus. If you feel your child needs counseling for any school-related reason, please notify the school counselor. The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns.

Student Work

As a parent, if you choose that your child's artwork, special projects, photographs, etc. not be displayed to the community on the District's website, in printed material, by video, or any other method of communication, you must submit this in writing to the principal. Leonard Elementary never lists student first and last names with pictures on the website.

Tardy Slips

School begins each day promptly at 8:00a.m. If a student arrives at school at 8:05 or later, he or she must report to the school office for a tardy slip or absence slip prior to

entering the classroom. Being punctual is very important and parents can help set good examples for their children by making sure they are at school on time each day. After school detention may be assigned once a student has more than three tardies. Further discipline action may be taken as deemed necessary.

Testing

Each year students at Leonard Elementary in grades kindergarten through second grade are administered an achievement test to assist the school in monitoring the child's progress as well as to help us plan our curriculum for the next school year. This test is the Iowa Test of Basic Skills (ITBS) and is usually administered during early May. Results are sent home to the parents by the end of the first six-weeks of the new school year. Also, kindergarten through second grade students are given a reading inventory three times per year known as the Texas Primary Reading Inventory (TPRI). This assessment helps teachers detect reading problems/concerns early on and students will be given accelerated reading instruction when needed to help make sure they are reading on or above grade level by the end of the third grade. Students in the third grade must take the state-mandated Texas Assessment of Knowledge and Skills (TAKS) test in reading and math each year. More information is provided to parents of third graders at the beginning of the school year.

U.I.L. Academic Competition

Leonard Elementary participates in the district academic competition held at a site to be announced at a later date. This competition allows students in the second grade or higher to participate against students from other schools in our UIL district in various academic areas. Areas include Oral Reading, Story Telling, Creative Writing, Ready Writing, Spelling, Music, and other events depending on grade level. In order to participate in the U.I.L. Competition, students must first try-out for a specific event and then attend practices after school as announced by the academic coach until the competition date. More information will be provided to the students prior to the try-out date. Students must meet eligibility requirements following the University Interscholastic League rules in order to participate.

Visitors

All visitors are required to report to the office upon arrival. We ask that you notify the office staff so we can be made aware of any visitors on campus and for you to get a visitor's badge. This allows us to provide the safest possible environment for our students. All outside doors around the building are locked between the times of 8:15a.m. - 2:45p.m. with the exception of the office doors located on the south side of the building between the playground and tennis courts. Parents eating lunch with their child must first sign in at the office or cafeteria sign-in table, get their visitors badge and then proceed to the visitor's table for lunch with their child. The north cafeteria doors will be unlocked and monitored during the lunch period for the convenience of our parents parking in the north parking lot.

Withdrawing From School

A student may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the school office. A clearance from the classroom teacher, librarian, cafeteria, and office will be required before withdrawal is complete. A copy of the withdrawal form will be given to the parent and a copy will be placed in the student's permanent record.

LEONARD ELEMENTARY SCHOOL
CODE OF STUDENT BEHAVIOR

I. SCHOOLBUILDING

1. Walk in the building
2. Fighting, cursing, or disorderly conduct is not permitted
3. Keep noise level to a minimum
4. Defacement or destruction of school property is not allowed
5. Littering is unacceptable

II. CLASSROOM

1. Follow directions
2. Disruptive behavior is not permitted
3. Attend school regularly
4. Be at school on time
5. Respect the rights and properties of others
6. Turn in work on time

III. RESTROOMS

1. Use restroom for intended purposes
2. All urinals and toilets must be flushed
3. Unnecessary objects shall not be taken into restrooms (pencils, pens, etc.)
4. Standing or swinging on restroom fixtures or playing in the restroom is unacceptable
5. All trash must be disposed of properly in trashcans
6. Please wash your hands before leaving restroom

IV. CAFETERIA

1. Talk in a low voice
2. Use proper table manners
3. No throwing of food or any other objects
4. Students are responsible for keeping their area clean
5. Students must not leave cafeteria without permission

School personnel monitor students in the cafeteria.

V. PHYSICAL EDUCATION, GYM, PLAYGROUND, ETC.

1. Students will follow the rules set forth by the person in charge
2. Follow all campus playground rules
3. Follow safety rules:
 - a. Throwing of dangerous or unauthorized objects is not allowed
 - b. Use equipment properly
 - c. No standing on:
 1. Swings
 2. Slides
 3. Monkey bars
 - d. Only one person in a swing at a time
 - e. Go down slides correctly
 - f. If playing organized games (basketball, soccer, etc.), good sportsmanship must be displayed at all times. No tackle football or wall ball is allowed.

In accordance with policies at EHAB, EHAC the district will ensure that students in (K- 3) elementary school engage in at least 30 minutes of physical activity per day in p.e. or 135 minutes on a weekly basis.

VI. BEFORE AND AFTER SCHOOL

1. Students who do not ride the bus should not arrive at school before 7:35a.m unless they are eating breakfast in the cafeteria. For all other students, adult supervision begins at that time. Breakfast is served from 7:30a.m. until 7:55a.m.
2. Arriving students must report to the hallway outside their classroom door and sit until the teacher allows students to enter the classroom by 7:50a.m.
3. Students will follow school rules.
4. When school is dismissed, all students must leave campus - unless other arrangements have been made. Please make sure your child knows where he/she is supposed to go when school is dismissed.
5. Please send a note to school if your child's after school plans change.

VII. BUS

1. Students must obey bus driver
2. Students must follow school bus rules
3. Bus students must have a bus contract signed and on file
4. Bus students should report to their designated area while waiting for the bus and stay in their bus line. Respect the bus monitor.

VIII. FIRE, TORNADO and LOCKDOWN DRILLS

1. Precautions are taken to ensure the safety of your child during normal school hours. Periodic fire drills, tornado drills and building lockdowns are executed to make certain students learn proper safety procedures and follow all safety guidelines.

IX. THE FOLLOWING WILL NOT BE ALLOWED AT SCHOOL:

1. Cheating
2. Leaving school without permission
3. Stealing
4. Forgery
5. Gambling
6. Exhibiting disrespect to others
7. Profanity or swearing
8. Matches or lighters
9. Explosives including firecrackers
10. Committing extortion, coercion or blackmail
11. Committing arson
12. Inappropriate contact or assault
13. Harassment
14. Alcohol, illegal drugs, non-prescription drugs, guns, knives, or any other type of weapon
15. Tobacco products
16. Other areas addressed in the Leonard I.S.D. Student Code of Conduct

X. SCHOOL PERSONNEL CAN NOT BE RESPONSIBLE FOR MONEY OR OTHER VALUABLES THAT STUDENTS BRING TO SCHOOL.

2010-2011

Leonard Elementary School Faculty and Staff

Principal: Brad Maxwell
Secretary: Tracy Howell
Counselor: Judy Williams
District Resource Officer/Technology Director: Jerome Edwards
School Nurse: Nancy Zachary

Classroom Teachers: Annie Alexander, Tammy Barnes, Tany Brockus, Amber Dameron, Kacy Garner, Bethani Knight, Kristi Malone, Kacie Maxwell, Andrea Scoggins, Jennifer Scoggins, Joyce Scott, Karla Walker, Sheri Watson, Kristi Wortham, Laura Westbrook

ESL, G/T, and Remedial Reading: Gwen Boyer
Computers and Instructional Aide: Pamela Winkler
Librarian and Instructional Aide: Shelley Murphy
Music/Choir Instructor/Aide: Lesa Ashworth
P.E. Instructor: Dru Murray
Speech Therapist: Sandra Sims
Special Education: Debbie Gauntt
Dyslexia Teacher: Susan Perkins
Instructional Aides: Wendy Blackburn, Beverly Graves, Jessica Lewis, Leona Todd
Custodian(s): Mandy Bailey and Olivia Facundo
Cafeteria Manager: Linda Fisher
Cafeteria Staff: Jessica LaCook and Cindy Parish

Highly Qualified Statement -- As part of a Title I, Part A Campus, all teachers are highly qualified meaning that each teacher has a bachelor's degree or higher, a teacher certificate, and each teacher has demonstrated subject matter competency as appropriate for either a new or experienced teacher. In addition, all paraprofessionals (including aides) are qualified to provide instructional assistance in subject areas and have passed the local paraprofessional assessment.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Leonard Elementary Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

DIRECTORY INFORMATION

State law requires the district to give you the following information:

#

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Leonard ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 3, 2010, or within ten school days of the child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

For the following school-sponsored purposes: (school recognition activities, school parties, yearbook or student newspaper, printed programs for school activities, news releases to the local media).

Leonard ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone Listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

REQUIRED NOTICES AND INFORMATION FOR PARENTS CONTINUED -

Statement of Non-Discrimination

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: See campus principal.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: See campus counselor
- All other concerns regarding discrimination: See the superintendent

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-587-2316 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. Contact the campus principal. Background checks are required on all volunteers.
- Participating in campus parent organizations. Parent organizations include: PTL (Parent-Teacher League)
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve

student achievement. For further information, see policies at BQA and BQB, and contact the campus principal.

- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. See food nutrition specialist 903-587-3556
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 10 and policy EC(LEGAL).]

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning disabilities or who may need special education services may contact the campus principal for more information and to learn more about the options available.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation after following the intervention strategies the school has in place. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

If a parent requests an evaluation for special education services, the campus/district will follow the intervention plan put in place prior to accepting the referral for evaluation. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus principal at 903-587-2316.

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the

student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

The principal or superintendent is custodian of all records for currently enrolled students at the assigned school. The principal or superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is #1 Tiger Alley, Leonard, Texas, 75452

The address(es) of the principals' offices are:

#1 Tiger Alley, Leonard, Texas, 75452

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL).

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Bullying/Right to Transfer

On the request of a parent or other person with authority to act on behalf of a student who is a victim of bullying, the Board or its designees shall transfer the victim to another classroom at the campus to which the victim was assigned at the time the bullying occurred. "Bullying" means engaging in written or verbal expression or physical conduct that the Board or its designee determines: 1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. The Board or designee shall verify that a student has been a victim of bullying before transferring the student. The Board may consider past student behavior when identifying a bully. The determination by the Board or designee is final and may not be appealed. *Education Code 25.0341*

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>

Law Enforcement Agencies/K9 Unit

To ensure that our students have the best opportunity to attend school in a safe environment the Leonard ISD employs the services of a police officer. The official title of this position is Leonard ISD police chief. The LISD police chief works in cooperation with all law enforcement agencies, and serves the school as a valuable liaison between the various law organizations and the school.

The K9 Unit, made up of dogs trained to seek out illegal drugs, enters the campus periodically, yet randomly, in order to search vehicles for illegal substances that have been transported to the school campus.

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

Additional Bacterial Meningitis Information

State law specifically requires the district to provide the following information:

■ What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death. In response to Education Code 38.0025, TEA requires all school districts to publish the prescribed information regarding bacterial meningitis in the Student Handbook. The law, which requires the information to be provided to all students and parents every year, allows a different method of publication only if the district obtains permission from TEA. A Spanish version of this prescribed notice is available on TEA's Web site at: <http://www.tea.state.tx.us/taa/comm020802esp.doc>

■ What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

■ How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

■ How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

■ How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in

dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

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 teacher or staff member 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 e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored events is strictly prohibited.

A student who uses a telecommunications device during the school day will have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or student's parents will be disposed of after the notice required by law. [See policy FNCE.] Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes can be found by contacting the school office.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the elementary office.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only as long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment . All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Note: Pages 31 and 32 have been conveniently removed from the student handbook for the parent/guardian to sign and return to school after reviewing the Leonard Elementary Student Handbook and Leonard ISD Student Code of Conduct.

Parent Signature Page

Leonard Elementary Student Handbook and Leonard ISD Student Code of Conduct

My child and I have received a copy of the Leonard Elementary School Student Handbook and the LISD *Student Code of Conduct* for 2010-2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior at school and school-related events and will be subject to the disciplinary consequences outlined in the Code.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Directory Information – See page 18 in the Leonard Elementary Student Handbook

For all other purposes, Leonard ISD has designated the following information as directory information. By signing below, I will either allow or not allow the district to release directory information pertaining to my child in the event a request is made to Leonard ISD that is unrelated to school sponsored activities.

- Student’s name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height if a member of an athletic team
- Enrollment status

Parent: Please circle one of the choices below:

I, parent of _____ (*student’s name*), (**do give**)(**do not give**) the district permission to use the directory information in the above list in the event an Open Records Request to release the information is made to Leonard ISD.

(This will not keep your child’s name from being in the local newspapers or the school newspapers, yearbooks, programs, etc., but will eliminate vendors, telemarketers, etc. from being able to acquire your personal information for their use.)

Parent signature: _____

Date: _____

Printed name of parent: _____

Grade: _____

Please sign and date this page and return it to the student’s school.

Student Accident Insurance Information/Parent Signature Page

The Leonard Independent School District assumes NO financial responsibility for the cost of any accident occurring to a student at school or while participating in athletics or any other extracurricular activity at or away from school or during any sporting event or competition. The District does provide a student accident insurance policy at a low premium to cover such expenses. The insurance is offered for your convenience and neither the school nor any school official is compensated in any way by the insurance company.

Even if you have health insurance which covers accidents, your current plan may or may not pay for school athletic accidents, or could pay less than the total medical bill. The District does provide a supplemental insurance plan for extracurricular activities with a network of physicians. This coverage when combined with your primary carrier may cover most costs. If a non-network physician is chosen, it is possible that you may be responsible for more expenses than when using the network.

Students participating in extracurricular activities must either be enrolled in the student accident insurance or return this letter signed by a parent declining the coverage. By declining the coverage, the parents understand that the school is not responsible for the cost of any student accident.

By signing below, you are indicating you have adequate insurance and DO NOT wish to participate in the school student accident insurance.

Student's Name

Parent's Signature

Grade

Date

Please sign and date this page and return it to the student's school.