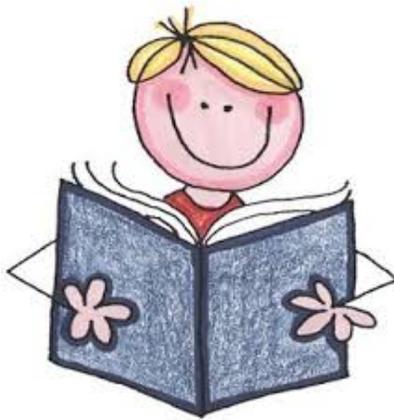


LIBERTY HILL ELEMENTARY

1400 Loop 332 Liberty Hill, Texas 78642
Phone: 512.515.6514 Fax: 512.778.5942
Office Hours: 7:30 am to 4:30 pm
Class Time: 8:00 am to 3:15 pm
Principal: Melanie Bowman
Asst. Principal: Shellie Brewer
Counselor: Julie Shaw

“Empowering Enthusiastic Life-Long Learners”



2016-2017

PARENT-STUDENT
HANDBOOK APPENDIX

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 conflict 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. The information provided applies to everyone at Burden. Teachers can provide you with even more details about classroom procedures, as some may change as needed. Our mission is to serve each other, our students, and our community through our commitment to excellence.

Sincerely,

Melanie Bowman
Principal Liberty Hill Elementary

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NOTICES TO PARENTS

SCHOOL-PARENT COMPACT - Liberty Hill Elementary

The Staff pledge to:

- Provide a safe and supportive environment for children to learn
- Provide high quality curriculum tied to the State's student performance standards
- Provide qualified faculty and staff to ensure high-quality instruction and support
- Strive to identify and address students' unique needs
- Communicate regularly with parents on their student's progress and needs (in their native language)
- Involve parents in decisions relating to the education of their children

Parents/Guardians pledge to:

- Provide a safe and supportive environment for children to grow and develop
- Send students to school on time and prepared to learn (Examples: breakfast, rest, materials, etc.)
- Encourage student learning by monitoring student's homework and providing a study area and necessary materials
- Visit school often and participate in school activities – including open house, parent-teacher conferences, parent education programs, and other related activities
- Collaborate with the classroom teacher(s) to ensure the success of their students
- Adhere to school rules and encourage students to follow rules
- Take a stand against alcohol, drug abuse, and violence

Students pledge to:

- Be active participants in their own learning (participate in class)
- Be responsible learners (bring supplies and work to class)
- Complete all class work and home work (do work in class and homework at home)
- Follow school rules (follow the rules at school)
- Attend school regularly (come to school if not sick)
- Promote school safety (be safe at school and on the playground)

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. (Page 16-19 LHISD Student Handbook <http://goo.gl/wQD2JD>)

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 one week 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

All-Star assemblies will be held at the end of each six weeks, and student achievements will be recognized. Special recognition will be given for perfect attendance, citizenship, Character Counts, Panther Reading, P. E. and MVPs.

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 behavior and citizenship as their MVP. The students' pictures will be displayed in a prominent display case for the Six Weeks.

CLASS SCHEDULES AND TEACHER CONFERENCE TIMES

7:15 AM	Doors and drop-off line open
7:20-7:50 AM	Breakfast
7:40 AM	Children begin reporting to homerooms
8:00 AM	Morning Announcements
8:05 AM	Tardy Bell
3:15 PM	Car/Bus Dismissal Bell

Students will be supervised by staff in the gym 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 7:20-7:50.

Conference Times for Classroom teachers:

Pre-K: Williams, Tuffentsamer, Wilson and Harrison 11:45-12:30

Kindergarten:

Giddens, Little, Milam	8:15-9:00
Adams, Dungan, Hood, Splawn	8:50-9:35
Houston, Newman, Pavia	9:35-10:20
Gatlin, Gray, Menke	10:10-10:55

1st Grade:

Cummings, McCoy, Smith	12:25-1:10
Jalufka, Dixon, Mulzer	1:00-1:45
Davis, Haught, Maples	1:45-2:30
Kieschnick, Park, Shephard	2:20-3:05

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that any e-mail message on district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

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

1. We will teach students expectations for responsible behavior 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 future 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.

School Goal:

Provide every student with a tiered behavior support system that encourages safe, respectful, and responsible behaviors in all school settings and will include opportunities for students to reflect on their strengths and areas for growth (just like in academics). There is also a campus acknowledgment system which will recognize students for exhibiting positive behaviors.

Behaviors can be categorized as Minor Non-Disruptive, Minor Disruptive, Escalated and Crisis. Minor behaviors will be handled by the classroom teacher through redirection, reflection, and consequences as needed. Escalated and Crisis behaviors will be handled by campus administration. Parents and/or guardians will be notified in the event of persistent or escalated behaviors.

Examples of minor misbehaviors to be handled by the teacher include:

- Sleeping in class
- Out of assigned area
- Using materials inappropriately
- Off task/not completing work
- Playing in class
- Cursing
- Calling out
- Pushing materials off of desk
- Talking to peers at inappropriate times
- Arguing with an adult
- Running around the room

Examples of Escalated and Crisis Behaviors could include:

- Yelling
- Hitting, Kicking, Biting
- Leaving class without permission
- Verbal aggression
- Physical aggression
- Throwing objects at others
- Weapons
- Touching others inappropriately
- Destroying school property
- Leaving campus

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.

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 personal 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. The school counselor offers individual counseling, classroom presentations, parent consultation, small group sessions for students, evening parenting classes in the winter, coordinates 504 interventions, assists with special education referrals, coordinates the standardized testing program, creates behavior intervention plans, and other activities to help children have a successful school experience. Feel free to call our school counselor, Julie Shaw, at 512-515-6514.

FIRST PART OF THE DAY

We welcome you to walk your child to the cafeteria, beginning at 7:20, for breakfast (All students) or their classroom (K & 1st) beginning at 7:40. Supporting your child's independence is a priority. Please reinforce this by having your child walk to their classroom while wearing their own backpack. Please prepare your children ahead of time, letting them know you will not be staying in the classroom. Take a few moments outside the classroom in the "Kiss Goodbye Zone" to send your child off for a great day of learning. Building independent learners takes planning and practice. Thank you for supporting a smooth transition. We find that minimizing the "good-bye" time spent between parents and children reduces the anxiety of most children. If concerns arise, we will contact you.

Teachers are eagerly awaiting your child's arrival each morning! Classrooms all participate in "Capturing Kids' Hearts" curriculum that begins the moment your child arrives and helps establish and sustain a positive classroom environment. Thank you for respecting this important classroom time for all children by scheduling parent-teacher conferences during your teacher's conference time. Teachers will not be available to have short conferences during drop-off time.

If you plan to walk your child to the classroom, you must arrive in the building before the 8 AM bell. At 8:00, class has begun, and students will need to walk to class on their own with staff supervision. Any student arriving in the classroom after 8:05 will be marked tardy.

Kinder and 1st grade students arriving independently in the morning will go to the gym upon arrival and be released to their classrooms at 7:40 or the cafeteria if eating breakfast at school beginning at 7:20. Pre-K teachers will greet and escort their students to the cafeteria from the front foyer each morning. After breakfast, teachers will walk Pre-K students to the 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 into school 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 be posted immediately 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.

2016-17 School Meal Prices

Breakfast	Child: \$1.60	Adult/Visitor: \$2.50
Lunch	Child: \$2.60	Adult/Visitor: \$3.50

Breakfast is served from 7:20-7:50. Students arriving after 7:50 in the café will not be served as the café will be closed. All students should be in their classrooms by 8:00 for announcements.

FUNDRAISING

Fundraising at Liberty Hill Elementary will be focused on supporting school programs as well as supporting charitable organizations such as Special Olympics, March of Dimes and the American Diabetes Association. We also support and participate in the PTO Rafflemania in the fall.

GRADING GUIDELINES

Grades will be recorded to indicate mastery of skills. Because skills vary in complexity and take varying amounts of instruction, some six weeks will include more grades than others. It is unnecessary to give assignments simply to get a grade for the gradebook. We will be using more practice time when papers will be discussed by the class and not graded. Grades will be taken at the end of the skill lesson to check the student's understanding of the skill.

The following marking system will be used:

E	-	Excellent	N	-	Needs to improve
S	-	Satisfactory	U	-	Unsatisfactory

Kindergarten – Grades shall be reported with E, S, N, or U in letter name recognition, letter sound recognition, sight word recognition, math, music, physical education, art, and behavior and an assessment checklist of skills taught and mastered each six weeks. Students are graded on mastery of assessed TEKS. Student's skills are progress checked at three weeks and at the end of each grading period. Instructional reading levels will be noted beginning in the second semester. The report card will indicate if the student is "ON LEVEL, BELOW LEVEL, or ABOVE LEVEL." Reading levels will be indicated beginning in the second semester.

1st Grade - Grades shall be reported as E, S, N, or U for science, social studies, music, handwriting, art, physical education, and social skills. E will indicate mastery level of 90-100%; S will indicate satisfactory level of 80-89%; and N will indicate marginal mastery of 70-79%; and U will indicate failing level of 69% and below.

In First Grade, approximately 5-8 grades will be recorded in math and language arts during each six weeks period.

In First Grade, language arts and math will be graded numerically. Language arts and math will be reported with assessment checklists in addition to the grade. Instructional reading level will be noted each six weeks. The report card will indicate if the student is "ON LEVEL, BELOW LEVEL, or ABOVE LEVEL." Reading comprehension will be included in the language arts grade.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

When a child makes an N/U or less than 70% on the report card, parents will be contacted. We encourage you to call and talk with the teacher or come for a conference.

Six Weeks Assessments are given in math and language arts. These are standards that are to be met and mastered at each grade level. You will receive a copy of skills not mastered from your child's teacher so that you will be aware of what we are working on with your child at each grade

level. Your child must complete satisfactorily at least 85% of the assessment in math and language arts to be at mastery level. Any skills not mastered will result in intervention followed by a re-assessment at a later date to determine mastery.

Report cards will be issued on the Thursday following the close of the six weeks period. Conferences are always welcomed and encouraged. See the Teacher Conference Schedule for your child's teacher's conference time. Our teachers would like to schedule a conference with parents at the beginning of the second semester.

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement 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 the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. See policies at EIA.

Pre-Kindergarten/Head Start students will receive a Progress Report each 9 weeks to indicate progress on the TEA Pre-K Guidelines.

HEALTH RELATED MATTERS

Please call the school (512-515-6514) whenever your child is absent due to illness. Please send a brief note or e-mail to the school nurse, Michaella Ellis, explaining your child's absence when he/she returns to school within 3 days of the absence. We will try to contact you any time your child is absent from school and we have not heard from you.

As so much of the success of each child's program depends upon 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 to be minor enough that the nurse feels your child is able to continue in class, he/she will be returned to class. If these minor complaints continue, the nurse will notify you for a conference.

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 necessary. 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 care card.

If your child has fever at home, we ask that you keep him/her at home until his/her 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 start whatever treatment may be needed more quickly 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 a 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 maintaining confidentiality of the condition.

To help keep lice from spreading, parents will be notified to pick the child up from school should lice be identified. Information from the nurse will specify the procedures to kill lice so that the child can 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 PPCD, pre-kindergarten, kindergarten, first grade students, and all new students or by request. She also does periodic screenings for lice.

HOMEWORK

Early elementary 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.

A student will be responsible for completing the makeup work in a satisfactory manner and within the time specified by the teacher.

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 also 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 as this is in violation of state laws for serving foods of minimal nutritional value in competition with lunch.

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 8:00 a.m. parents must drop students off at the BACK of the building along the sidewalk. Staff members are on duty from 7:15-8:00 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 8:00 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 front door. Students may go into the gym and sit in the designated area for their class. Students may go to the cafeteria for breakfast beginning at 7:20. Students must finish breakfast in time to join their class for announcements at 8:00.

CAR PICK-UP IN THE AFTERNOON 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 name card for the vehicle to be displayed in the window 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 of or behind cars.

FOR THE SAFETY OF YOUR CHILD AND OTHERS, DO NOT PARK IN THE BACK PARKING LOT AND WALK ACROSS TO PICK UP YOUR STUDENT.

Walking into the office to pick up your child after school is discouraged, as students are all moving or stationed to their assigned BUS or CAR pick up areas. There is no designated “Walk-Up Line”. Should you go to the office at the end of the day, please be prepared to wait for your child to be transitioned as time and staffing allow.

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.

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.

- Gym
- 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 is allowed for payment of or return of a book. 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.

TARDINESS

A student who enters the classroom after 8:05 is considered tardy.

All tardy students must report to the principal's office. Tardies are strongly discouraged and when habitual tardies occur, parents will be contacted.

We believe that it is very important that our time at school be used wisely for teaching children.

3rd tardy - teacher contacts parents

5th tardy - office contacts parents

7th tardy – warning letter

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 I 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 I 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 Beth Williamson, and she may be contacted at Liberty Hill Elementary (512) 515-6514.

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 on or before 2 pm in the office. Please note, we will NOT make transportation changes after 2:00 for the same day.

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 in order 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 accidents. 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 will receive a name badge. It is important for the safety of all children to know who is visiting our school and by having on a visible visitor's badge, our staff will know you have properly signed in. We also use the sign-in log as documentation of parent involvement at school. If you are just dropping your child at their classroom in the morning, you will not be required to have a badge. However, these parents must exit by the 8:05 tardy bell. If you are planning to volunteer in the building after 8:05, please sign in at the office for a badge.

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 your children when needed. Contact your child's teacher or go to the LHE website for volunteer sign-up information and to find out how you can help.

If you will be volunteering in the building for the last hour of the school day and would like to pick up your child from campus, please make a transportation change request in the office prior to 2 pm while on campus that day. For all children's safety, please do not attempt to pick up your child from a hallway or classroom while you are volunteering. Your child will meet you in the designated area at the end of the school day

