

# **EARLY PRIMARY SCHOOL**

## **Student Handbook**

**2019-2020**



## **EARLY PRIMARY SCHOOL'S MISSION**

The faculty and staff of Early Primary School believe that all students can learn and that Early Primary School can make a positive difference in the lives of its students. We believe that a positive learning environment stimulates pride in both self and school.

Early Primary School's curriculum provides opportunities for individual growth and development of the whole child while establishing a firm foundation upon which further educational experiences can be built. Educators enjoy teaching and strive to extend their own skills by taking advantage of educational opportunities and by sharing knowledge with colleagues.

We believe in utilizing the strength that lies in the cooperation of parents, community, and school in an ongoing effort to improve education. As educators, we are dedicated to excellence and believe that excellence can best be achieved in a positive atmosphere of mutual support and respect.

## **EARLY I.S.D.'S MOTTO:**

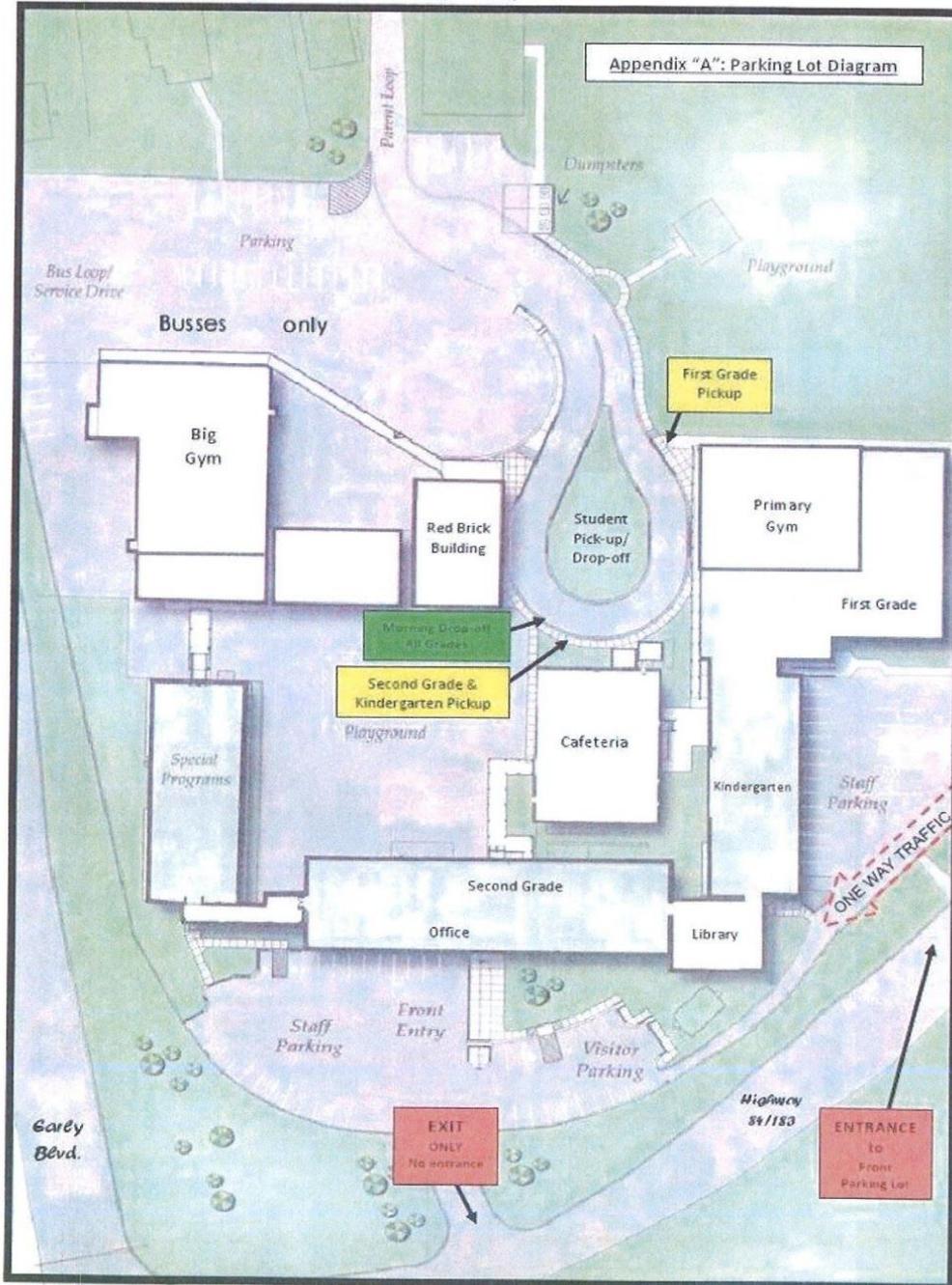
***What Starts Here Changes the World***

## **ADMINISTRATION**

Wes Beck	Superintendent
Reca Godfrey	Chief Academic Officer
Teresa Cooley	Principal
	Campus Behavior Cord.
Buddie Groom	Counselor
	EISD Homeless Cord.
Melinda Ethridge	Administrative Assistant

**Appendix "A", Parking Lot Diagram**

Early Primary School



**EARLY INDEPENDENT SCHOOL DISTRICT**  
**PRIMARY CAMPUS STUDENT HANDBOOK AGREEMENT**

I have received access to and read a copy of the 2019-2020 Campus Handbook for Students, which provides the rules and procedures for students who attend this school.

I understand that the EISD Policies & Resources documents contain information that my child and I may need during the school year, and this information is applicable in all school activities and events. I understand that all students will be held accountable for their behavior and may be subject to disciplinary consequences according to policy.

.....

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade level: \_\_\_\_\_

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## Preface

To Students and Parents:

Welcome to the 2019-20 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Early Primary Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

**Section I—Parental Rights**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—Other Important Information for Students and Parents**—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the *Early ISD’s Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district’s website at <http://www.earlyisd.net> and is available in hard copy upon request.

The *Student Handbook* is a general reference guide only and is designed to be in harmony with *Early ISD Board Policy* and the *Student Code of Conduct*. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between *Early ISD Board Policy* (including the *Student Code of Conduct*) and any provisions of the *Student Handbook*, the provisions of *Early ISD Board Policy* and the *Student Code of Conduct* are to be followed.

Please be aware that the *Student Handbook* is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect *Student Handbook* provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the *Student Handbook* at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the *Student Handbook* may refer to rights established through law or district policy, the *Student Handbook* does not create any additional rights for students and parents. It does

not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact your child's teacher, school counselor, or the principal.

Also, please complete and return to Early Primary School the following forms provided in the forms packet distributed at the beginning of the year or upon the student's enrollment:

1. Acknowledgment Form OR Acknowledgment of Electronic Distribution of Student Handbook;
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information;
3. Consent/Opt-Out Form.

[See **Objecting to the Release of Directory Information** and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** for more information.]

**Note:** References to policy codes are included so that parents can refer to board policy. The district's official policy manual is available for review in the district administration office, and an electronic copy is available at [www.earlyisd.net](http://www.earlyisd.net).

## Section I: Parental Rights

This section of the *Early Primary Student Handbook* includes information related to certain rights of parents as specified in state or federal law.

### 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 questions you may have about the options and opportunities available to your child.
  - 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 325-643-9622 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.
  - Participating in campus parent organizations. Parent organizations include:
    - Early Primary PTC.
      - 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 Teresa Cooley, Early Primary Principal or the Chief Academic Officer, District Committee.
      - Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at School Health Advisory Council.]

- Serving on a committee to determine the criteria used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school’s ongoing bullying and harassment prevention efforts
- Contacting school officials if you are concerned with your child’s emotional or mental wellbeing.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Teresa Cooley, and may be contacted at 325-643-9622.



## **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 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. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child’s attendance affects the award of a student’s final grade or course credit—are of special interest to students and parents. They are discussed below.

### ***Excessive Absences***

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will call the student’s parent or guardian to check on their wellbeing, as required by law, to remind the parent that it is the parent’s duty to monitor his or her child’s attendance and to require the student to come to school. After too many unexcused absences, the school is required to notify the parent. A compulsory attendance notification will be sent to the parent if a student has unexcused or excused absences on 10 or more days or parts of days within the school year. Notice it says “parts of days.” This means that leaving school early, or arriving excessively late in the day, even if the child attended for some of the day, may count as an absence.

The compulsory attendance letter gives the parent notice that the student has accumulated too many unexcused absences and gives the parent a chance to correct the child’s attendance record.

A student with excessive absences may also be subject to truancy prevention measures. These measures may include a behavior improvement plan, school-based community service, or a

referral to counseling, mediation, or teen court. A student who is between the ages of 12 to 18 may also be referred to a truancy court within 10 school days of the student's tenth unexcused absence. In addition, parents may be criminally charged or fined if their child continues to miss school.

### ***Attendance for Credit or Final Grade (Kindergarten–Grade 12)***

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

The truancy prevention facilitator for Early Primary School is the principal, Teresa Cooley. If you have questions about your student and the effect of his or her absences from school, please contact their teacher, the campus counselor or the campus principal at 325-643-9622.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. **A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.** [See policy FEA(LEGAL).]

### **Compulsory Absences on Students with Disabilities**

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

### **Prekindergarten and Kindergarten**

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

### ***Documentation after an Absence (All Grade Levels)***

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. **Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.**

Within three (3) days of returning to school, a student is absent for more than five (5) 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 attendance committee 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).]

## ***Exemptions to Compulsory Attendance***

### **All Grade Levels**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student’s arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity, provided it is not practicable to schedule the student’s participation in activities outside of school hours.

## ***Failure to Comply with Compulsory Attendance***

### **All Grade Levels**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

## ***Cafeteria Services (All Grade Levels)***

· Breakfast is served from 7:30 a.m. until 7:55 a.m. in the cafeteria.

- Early Primary appreciates the support and assistance of parents in the education of our children. Teamwork between the families and school maximizes learning—socially, emotionally, and academically. Parents are welcome to eat lunch with their child/children in the cafeteria as **often as once per week** as long as it does not interfere with the child’s emotional state or the school program. **We ask that parents/relatives of students wait**

**two weeks before eating with the child in the cafeteria so that all children will have the opportunity to learn the routines, to become acquainted with their peers through mealtime conversations, and to grow in independence.** Assistance for all Primary children during mealtimes is abundant. Your child is very important to you and to us. Thank you for giving us this period of time for your child to learn and to adjust to school.

Parents, guardians, or family members may eat with their child and/or bring a meal for their child in the cafeteria. This food may not be shared with other students. Food that is purchased and delivered by an off campus food vendor is not allowed in the cafeteria.

Food items provided by Early I.S.D. Food Service for staff or adult visitors cannot be given to students due to the strict guidelines of the state and federal school lunch program. As visitors, parents will sit at the tables specified for visitors where their child/children may join them. **Friends, etc. may not join them at the visitors' tables.** Visitors must abide by all school rules and requests. Upon arrival, all visitors must register at the office, obtain permission to be on campus, and obtain a visitor's pass which must be worn in plain sight while on the campus.

By federal law, cafeteria food cannot be taken off campus by any person. According to federal law, this constitutes "theft of commodities". Early I.S.D. operates a closed campus policy regarding the cafeteria. All student lunches must be eaten in the cafeteria unless prior approval is granted by the principal.

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with the standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. See the campus secretary to apply for free or reduced price meal services.

Applications for the lunch program providing free and reduced price meals must be completed and returned to the school as soon as possible. If your child was on the program in the previous school year and was enrolled in the Early schools on the last day of school, he/she will remain on the program for the first 30 calendar days of the school year. If they do not have a new application on file on that date, they will become full paid students. By October 4, 2019,

there must be a new application on file to continue on the program. File only one application for each family regardless of the grade levels of the children. Applications must be approved by the Food Service Department before a student can benefit from the program. Even if the student was on the program in another school district, we cannot transfer benefits without a completed and approved lunch application for the Early School District. The students are required to pay full price until all paperwork is completed and approved.

The NutriKid automated lunch cashiering system will continue to be in use this year. This allows your child to pay the cashier in the morning before class or for the parents/guardians to pay online for as many days as you want to pay for lunch and breakfast. Each student will be issued a student I.D. card that will be used for their individual account. Three (3) replacements will be made at no charge during the year for lost or destroyed cards. After three replacements, the student must purchase any additional cards that are lost or destroyed. The cards are kept by the classroom teacher until the students go to lunch when they are handed out. The teacher is responsible for the cards going to the right student. The students have to keep up with the card from their class to the cafeteria. The cashier takes the cards and returns them to the teacher to hold until the next day that your child wants to eat in the cafeteria.

You may access your child's account at any time online to see how much money your child has in the account. **Students may not have more than two meal charges or the equivalent at any time.** The prices this year will be \$ 1.75 for regular breakfast, \$.30 for reduced breakfast, \$2.75 for regular lunch and \$.40 for reduced priced lunch.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to two (2) days or up to \$5.00, whichever occurs first, and the district will present the parent with a schedule of repayment for any outstanding account balance. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal.

If there are any questions regarding the cafeteria, lunch applications, or the lunch and breakfast program, please call the food service office at 643-2339.

### ***Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services***

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, 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 districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

## Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Chalet Moore at (325) 643-4813.

## Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

## Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Buddie Groom at (325) 643-9622.

[See also **Students with Physical or Mental Impairments Protected under Section 504** on page 18.]

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

## Health-Related Matters

### ***Student Illness (All Grade Levels)***

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. **For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours.** A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

### ***Food Allergies (All Grade Levels)***

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

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [www.earlyisd.net](http://www.earlyisd.net)

If your child has a food intolerance, we must have a **DOCTOR'S STATEMENT** on file specifying the ingredients or foods not allowed. This must be updated each year. If your child is later released from the doctor who ordered dietary restrictions, we must have a **DOCTOR'S STATEMENT** stating what he/she can add to the diet or resume eating. If the child cannot have milk, water will be provided. If the child cannot have milk products, all milk products will be removed. Please be sure to note the difference in milk and milk products. If your child desires to have an item the doctor has stated he/she can not have, please send it from home if you agree. We will not be responsible for going against doctor's orders.

[See policy FFAF and **Celebrations** .]

### ***Head Lice (All Grade Levels)***

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an

FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. **If the student is sent home for treatment, the child cannot return to school until lice is completely gone. Upon returning, the student and parent will both need to report to the office for the nurse to examine and give consent for the student to return to class.** The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the DSHS website [Managing Head Lice](#).

## **Medicine at School (All Grade Levels)**

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

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

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription 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, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the primary/elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

Whether a student is at the primary/elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through

communication with the school nurse so that the district is made aware of any safety and medical issues.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

## **Other Information**

### **Accelerated Instruction Program**

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

### ***Official Attendance-Taking Time (All Grade Levels)***

Parents should **call the office at 643-9622** when your child is absent to let the office & teacher know and to arrange for make-up work.

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day at 9:20 a.m., which is during the second instructional hour as required by state rule.

Please make all appointments for dentists, etc. **after 9:20 a.m.** Children who are not sick benefit from coming to school, leaving after 9:20 a.m. for the appointment, then returning to school.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

## **Awards and Honor**

Award ceremonies will be held at the end of each six weeks for each grade level. The sixth six weeks will also be followed by the End of Year Awards.

1st Grade and 2nd Grade- The following accomplishments will be recognized at each six weeks award ceremony: A/B Honor Roll, A Honor Roll, Perfect Attendance, Citizenship (Kindness) Award and a PE Award.

Kindergarten-The awards that will be given at the Kinder six weeks award ceremony are: Perfect Attendance, Citizenship/Kindness, and the P.E. award.

Following each six weeks award ceremony, all students who receive an award will be rewarded with a celebration party for a job well done.

## **Celebrations (All Grade Levels)**

School parties can be celebrated during a 30-minute period of the day. PK-2 may have Thanksgiving, Christmas, Valentine, and Easter parties. **Room mothers need to work with the teachers in planning the parties and be aware of any allergies that students may have.**

On their birthdays, students may bring traditional treats. Birthday treats are exempt from FMNV limitations other than being consumed after the classes lunch period.

Birthday gifts are not to be given at school. Balloons, flowers, etc. will be held in the office until the end of the school day. Balloons may NOT be taken on school buses for safety reasons.

BIRTHDAY INVITATIONS ARE NOT TO BE PASSED OUT AT SCHOOL UNLESS EVERY STUDENT IN THE CLASS RECEIVES ONE. This includes in the cafeteria, in the lockers, on the playground, etc. Children's feelings are hurt when they are not invited to a party and others are invited. The office may provide class members' names and addresses if the parents have not objected to the release of that information so that the invitations can be mailed.

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her

birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[See **Food Allergies** .]

## **Communications**

### **TELEPHONE MESSAGES AND INTERRUPTIONS TO INSTRUCTION**

According to state law, messages can be delivered to students only in extreme emergencies. Children will not be called out of class to the phone.

**Please have all plans made at home before the children come to school and make sure your child knows how s/he will get home each day.**

**If plans change during the day, please let the school know before 2:00 to help avoid disruptions to the end of day routines.**

**To avoid disruption to the end of day routines, children should not be checked out until after 3:00 if at all possible.**

## **Complaints and Concerns (All Grade Levels)**

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's website at [www.earlyisd.net](http://www.earlyisd.net).

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## ***Consent to Display a Student's Original Works and Personal Information***

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a

campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

## **Dress and Grooming (All Grade Levels)**

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

- Early ISD Policy does not allow "feathers" or "hair strips" to be worn.
- Prekindergarten, kindergarten, first grade, and second grade students are allowed to wear shorts and play clothes.
- Tops should be long enough to cover the waist area at all times.
- Clothes with see-through areas (such as net) and large, loose, or revealing clothes may not be worn at school by boys or girls. Students may not wear any visible chains or loose straps. This includes, but is not limited to, belt chains, wallet chains, or chains or loose straps of any kind on clothing.
- Pants must have NO holes for safety and modesty reasons as well as to prevent distractions from learning. Pants with excessively large bell bottoms will not be allowed. Shorts and pants must be worn at the waist. Bagging or sagging is prohibited.
- Students must wear appropriate footwear. High platform shoes, house shoes, and/or slippers may not be worn. Shoes with cleats are not to be worn at school.
- Caps, visors, and hats are not to be worn in school buildings during the school day or any after-school activities unless approved by the principal or teacher.
- Corsages, boutonnieres, or arm bands are not to be worn at school.
- Students may not have tattoos or body piercing, including tongue piercing. Boys can not wear earrings to school. (Temporary Tattoos sold by PTC or other fundraisers through EISD may be purchased and worn only on assigned days.)
- Students must avoid extremes in hairstyles or dress that attract so much attention that they interfere with the classroom learning environment. Examples include Mohawks, unusually dyed or colored hair, shaved designs in the hair, etc.
- Children cannot wear tattoos, face paint, or colored hair to school. Small painted Longhorns may be worn on special occasions approved by the principal.
- Hair should be kept clean and reasonably groomed. Boys' hair will have no ponytails, mullets, or spikes. The length of boys' hair must be no longer than the base of the

collar, no longer than the bottom of the earlobe, and out of the eyes.

- Students may not wear clothing items that advertise alcohol or tobacco products; that are lewd, offensive, vulgar, or obscene; or that provide examples of behaviors, attitudes, or language that are not acceptable for young children or for school. (Examples: wrestling, skulls and/or crossbones, skeletons or “No Rules” shirts) No item that pertains to satanic symbols may be worn.
- We will either call the parents to bring appropriate clothing or loan the child appropriate clothing for the day.
- Children should not wear or bring makeup, cologne, or other chemicals to school.
- Clothing should be marked so it can be readily identified if it is lost. Instruct your child to check the “lost and found” box if s/he are missing an article of clothing. Items will be disposed of at the end of each semester.
- It is impossible to list all of the acceptable and unacceptable types of dress and grooming. Therefore, a judgment decision must be made at certain times by the principal or the principal’s designee. If the problem can’t be corrected at school or by a parent, the child will go to ISS.

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

### ***Emergency***

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child’s school when a phone number previously provided to the district has changed.

[See **Safety** for information regarding contact with parents during an emergency situation.]

### ***Non-Emergency***

Your child’s school will request that you provide contact information, such as your phone number and email address, in order for the school to communicate items specific to your child, your child’s school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school’s administration office immediately upon a change in your phone number. The district or school may generate automated or

pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety** for information regarding contact with parents during an emergency situation.]

## **Fundraising (All Grade Levels)**

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

## **Grading Policy**

Numerical and Letter grades are given to Early Primary students. First grade will receive a numerical grade for Language Arts, Math, and Class Conduct. Handwriting will receive a letter grade, but is averaged in with the numerical grades when determining honor roll.

Second Grade will receive the same grades as first grade; however, second grade students will also receive numerical grades for Science and Social Studies.

Kinder grades are divided into the different skills for Language Arts, Science, Social Studies, Motor development, Math, Conduct, and attendance.

## ***Prohibiting the Use of Corporal Punishment***

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the *Student Code of Conduct* and policy FO(LOCAL) in the district's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in the forms packet OR submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

**Note:** If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

## **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction**

### ***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 U.S. 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** and policy EC(LEGAL).]

### ***Religious or Moral Beliefs***

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 state law.

### ***Tutoring or Test Preparation***

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and district policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

[Also refer to district policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.]

## ***Parental Role in Certain Classroom and School Assignments***

### **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).]

## **Safety Transfers/Assignments**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the superintendent OR principal for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]
- Request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy [FDE].

## ***In-School Suspension (ISS) Makeup Work (All Grade Levels)***

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LLEGAL).]

- This is a form of discipline in which the student will be permitted to come to school but not attend regular classes.
- The student will stay in the In School Suspension (ISS) class and complete his/her assignments. In this supervised class, the student will study regular school work which has been assigned by his/her teachers.
- The length of time a student is assigned will be determined by the age of the student and seriousness of the offense.

- The second time a student is assigned to ISS will be longer than the first time, etc.
- Students are assigned to ISS by the principal.
- Once a student is assigned ISS, he/she will attend ISS as soon as possible, preferably no later than the next school day.
- The student will NOT be eligible for any school or extra-curricular activities the day he/she has been in ISS.

## **Leaving Campus (All Grade Levels)**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. **Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.**

**Please have all plans made at home before the children come to school and make sure your child knows how s/he will get home each day.** If plans change during the day, please let the school know before 2:00 to help avoid disruptions to the end of day routines.

To avoid disruption to the end of day routines, Kindergarten children should not be checked out after 2:30 and all other students after 3:00 if at all possible.

**To avoid disruption in your child's learning and/or a truancy issue, children should not be checked out before 3:30 if at all possible.**

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For students in primary and elementary school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or

other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

## **Drop-Off and Pick-up**

In order to keep our students safe after school, students may ride the bus home or be picked up in the parent loop. They may walk HOME if accompanied by an adult or older sibling. Students may NOT walk to Sonic or any other place off campus to be picked up.

Prekindergarten is a half-day program. Children may be picked up at their dismissal time in the parent loop, or may ride the bus at 3:30.

Kindergarten dismisses at 3:05 p.m. Kindergarten students may be picked up at that time in the parent loop. Bus students will be supervised until buses run at 3:30 p.m. ONLY students who are riding the bus that day may remain after 3:05. All others **MUST** be picked up at 3:00.

Grades 1 and 2 dismiss at 3:30 p.m. Children should be picked up in the parent loop behind the cafeteria or ride the bus. NO students may be picked up in the front parking lot. Any children who have not been picked up by 3:40 p.m. will wait in the office and the parent will be called.

## **Lost and Found (All Grade Levels)**

A "lost and found" collection box is located by the main back door and in the hall outside the gym doors. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

## **Makeup Work**

### ***Makeup Work Because of Absence (All Grade Levels)***

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

A student will be responsible for obtaining and completing makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student or their parent is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher

and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.”

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

### **Pledges of Allegiance and a Minute of Silence (All Grade Levels)**

Each school day, students will recite the Pledge of Allegiance to the U.S. 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. [See **Reciting the Pledges to the U.S. and Texas Flags** .]

State law requires that one minute of silence 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. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC for more information.]

### **Prayer (All Grade Levels)**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

### **PROMOTION/RETENTION**

According to state law and local board policy EIE (LOCAL), to be promoted from one grade level to the next in grades 1-5, a student shall attain for the year an overall average of 70 or above. The overall average shall be derived by averaging the final numerical scores for language arts, mathematics, social studies, and science.

In addition, a student shall attain a grade of 70 or above in language arts AND in mathematics.

Kindergarten students must master the kindergarten Texas Essential Knowledge and Skills at least at the 70% level in order to be promoted to first grade.

Teachers follow grading guidelines that have been approved by the [principal or superintendent] pursuant to the board-adopted policy and are designed to reflect each

student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL) and **Grading Guidelines** .]

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

## **Report Cards/Progress Reports and Conferences (All Grade Levels)**

Report cards with each student's grades or performance and absences in each class or subject are issued at least once every six (6) weeks.

- Grading procedures are provided to students and parents by each teacher at the beginning of each school year and as requested.
- Report cards for grades 1st-2nd grade are given to each child's parents in personal conferences with the teacher(s) following the first and fourth six weeks periods. It is very important for parents to attend these meetings to review and assist in planning for their child's successes in learning.

Report cards for Kindergarten will not be given for the first six weeks, but will be given the following six weeks. Report cards for the fourth six weeks period will be given to each child's parents in personal conferences with the teacher(s) It is very important for parents to attend these meetings to review and assist in planning for their child's successes in learning.

- Report cards will be sent home with the children at the end of the second, third, fifth, and sixth six weeks periods on Thursday following the end of the six weeks unless otherwise informed. See the school calendar in this handbook for specific dates.

## **Safety (All Grade Levels)**

Student safety on campus, at school-related events, and on district vehicles 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 is expected to:

- Avoid conduct that is likely to put the student or others 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, campus behavior coordinator, 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.

## **ACCIDENT INSURANCE**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

### ***Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies***

From time to time, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### ***Emergency Medical Treatment and Information***

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### ***Emergency School-Closing Information***

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- Local Radio Stations

- Local (Abilene) TV Stations
- Local Newspapers

## **School Facilities**

### ***Use by Students Before and After School (All Grade Levels)***

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 7:30 a.m.

- Cafeteria
- Front Office (Opens at 7:30)

Unless the teacher or sponsor overseeing an 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, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

## **Summer School (All Grade Levels)**

A student who has failed to meet the requirements to be promoted to the next grade or who has shown signs of struggles in the current year's academic areas will be required to attend three weeks of summer school.

## **Tardies (All Grade Levels)**

A student who is tardy to school by more than ten (10) minutes will be assigned to lunch detention. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

- Please help your child be present and on time every day! Being on time is a positive characteristic that everyone needs to develop. Campus clocks are synced with the US NIST clock which is also used to sync times with cell phone carriers. Therefore, school time and cell phone times should be in sync with one another.
- School begins each day at 8:00 a.m. **Children are considered tardy if not in the child's classroom by 8:10 a.m. Children who arrive at school late must be checked in at the office by a parent or guardian and sign a tardy slip. Loop duty personnel close the loop at 8:08 and students arriving after that need to be checked in at the office.**
- Being late to school or leaving early from school may be counted as a partial-day

absence, which is a violation of the Texas Compulsory Attendance Law. (Texas Education Code 25.094)

- Children who come in late delay or interrupt teaching time and miss important instructions and information. The activities that occur at the first of the day at school prepare the children for success for the rest of the school day.
- Children are allowed one free tardy each six weeks to allow for unusual circumstances which may happen to any family. The records start over each six weeks.
- Children who have more than one tardy each six weeks **must serve lunch detention to make up for any tardy over the allotted one each six weeks.**

## **Transportation (All Grade Levels)**

### **TRAFFIC**

√ **The front of the school is organized for employee and visitor traffic only. Please do not pick up or deliver children at the front of the school unless: (1) they are tardy, (2) it is to check them out or (3) return them to school. Any child who is returned to school after 8:10, must be accompanied to the office by an adult to check them in.**

▷ Other vehicles **MUST NOT** enter the front parking lot.

▷ School buses have right of way at all times.

▷ Buses load & unload in the back of the Red Brick building. Do not enter the **BUS ONLY** area.

√ **The parking lot area behind the school has designated areas for parent traffic and parking (See Appendix A)—Please pick up and deliver children in these areas only. The church parking lot and Sonic are NOT school-approved, supervised pick-up locations. Please do NOT instruct your children to wait and or meet you there.**

▷ The traffic entering and exiting the loop area is two way PLEASE DRIVE SLOWLY.

▷ **Vehicles should ONLY enter and exit from the Turtle Creek Drive near the end of the playground.**

▷ **For safety, please do not enter the designated BUS ONLY area.**

▷ IN THE MORNINGS, children should be dropped off behind the cafeteria in the circle drive where the courtesy greeters can assist the children to exit from vehicles safely. Greeters are on duty by 7:30 am.

▷ All K, 1st and 2nd graders who are picked up should be picked up at the back circle drive behind the cafeteria at their grade or class designated areas (see map on page 2).

▷ Please pull around to those areas IN THE RIGHT LANE to pick up your children. Children will

NOT be allowed to cross traffic to enter cars in the left through-traffic lane.

↳ THE RIGHT LANE IS DESIGNED FOR PICK-UP. THE LEFT LANE **MUST** BE LEFT OPEN FOR THROUGH TRAFFIC. PLEASE DO NOT BLOCK THE LEFT LANE.

↳ If you need to park, please park only in the designated parent parking spaces in the back parking lot across Early Blvd from Sonic (see map on page 2). **If parking, you must still enter through Turtle Creek Drive, and NOT the BUS ONLY entrance.**

↳ Do not abandon vehicles in the pickup/drop off lane or in the through-traffic lane.

↳ **Teachers for grades PK, K, 1, and 2 will bring all children who do not ride buses to their designated areas for pickup in the afternoons after dismissal. Please wait for them there.**

### ***Buses and Other School Vehicles***

The district makes school bus transportation available to all students living in the district. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

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 campus secretary at 325-643-9622

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

**For students 2nd grade and below...** bus driver will not allow a child off the bus unless they are accompanied by an older sibling/relative (3rd grade and up) or the child's parent/guardian is clearly visible to the bus driver.

Students being transported in school-owned vehicles are subject to the Student Code of Conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary actions. The following rules shall apply to student conduct on school transportation:

- **Passengers shall follow the driver's directions at all times.**
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop.
- Passengers shall not stand while the bus is in motion.

- Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall not extend head, hands arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
- The dress code applies the same as it does in the regular classroom.
- Passengers shall not use any form of tobacco or e-cigarettes in any district vehicle.
- Unruly conduct, including the use of obscene language, will be subject to disciplinary action.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

- A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
- The principal may suspend the student's bus riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all person listed above has been held.
- Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

## **Visitors to the School (All Grade Levels)**

### ***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 main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## **Volunteers (All Grade Levels)**

We appreciate the efforts of parent and interested volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the campus principal for more information and to complete an application.