

East Elementary

2009-2010 Student Handbook



“The BUCKS Start Here”

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East Elementary School
Supplemental Handbook
2009-2010

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Dear Students and Parents:

Welcome to the 2009-2010 school year. East Elementary offers your child his/her first formal learning experience. The staff at East Elementary understands that parents and guardians are entrusting us with the most important people in your lives, your children. We take this important role very seriously. We will do our absolute best to take good care of your young children and help them to feel safe, happy and comfortable at our school. East Elementary staff members take great pride in educating children and fostering a love of learning in children. We realize fully that this is where the precedence is set for your child's education and how they feel about school. We will strive to do our very best to take your children from where they are academically and take them forward.

For this year to be a successful learning experience, we must all work together: students, parents, teachers and other school staff members. This East Elementary Student Handbook is designed to help us do this. The handbook contains information that you will need to refer to throughout the 2009-2010 school year.

The student handbook is designed to be in alignment with the Breckenridge I.S.D. Student Code of Conduct (a separate document also distributed). The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. Both students and parents are strongly encouraged to become familiar with the Breckenridge I.S.D. Student Code of Conduct.

The student handbook is updated yearly, while policy revision may occur throughout the school year. Changes in policy that will affect the student handbook will be made available to students and parents in the form of newsletters and other communications. In case of conflicts between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents/guardians review the entire handbook with your children and keep it as a reference for the 2009-2010 school year. We look forward to working with you and having the opportunity to assist in educating your young child. Please know that the staff of East Elementary wants you to be involved in your child's education and that we graciously welcome you to our school.

If there are any questions about the Student Handbook or the Student Code of Conduct, please feel free to contact Molly Peterson, Principal, at 254-559-6531 or a classroom teacher.

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS

This section of the East Elementary Student Handbook includes information on topics of particular interest to you as a parent/guardian, such as:

- School events and school related groups that would welcome your attendance and participation;
- Information you may request about your child's teacher and any instructional paraprofessional who works with your child in the Title I program;
- Your child's grades and progress reports;
- State and local testing and promotion requirements;
- Records pertaining to your child and your right, under certain circumstances, to consent or deny their release;
- Conferences with your child's teacher; and
- Procedures to follow if you have a concern that is not resolved by a conference.

YOUR INVOLVEMENT AS A PARENT

Working Together

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. 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. Be sure your child comes to school each day prepared, rested and ready to learn.

Please try to stay involved in your child's education by monitoring their academic progress and never hesitate to call and ask questions. If your child is in need of extra academic help we have special programs available that

supplement the classroom instruction. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.

To schedule a telephone or in-person conference with a teacher, counselor or principal, please call the school office at 254-559-6531 for an appointment. A teacher will usually return your call or meet with during his or her conference period or at a convenient time before or after school. (See Report Cards, Progress Reports and Conferences)

We will offer a district-wide Parent Conference Day on Wednesday, October 7, 2009 and Thursday, February 25, 2010, which has been designated as a Student Early Release Day. Parents/guardians may schedule conferences with teachers, pick up first six-weeks report cards and discuss the academic performance of their child.

Becoming a school volunteer: Every volunteer must complete a volunteer application and return to the homeroom teacher. A volunteer application must be submitted yearly. Submission of a volunteer application results in a check of the applicant's criminal history background. Everyone wishing to serve as a sponsor, volunteer, or attend class parties and activities must pass a criminal background check before being allowed to participate. This is for the safety of our children and the policy is strongly enforced. For further information see Board Policy GKG or contact the office at 254-559-6531.

Participating in campus parent organizations: Parent organizations include the PTO, Mentoring Program, and Parent Academy. If you are interested in participating in one or all of these programs contact the school office. We would love to have your assistance.

Parents interested in volunteering may offer to serve as a parent representative on the District-level or Campus-level planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, see policies BQA and BQB and contact the principal's office at 254-559-6531.

Attend Board meetings to learn more about District operations. (See

policies BE and BED for more information)

GRADING GUIDELINES

In grade Pre-Kindergarten through First Grade, achievement is reported to parents as follows:

REPORT CARDS, PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, you will be given a written unsatisfactory progress report if your child's performance in any course (in English language arts, mathematics, science or social studies) is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent/guardian and should be returned to the school within three school days.

STATE ASSESSMENT

Students at East Elementary will not take a state assessment test such as the Texas Assessment of Academic Skills (TAKS). Students in Kindergarten through First Grade will take the Texas Primary Reading Inventory and MClass (math benchmark). Kindergarten and First Grade students are tested three times each year with the TPRI. First Graders will be given the Developmental Reading Assessment (DRA) two times a year.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply-- by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District 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 office, Superintendent's office or on the District Web Site.

In general the student or parent should first discuss the complaint with the child's teacher. If the matter is not resolved, then the parent should contact the campus principal. If unresolved, a written complaint and 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. It is important that the grievance procedure be followed in this order to give everyone a fair chance to work the problem out in the best interest of the children.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. The principal may grant approval due to extenuating circumstances, but otherwise, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or parent/guardian that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent

home and will notify the student's parent/guardian. If a child has a fever and /or is vomiting it is standard procedure that the child is sent home. If one of our children has a bathroom accident then every attempt will be made to contact the student's parents. The parent can choose to bring clothes from home or use underwear and clothing provided by the school.

Students will not be released to anyone other than persons listed on the enrollment card as emergency contacts. Any changes made to the emergency contacts have to be done in person, not by phone.

ARRIVAL TO SCHOOL

Students may begin arriving at East Elementary at 7:45 a.m. Students are to arrive at 8:00 in order to not miss breakfast. Kindergarten students go directly to the cafeteria upon arrival for breakfast. First grade students go to the gym upon arrival and go to their prospective classrooms at 8:00 for breakfast and the beginning of their instructional day. Prek and Head Start will gather in the cafeteria until 8:00 and then will go to their classrooms. Classes officially begin at 8:15, so any child arriving after that time must check in at the office and receive a pass to class. A student who arrives to school after 9:30 a.m. will be counted as absent for the day. Repeated instances of tardiness could result in unexcused absences. The school day officially ends at 3:15 for Kindergarten and first. Prek and Head Start dismiss at 2:30.

WITHDRAWAL FROM SCHOOL

Students at East Elementary may be withdrawn from school only by a parent/guardian. The school requests notice from the parent/guardian at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained in the principal's office by the parent/guardian.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to

ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. After a student is officially withdrawn from East Elementary the new school the child enrolls in has 10 school days to request for records. East Elementary must receive a request for school records on withdrawing first grade student within ten school days after withdrawal or truancy citations could be issued.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education--to benefit from teacher-led activities, to build on each day's learning on that of the previous day, and to grow as an individual. Absentees 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 compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

COMPULSORY ATTENDANCE

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from any class, from required special programs, or from required tutorials will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents/guardian. A complaint against the person may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year
- Is absent on three or more days or parts of days within a four week period

Unexcused absences may result in truancy being filed.

When a student is absent from school, the first day they return they must supply their classroom teacher with a written excuse. The excuse may be from a parent, doctor, or other caregiver. If an excuse note is not received the first day a child arrives back at school, the absence is considered to be unexcused. Three unexcused absences can result in truancy being filed. Please always provide the school with a note excusing your child from being absent on the first day they return to school. Excuse notes will be accepted after the first day they return to school but the absence will still be considered unexcused. *An excused absence includes illness, the student's dr. appointment, or a death in the family.* The school principal has the right to decide whether or not an excuse note written by a parent or guardian is excused or unexcused. This decision is usually based on the child's accumulation of excess absences.

Attendance for Credit

To receive credit 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 instructional days may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there are extenuating circumstances for the absences, the attendance committee will use the following guidelines:

All absences shall be considered in determining whether a student has attended the required percentage of days. Absences for religious holy days, and health care appointments shall be considered days of attendance for this purpose. Student absentees related to religious observances are excused. (See policy FEB and FEC)

A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.

In reaching consensus about a student's absences, the committee will review all attendance information and reach a decision that is the most academically appropriate for 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/guardian 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.

The student or parent may appeal the committee's decision to the District Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

When a student must be absent from school, the student upon returning to school, must bring a note, signed by the parent/guardian that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted.

CONDUCT

Applicability of School Rules

As required by law, the District has developed and adopted a Student Code

of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior--both on and off campus--and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Discipline Rules for Students and Types of Discipline used by the Teachers

- Students are not allowed to bring toys to school.

Discipline rules and types of discipline for Pre-Kindergarten, Kindergarten and First Grade students (including the Head Start Program):

Rules for Head Start Students:

1. Be polite
2. Be kind
3. Be Helpful
4. Be responsible

Types of discipline used by the Head Start Teacher:

1. First "Non violent "offense - Redirect with a verbal warning
2. Second "Non violent" offense - Relocate the student to a close proximity to the teacher. Restate the rule that the student has violated. Redirect him/her again.
3. Third "Non violent" offense - Remove the student from the immediate proximity of the other students and give him/her four minutes to compose themselves. At the end of the four minutes, the teacher discusses the incident with the student. The teacher restates the rule and gives the student

encouragement to behave correctly. The teacher encourages the student to develop a solution. The student returns to the group.

SEVERE INCIDENT: For a violent incident, the teacher will remove the student from the group for a minimum of four minutes and let the student compose him/herself. The teacher will assess the student's ability to listen to a rational discussion. The teacher will discuss the student's behavior and the incident that occurred with the student. The parents are notified by the teacher with a conference telephone call or a note sent home.

Rules for Pre-Kindergarten Students:

1. Listen to the teacher and others
2. Walk in the classroom
3. Raise your hand if you have something to say in a large group
4. Keep your hands and your feet to yourself

Types of Discipline used by the Pre-Kindergarten Teacher:

(The pre-kindergarten teachers utilize the disciplinary strategies in Dr. Becky Bailey's "Conscious Discipline" model. This approach to disciplining pre-kindergarten students is highly endorsed by the Center for Young Learners located at the Region 14 Education Service Center in Abilene, Texas.)

1. First offense - Verbal warning - The teacher will discuss the problem with the student and suggest to him/her alternative ways to handle the problem.
2. Second offense - The student will sit out of center time or play time for four minutes. The teacher will send home a "sad face" notification to the parents and will also talk to the parents at the end of the day if the parents pick up their child. The teacher will contact the parents by telephone if they do not pick up their child. The nature of the student's misbehavior is written on the "sad face" notification.
3. Third offense - The student will sit out of center time or play time for four minutes. The teacher will send home a notification

on a "sad face", and request a parent conference

For "Positive" Reinforcement:

The Pre-Kindergarten teacher will send a "happy face" home with each student that has a good day at school.

SEVERE INCIDENT: Students will be taken immediately to the Principal's Office and the parents will be notified if the student commits one of the following violations:

1. The student is disruptive and refuses to cooperate with the teacher's instructions.

Or

2. The student endangers him/herself or others.
Conduct grades for Pre-Kindergarten and Head Start are S, N, U. (Satisfactory, Needs Improvement, Unsatisfactory). An office referral results in the conduct grade being lowered to the next alpha grade.

Rules for Kindergarten Students:

1. Keep your hands, feet and other objects to yourself.
2. Raise your hand to speak
3. Walk quietly in the hall
4. Be seated in your assigned seat and ready to work
5. Be respectful of everyone

Types of discipline used by the Kindergarten Teachers:

1. Color Code Chart

Each student will have a pocket with five color cards. Each day every student begins the day on green. The only exception to the rule is when a student has failed to return the required discipline document to his/her teacher the day following a disciplinary action. Students will remain on

green until the student breaks a rule. The student will change his/her card to the next color. The following is a list of the colors and the results of a color change.

- Green - Great job
- Yellow - The student will sit out from recess or during the "center time" activity for five minutes.
- Blue - The student will sit out from recess or during the "center time" activity for ten minutes
- Orange- The student will sit out the entire recess "center time" and a note will be sent home to the parents. The note must be reviewed, signed and returned by the parents the following school day.
- Red - Parents will receive a note or a phone call from the teacher. Students will lose all of their recess or "center time" activity. The student's conduct grade will be lowered. The teacher may decide to take the student to the Principal's office at this time. A trip to the Principal's Office for disciplinary reasons is an automatic deduction of ten points in conduct.

2. SEVERE INCIDENT: Students will be taken immediately to the Principal's Office and the parents will be notified if they commit one of the following violations:

1. The student is disruptive and refuses to cooperate with the teacher's instructions.
2. The student endangers him/herself or others
3. Kindergarten teachers also utilize a "Time Out" method of disciplining their students. Students may be placed in a time out setting in the classroom or the hallway. The specific location of the "time out" is left to the discretion of the teacher. The length of time the

student stays in the time out setting is also left to the discretion of the teacher.

4. Kindergarten teachers also have at their disposal the option of using corporal punishment. Corporal punishment is used as a last resort and under the strict guidelines as adopted by the BISD School Board. First, the Student Code of Conduct verification form that is kept on file in the office is checked for the parent(s) signature and approval. Second, if selected, corporal punishment is used only after the parents of the student have been notified, and finally corporal punishment will be administered only in the presence of another adult. The instrument of administration is kept in the Principal's Office. Corporal punishment will be administered to students in a fair and reasonable manner. Regardless of the choice of discipline selected by the teacher, the students must learn to respect and listen to their teacher. The teacher must establish and maintain a positive and orderly learning environment. Teachers must teach their students that they are in control of their class.

Not all disciplinary measures used are negative. East Elementary also uses a variety of "positive" measures to support desired behavior. Kindergarten students who continuously practice desired behavior will be positively rewarded with:

1. Positive notes sent home to parents
2. Verbal praises to the students from the teachers and support staff
3. Approved nutritional treats
4. Stickers
5. Stamps
6. Certificates
7. Good Citizen Nominations

Kindergarten teachers will communicate regularly with the parents to keep

them informed on their child's progress and behavior.

Conduct grades for Kindergarten students are S, N, U. (Satisfactory, Needs Improvement, Unsatisfactory). An office referral results in conduct grade being lowered to the next alpha grade.

Rules for First Grade Students:

1. Keep your hands, feet and any other objects to yourself
2. Raise your hand to speak
3. Walk quietly in the hall
4. Be seated in your assigned seat and ready to work
5. Be respectful of everyone

Types of discipline used by First Grade Teachers:

1. Color Code Chart:

Each student has a pocket with five color cards. Each day all students begin the day on the green color. The only exception to the rule is when a student has failed to return the required discipline document to his/her teacher the day following a disciplinary action. The student's color code status will remain as it was the day the student got into trouble. The student's color will be changed back to "*green*" when the student or the parent produces the required discipline notice. Whenever a student breaks a rule, he/she will change their card to the next color. The following is an explanation of the color code system.

Green - Great job

Yellow - One point will be deducted from the student's conduct grade and the student will sit out of recess for five minutes.

Blue - The student will sit out ten minutes from recess. Two points will be deducted from the conduct grade.

Orange - The student will sit out the entire recess. Three points will be deducted from the conduct grade.

Red - Parents will receive a note and/or a phone call from the teacher. The student will lose all of his/her recess time. Five points will be deducted from the conduct grade. The teacher may decide to take the student to the Principal's Office at this time. A trip to the Principal's Office for disciplinary reasons is an automatic deduction of ten points in conduct. Conduct grades start at 100 in the First Grade.

2. SEVERE INCIDENT

Students will be sent immediately to the Principal's Office and the parents will be notified if they violate one of the following rules:

1. The student is disruptive and refuses to cooperate with the teacher's instructions.
2. A student endangers him/herself or others.

3. Time Out

First Grade teachers also utilize a "Time Out" method of disciplining their students. Students may be placed in a time out setting in the classroom or hallway. The specific location of the "time out" is left to the discretion of the teacher. The length of time the student stays in the time out setting is also left to the discretion of the teacher.

4. Corporal Punishment

First Grade teachers also have at their disposal the option of using corporal punishment. Corporal punishment is used as a last resort and under the strict guidelines as adopted by the BISD School Board. First, the Student Code of Conduct verification form that is kept on file in the office is checked for the parent(s) signature and approval. Second, if selected, corporal punishment is used only after the parents of the student have been notified, and finally corporal punishment will be administered only in the presence of another adult. The instrument of administration is kept in the Principal's office. Corporal punishment will be administered in a fair and reasonable manner. Regardless of the choice of discipline selected by the teacher, the student must learn to respect and listen to their teacher. The teacher must establish and maintain a positive and orderly learning

environment. Students must realize that the teacher is in control of her class, and no student will be allowed to disrupt the education of another child.

Not all disciplinary measures used with First Grade students are negative. East Elementary also uses a variety of "positive" measures to support and encourage good behavior by the students. First Grade students who continuously display desired behavior will be positively rewarded with:

1. Positive notes sent home to parents
2. Verbal praises to the students from the teachers and support staff
3. Approved nutritional treats
4. Stickers
5. Stamps
6. Certificates
7. Good Citizen Nominations

First Grade teachers will communicate regularly with the parents to keep them informed on their child's progress and behavior.

Rules for Students in P.E.:

1. Gym shoes are required
2. Be quiet when entering and leaving the gym
3. Be a good sport
4. Stop, look and listen when the whistle is blown by the teacher
5. No gum or candy in the gym

Types of Discipline used by the P.E. Teacher:

1. First Offense - Verbal warning
2. Second Offense - Time out and the student's conduct grade will be lowered
3. Third Offense - A note will be sent home or a phone call will be made to the parent(s). Notes must be signed by the parent and returned to the P.E. Teacher. Failure to return the notes will result in the student sitting out for ten minutes during the next

- P.E. session.
4. A trip to the Principal's Office is an automatic deduction of ten point from the conduct grade.
 5. Positive Reinforcement is also used with students in P.E. classes. Students who behave appropriately will be positively rewarded with the following:
 1. Positive notes
 2. Verbal praise
 3. Stickers
 4. Stamps

The P.E. Teacher will communicate regularly with the parents to keep them informed on their child's progress and behavior.

Rules for ESL and Resource Students:

1. Listen and follow directions
2. Keep hands, feet and other objects to yourself
3. Be prepared for all classes
4. Be respectful of adults, students and property

Types of discipline used by ESL and Resource Teachers:

Students who misbehave in these two classes are reported to their self-contained teacher by the ESL and Resource teachers. The classroom teacher applies the regular classroom disciplinary measures to these students. These two classes are considered extensions of the regular classroom and the students therefore are expected to behave in these two classes as they do in the regular classroom.

*No toys should be brought from home. If students bring toys to school the toys can be taken up and it is up to the teacher's discretion if they are returned.

EAST ELEMENTARY DRESS CODE

Dress code is one of the most difficult areas to address. Good grooming and appropriate dress is always expected of our students. We have attempted to develop a reasonable set of standards to provide a safe and healthy environment, understanding what is appropriate for one event may not be appropriate for another.

As a general rule students should avoid any extreme styles. They should dress in a manner, which does not interfere with, disrupt, disturb, or distract from school activities. Their choices of dress should never create a health or other hazard. The safety and well being of your child is our main concern. Impressions that are made and remarks from classmates can hurt a student for a lifetime.

We would ask that you be aware of what your child is wearing to school. Please check to see that it meets dress code requirements before they leave home to avoid any unpleasant situations. The principal, teacher, or other person in charge of school and extra-curricular activities may regulate the dress and grooming of students who participate in the activity.

PLEASE WRITE THE CHILD'S NAME IN ALL WINTER WEAR INCLUDING COATS, JACKETS, SWEAT SHIRTS, & SWEATERS.

1. **TOPS** - All clothing should be neat, clean, and properly fitted. No bare tummies, backs, armpits, or underwear (including bra straps) should be visible when standing, sitting, or squatting.
 - No halter-tops, tube tops, tank tops, muscle shirts, midriff tops, or backless tops or dresses shall be worn.
 - Spaghetti straps are allowed at East & North.
 - Fishnet type tops must be worn with a T-shirt underneath.

2. **SHORTS & SKIRTS** - The only acceptable shorts allowed are those that are hemmed, appropriate, and decent. For the purposes of this rule, the term shorts include bloomers, skorts, and all other types of bottoms.
 - Shorts and skirts must extend beyond the child's middle fingertip when standing normally with arms held to their sides.
 - "Bicycle" shorts, spandex or compression type shorts, either worn under other clothing or alone, are not allowed.
 - Shorts should be worn under skirts & dresses if necessary.
3. **PANTS & BELTS** - Excessively baggy or large pants, worn low on the hips, (gang type) are not allowed. Belts should be worn looped in trousers, not hanging down.
4. **FOOTWEAR** - Flip-flops or sandals may be worn only if the student has other shoes appropriate for PE available at the school.
5. **HEADWEAR** - Caps are not allowed at East Elementary. Headbands, do-rags, bandanas, and other types of hats are not allowed.
6. **HAIR** - Distracting hairstyles and /or hair color (anything other than a normal/natural hair color is not acceptable) are not allowed. Hair should be kept clean and well groomed and kept out of the student's eyes.
7. **EARRINGS** - Earrings (including string, staples, etc.) for males are not allowed even if covered. No visible body piercing is allowed either, including tongues, with the exception of girl's earrings.
8. **MAKE-UP - NO MAKE- UP ALLOWED AT NORTH OR EAST ELEMENTARYS**
9. **CLOTHING DESIGN & OTHER RESTRICTIONS-** Clothing with images or writings that promote disruption of the educational setting, such as those with inappropriate designs or slogans (such as marijuana emblems, liquor advertisements, racial or sexual innuendos, etc.) are not allowed.
 - Absolutely no chains of any kind are allowed on billfolds, checkbooks, belts, or pants.
 - Tattoos or other markings on the skin must be covered.
 - Any clothing, attire, accessories, or colors that are considered gang-related by the principal are not allowed.
10. **SPECIFIC CAMPUS DRESS CODES** - Each campus may enforce other dress restrictions, as determined by the principal, in additions to these listed above.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, s/he will be placed in in-school suspension until s/he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, s/he will return to regular classes immediately.

Drills: Fire, Tornado and Other Emergencies

From time to time, students, teachers and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the directions of teachers or others in charge quickly, quietly and in an orderly manner.

Fire Drill Bells:

3 bells.....leave the building
1 bell.....halt, stands at attention
2 bells.....return to the classroom

Tornado Drill Bells:

1 continuous bell.....move quietly but quickly to the designated location
2 bells.....return to the classroom

Lock Down

Public Address Announcement

"Code Red Lockdown" - Teachers secure students into rooms and lock doors. Student sit with the teacher in a corner of the room that is not visible and remain quiet. Lights are turned off and blinds are pulled down.

"Code Blue - All Clear" - It is safe to leave classrooms and continue with

daily activities.

CAFETERIA SERVICES

The District participates in the National School lunch Program and offers students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information about a student's participation is confidential. See the District's Food Service Director to apply.

Food Service/Free and Reduced Price Program

We serve a variety of nutritious food for students and faculty members at a nominal cost. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, i.e., no cutting in line, Wearing hats in the cafeteria, loud talking and unnecessary noise are considered poor manners and may result in disciplinary action.

Meal tickets will be sold in the cafeteria each morning until 8:20 a.m. (Parents are encouraged to purchase 5, 10 or 20 day tickets at a time.) After 8:20 a.m., students will pay for lunches as they go through the lunch line. Students pay for their lunches either with cash or with a meal ticket. Students are not allowed to charge their lunches. The cost of a meal ticket will not be less than the established meal rate for the year, regardless of the quantity of meals purchased at one time. If a student does not have money for the day, he/she will be provided with a peanut butter sandwich.

Our school participates in the federal Child Nutrition Programs, which provides free and reduced-price lunches to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like information about the program, or obtain an application, please contact personnel in the East Elementary school office, or the cafeteria, or call the office at 254-559-6531. If a child cannot drink

milk, he must have a DOCTOR'S EXCUSE on file before receiving juice at lunch.

LIBRARY (LRC)

The library (LRC) is a learning laboratory with books, computers, magazines and other materials available for classroom assignments, projects and reading or listening pleasure. The library is open for student use during the following times with a teacher permit:

Every school day beginning at 8:30 a.m. until the end of each school day.

TRANSPORTATION

School Sponsored

Students who participate in school sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. This exception will only be made to transport from the event. All students will ride school transportation vehicles to special events.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling School Transportation Department at 254-559-6541.

See the Student Code of Conduct for provisions regarding transportation to the disciplinary Alternative Education Program.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this

handbook and the Student Code of Conduct. Students must:

Follow the driver's directions at all times

Enter and leave the bus in an orderly manner at the designated bus stop nearest home

Keep feet, books, band instrument cases and other objects out of the aisle

Not deface the bus or its equipment

Not put head, hands, arms or legs out of the window, hold any object out of the window or throw objects within or out of the bus

Wait for the driver's signal upon leaving the bus and before crossing in front of the bus

When students ride in a District van or passenger car, seat belts must be fastened at all times

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

VISITORS TO THE SCHOOL

You are encouraged to visit your children's schools from time to time; however, we ask that you comply with our policy requiring **all visitors to go first to the principal's office, sign in and receive a visitor's badge.** We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane or offensive language from your children at school and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they

disregard the principal's or superintendent's directive.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child, however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Students in grades k-8 may go home during the lunch period if they have on file at the principal's office a signed parental request that they be released for lunch and if they are picked up by the parent, guardian, or relative authorized in writing by the parent or guardian. A parent, guardian, or authorized relative is not permitted to take any other student from the campus to lunch. Unless we have possession of a court document that limits a possessory conservator's (that is the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

Administering Medicine at School

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally, you must provide us a written authorization for self-administration and a written statement from the child's doctor that the student has asthma or severe allergies that may result in anaphylaxis, and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games

Students are not permitted to possess such items as telecommunications devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal.

Elementary Campuses (Grades Pre-K - 6)

Cell phones are banned for all elementary students grades Pre-K - 6th. Students are not allowed to bring cell phones to school. Those who are caught with cell phones or other communication devices at school will be reported to the principal. The device will be confiscated and a charge of \$15 will be required before the device can be returned to the parent. Under state law (and FNCE (LEGAL)), the district may charge the owner of the paging device (which includes a cell phone) or the student's parent an administrative fee of not more than \$15 for release. After 30 days the device will be destroyed. The student will be subject to other age appropriate consequences for violation of the cell phone policy. Any disciplinary action will be in accordance with the Student Code of Conduct.

