

BLUEBONNET ELEMENTARY



Parent-Student Handbook

2009-2010

updated 9/18/09

2000 Spinks Road
Flower Mound, TX 75028
School Phone: 469-713-5195
School Fax: 972-350-9005
www.lcpsd.net/schools/bluebonnet/index.htm
Principal.....Sharon Bennis
Asst. Principal.....Kathy Hines

Table of Contents

FACULTY & STAFF.....	3	STUDENT PERFORMANCE AND EVALUATION.....	16
SCHEDULES.....	4	TARDINESS.....	17
PRINCIPAL'S MESSAGE.....	5	TELEPHONE USE.....	17
MISSION STATEMENT.....	6	TEXTBOOKS.....	17
ARRIVAL AND DISMISSAL.....	6	STUDENT SUCCESS INITIATIVE.....	17
ATTENDANCE.....	6	TUESDAY NEWSDAY.....	18
BUILDING LEADERSHIP TEAM.....	7	TUTORIALS.....	18
BUS SAFETY.....	7	VISITORS TO THE BUILDING.....	18
CAFETERIA.....	7	VOLUNTEERS.....	18
CHANGE IN STUDENT INFORMATION.....	8		
CHECK ACCEPTANCE POLICY.....	8		
COMPUTER RESOURCES.....	8		
DANGEROUS ITEMS.....	8		
DISCIPLINE.....	8		
DRESS CODE GUIDELINES.....	8		
DROP-OFF AND DISMISSAL PROCEDURES.....	9		
EARLY DISMISSAL FOR APPOINTMENTS.....	10		
EDUCATIONAL TERMS.....	10		
EMERGENCY DRILLS.....	10		
FIELD TRIPS.....	10		
FOODS OF MINIMAL NUTRITIONAL VALUE.....	11		
GUIDANCE COUNSELING.....	11		
HEALTH SERVICES.....	11		
LISD PRIVACY NOTICE TO PARENTS.....	12		
HOMEWORK.....	12		
INCLEMENT WEATHER.....	13		
INJURIES.....	13		
LATE WORK POLICIES.....	13		
LEAP.....	14		
LIBRARY MEDIA CENTER.....	14		
PARENT/TEACHER COMMUNICATION.....	14		
PARTIES.....	15		
PERMANENT RECORDS.....	15		
PERSONAL PROPERTY.....	15		
PESTICIDE TREATMENTS.....	15		
PHYSICAL EDUCATION.....	15		
RECESS.....	15		
SAFETY - SCOOTERS/ROLLERBLADES/BICYCLE.....	16		
SPECIAL EDUCATION.....	16		
STATE ASSESSMENT.....	16		
STATEMENT OF ASSURANCE.....	16		

Penne Lane..... Cafeteria
 Vicki Pizano..... Cafeteria
 Brandi Whipkey..... Cafeteria

Extended School Day

Jamie Kosich..... Teacher/ Site Supervisor
 Nathan Boyles..... Aide
 Emily Conroe..... Aide
 Ashley Nations..... Aide
 Rochelle Robinson..... Aide
 Krysten Stutes..... Aide

SCHEDULES

LUNCH

Kindergarten 10:30-11:00
 1st Grade 11:00-11:30
 2nd Grade 11:30-12:00
 3rd Grade 12:00-12:30
 5th Grade 12:30-1:00
 4th Grade 1:00-1:30

RECESS

Kindergarten 10:00-10:30
 1st Grade 10:30-11:00
 2nd Grade 11:00-11:30
 3rd Grade 12:30-1:00
 5th Grade 12:00-12:30
 4th Grade 1:30-2:00

CONFERENCE PERIODS

Kindergarten 12:15-1:00
 1st Grade 1:10-1:55
 2nd Grade 2:00-2:45
 3rd Grade 10:00-10:45
 4th Grade 10:50-11:35
 5th Grade 9:10-9:55
 Fine Arts 8:20-9:05

MEAL PRICES

Breakfast \$1.00
 Lunch \$1.95
 Adult Breakfast \$1.50
 Adult Lunch \$2.90
 Milk \$.60
 Snack \$.50-\$.75

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

Welcome to Bluebonnet Elementary! We are excited that you are a part of our Bluebonnet family. The strength and excellence that has become synonymous with our wonderful school comes from the uniqueness of each one of us. We would not be complete without the talents, abilities and personalities of each Bluebonnet Bear. Please know that we value each and everyone of you and look forward to a year full of exciting learning opportunities and memorable experiences.

The Student Information Handbook is provided to help each of you be an informed and successful Bear. The information and guidelines are those that follow our goal of helping all students to become lifelong, responsible learners in a safe, nurturing, and orderly environment. Should at any time you have questions, concerns or successes that you would like to share, please feel free to call the school office at (469)713-5195 and arrange a conference with your child's teacher or an administrator. As partners in your student's educational experience, open and clear communication is vital. Each Tuesday, the Tuesday Newsday folder will bring important information and schoolwork home. I encourage you to use our many channels of communication such as email, the website, **SchoolWeb**, **School Messenger**, and PTA's e-news to stay informed of your student's progress, Bluebonnet activities, and school procedures. We hope that you will become a member of our nationally recognized PTA. Working together, we will be able to "make tracks for excellence".

It is such a pleasure to welcome you to Bluebonnet. The faculty and staff are looking forward to learning with you this year. Whether it is your first year, last year or somewhere in between at Bluebonnet, may it be one that brings your family many stimulating learning opportunities, provides memorable experiences and helps each student reach that special potential that is uniquely theirs.

Respectfully,
Sharon Burris
Principal

P.S. Bluebonnet's Building Leadership Team has made changes in some of our procedures and policies for this year. You may find them in **bold** print. The Arrival and Dismissal Procedures have been included in the handbook for your easy reference. Please read carefully as the new procedures and policies will be effective immediately. **A Table of Contents, page numbers, and a search button have been added for your convenience.**

MASCOT: Bears
COLORS: Royal Blue and White

MISSION STATEMENT

- B**ecoming life long learners who can reach their highest potential;
- E**mphasizing the worth of individuality and the power of teamwork among parents, teachers, staff and students;
- A**chieving excellence academically, physically, socially and morally;
- R**especting each other and becoming responsible citizens;
- S**eeking a safe, nurturing environment that promotes quality, integrity and community involvement.

ARRIVAL AND DISMISSAL

School hours are from 8:00 until 3:00 each day. Students should plan to arrive at school between 7:50 and 8:00. Students arriving before 7:50 may wait in the cafeteria (grades K-2) and in the gym (grades 3-5) where they may read or visit quietly with friends under the supervision of a staff member. Children should NOT arrive earlier than 7:30 AM. Children may purchase breakfast in the Bear Café from 7:30 to 7:50.

Students should plan to leave the school building and grounds promptly at dismissal time unless detained for a school reason. Parents will be notified in advance if a student is to be detained at school. An Extended School Day program is available for students unable to be picked up at 3:00 p.m. Information for the E.S.D. program may be obtained by calling the LISD Adult and Community Education Department at (469)713-5997. Students may not remain after school to play on the playground. For safety reasons, we ask that all parents who walk their child to school or meet their child at dismissal leave their pet at home. Even the mildest mannered animal can be a safety issue if alarmed or hurt. Many children also have allergies and/or fears of some types of pets.

ATTENDANCE

Students must attend school regularly and be on time in order to benefit from the instructional program. Students are expected to develop habits of punctuality and self-discipline. Students who have good attendance generally perform better and have a better attitude toward school. Attendance is recorded for state purposes based on the students present at 9:30 AM. If a student has been present, but leaves before 9:30 AM, they are considered absent for the day.

Recognizing the relationship between student attendance and student achievement, Bluebonnet teachers have made high student attendance a school-wide goal. The law requires students to be in

attendance at least 90% of the required number of days during the school year in order to receive credit for a class. Parents will be notified by letter during the year when the number of absences becomes a concern. The attendance committee will hear petitions at the end of the year for class credit from students not meeting attendance requirements.

Students who must be absent from school for the purpose of observing a religious holy day when it is a tenet of their faith will not be counted absent. Please notify the school in writing prior to the absence.

School board policy lists the following as the only reasons for an excused absence:

- Personal illness
- Death in the family
- Quarantine

Weather or road conditions making transportation to school dangerous

Each student is allowed three (3) free unexcused leave early/absences per year. Leaving early for any reason other than illness, medical appointment, or death (in accordance with the School Board's Policy) will count as one (1) of the free unexcused days. For example, signing your child out at noon to go out of town would be an unexcused leave early and count as one of your 3 free unexcused days. In addition, signing your child out early on party day would be an unexcused leave early and be counted as one more of your 3 free unexcused days for the year.

Upon the fourth and all subsequent unexcused absences (either partial day or whole day) any graded assignments, during the absent time, will be made up but grades will be recorded as a zero. When your child is absent from school and needs his/her work, please telephone the school office by 9:00 a.m. Missed assignments can be picked up in the office at the end of the day or sent home with another child, if requested. Assignments will not be given prior to a student's extended absence.

Students who will be out in the morning due to a doctor's appointment must notify the school by 8 AM. Students returning the same day will not be counted absent if they return with a doctor's note.

If a student leaves during the school day and the reason does not fall under the board policy reasons as stated above, the missed portion of the day will be counted unexcused. The exception will be if a student is sent home by the school nurse due to illness or medical appointments that are documented by a doctor's note when the student returns to school.

Parents are asked to call and notify the school of a child's absence. Parents may call the school's automated phone system between the hours of 6:00 PM and 7:30 AM to register an absence. You will be instructed to leave your child's name, grade, teacher's name, and the reason for the absence.

The school will contact parents when a child is absent and the absence was not reported.

Please note: LISD does not participate in Take Your Son or Daughter to Work day.

BUILDING LEADERSHIP TEAM

The Building Leadership Team (BLT) is the site-based decision making committee which acts in an advisory capacity to the principal. Its membership is comprised of faculty, staff, parents and community members. It develops, monitors and evaluates the annual Campus Improvement Plan. Each member is elected by its representative group.

BUS SAFETY

Transportation services are offered to those students living two or more miles from the school to which they are zoned. Our buses are operated by Durham Transportation. The Transportation Office can be reached at (972) 221-4557. The school bus safety rules are designed to protect student passengers, to enable the bus driver to operate the vehicle safely, and to help keep the maintenance costs as low as possible. Please refer to the Durham Transportation Manual given to each student who rides the bus for rules and operating procedures. Students whose actions threaten the safety of others on the bus may lose their privilege to ride the bus. The bus driver will file a formal written report with the principal or **assistant principal** when there is a recurring problem. *Recurring problems may result in the student being placed on probation or suspended from bus transportation for a designated period of time. Parents will assume responsibility for transporting a student on bus suspension.*

Bus capacity is an important factor in the safe transportation of students. Because our bus runs at the fullest capacity deemed safe, we will be unable to allow students to ride buses other than the one they are scheduled to ride without permission from the bus driver and a note from the parent that is signed by the principal. Please make other arrangements for transportation when your child will be going home with another student.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of our school. Students may bring their lunch from home or purchase a tray from the school cafeteria. Menus will be sent home in Tuesday Newsday. Weekly school lunch and breakfast menus are also published in the local newspapers and on the district's website at www.lisd.net. Daily menus are shared during morning announcements.

Parents may join their children for lunch but we do need an advance reservation if an additional school lunch is needed. Please send a note with your child or call the school office prior to 8:00 a.m. if you plan on purchasing a lunch that day. Parents who come to school to eat lunch will sit at the designated table with their child. We ask that parents respect the cafeteria rules (listed below) and the directives of the teacher on duty. **In order to facilitate the timely dismissal of students from the cafeteria and to allow for tables to be prepared for the next lunch period, parents are asked to exit the cafeteria five minutes before the end of the lunch period. All students will be required to return to their class' designated table.**

Breakfast is served from 7:30 until 7:50 each morning.

If a student forgets their lunch, a lunch will be provided and charged to the student's account. The student will be asked to pay the following day. After two unpaid charges have accrued, a substitute lunch of milk and a sandwich will be provided for the child until the account is paid in full. A la carte items such as snacks, extra sides, extra milks, etc. **may no longer** be blocked from purchase from a child's account by parent request to the cafeteria manager. **It will be the responsibility of the parent and student as to what items may or may not be purchased during lunch.** While no child is ever forced to eat, neither is any child left without a meal. (Lunch balances can be accessed through the district website's home page.)

A free or reduced-price lunch and breakfast program is available to those students who qualify. Applications are available in the school office after the initial distribution of forms.

CAFETERIA RULES

- We will use appropriate table manners.
- We will be responsible for cleaning our area before leaving the cafeteria.
- We only touch and eat our own food.
- We use quiet, whispering voices.
- We will stay seated until dismissed.
- Dismissal time is a no talking time.
- Each parent and their child will sit at the designated guest table. The designated table is for parent and child only.

Note: In order to ensure understanding of procedures and lunchroom expectations among all students, lunch visitors will not be permitted the first week of school in any grade level. Kindergarten lunch visitors will be permitted beginning the fourth week of school.

through our discipline management plan and LISD's Student Code of Conduct.

DETENTION

After school detention may be utilized as a consequence for behavior (i.e. disobeying rules and persistent late work) in grades three through five and Fine Arts. The individual grade levels will determine appropriate detention procedures and will communicate such to parents and students.

DISCIPLINE/CHARACTER DEVELOPMENT

The goal of discipline is to develop the character and civic responsibility of each student. Our goal for each student at Bluebonnet is for his/her behavior to reflect responsible, safe and respectful attitudes. The Bluebonnet staff is dedicated to working with each student individually to ensure that his behaviors and actions are those of a person with character and that they are in line with school rules and procedures. Such development involves the collaboration and support of both the home and the school.

Appropriate behavior will be taught, reinforced and assessed through the school-wide six pillars. These lifestyles include the following: Trustworthiness, Respect, Caring, Fairness, Responsibility, and Citizenship. Should a student's behavior require collaboration of the classroom teacher and an administrator, a Character Development Plan indicating necessary interventions will be sent home for the parent to sign and return. It is the student's responsibility to bring the signed Plan back the next day to the classroom teacher.

In order to reinforce responsible behaviors, students will not be allowed to call parents for items that have been left at home.

To be respectful students, students must not engage in harassment behaviors motivated by race color, religion, national origin, or disability directed toward another student. **No tolerance behaviors include bullying, fighting, insubordination, harm to self or others and damage to school property. Students will be sent to the office immediately.**

DRESS CODE GUIDELINES

The students and parents may determine the student's personal dress and grooming standards, providing that the student's dress and grooming does not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb or detract from school activities or create a health or safety hazard to the students. Writing on clothing should

CHANGE IN STUDENT INFORMATION

It is crucial that the school office be notified immediately of a change of address, home, cell or office telephone number, or of a change in emergency information during the academic school year. This will ensure that appropriate and timely communication occurs as well as provide prompt notification in case of an emergency.

Parents should notify the school office at least two days in advance of the intent to withdraw their child. This will provide time for the necessary dismissal forms to be completed.

CHECK ACCEPTANCE POLICY

In the event that a check written to any Lewisville ISD campus, club or organization is returned unpaid by a person's bank, Lewisville ISD or its agent will redeposit your check electronically. Additionally, the parent understands and agrees that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGMENT** and **ACCEPTANCE** of this policy and its terms.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. **Before students may use the computers**, students and their parents will be asked to sign a user agreement regarding use of these resources. **Violations of this agreement are taken very seriously** and may result in withdrawal of privileges and other disciplinary action. The user agreement will be sent home at the beginning of the school year.

Students and their parents should be aware that electronic communications (i.e. e-mail) using District computers are not private and may be monitored by District staff.

DANGEROUS ITEMS

Children and adults are not permitted to bring firearms, knives (including small pocketknives, Scout knives, and Swiss army knives), chains, bullets or ammunition, boomerangs, slingshots, swords, spears, laser pointers and other potentially dangerous items to school. **For school presentations, no replicas will be allowed unless they have been approved through the Principal or Assistant Principal.** It is also recommended that thin glass containers not be used to bring collections or specimens to school. All incidents will be taken seriously and dealt with

send a respectful and positive message. Dress should maintain a sense of modesty and age-appropriateness.

School personnel reserve the right to determine any inappropriate dress or accessory that they feel is disruptive to the school environment. In the event of a dress code violation, students may call home for a change of clothes, wear a sweater or jacket, or borrow clothes from the school nurse.

- No hats or bandannas
- No visible tattoos (permanent or temporary)
- No visible undergarments
- Skirts/shorts no shorter than fingertip length
- No writing across the back of shorts or pants
- No unusual hair color or style
- No shoes with rollers
- No scary or sexual themes, drug or alcohol items, promotion of gang activity, or disrespectful messages (i.e. skull and/or crossbones).
- Shoulder straps no less than three fingers wide (student fingers)
- No spaghetti straps, bare backs, halter tops, or muscle shirts
- No midriffs showing

For safety purposes, a dress code has been established for physical education class and recess.

Physical Education Class required dress

- Tennis Shoes (no cleats, always laced and tied)
- Shorts under girl's dress or skirts
- Loose fitting clothing, allowing for movement, during various activities

Recess required dress

- Rubber-soled shoes with closed toes and fully enclosed heel
- Shoes should be always laced and tied
- No Crocs, imitation Crocs or sandals are permitted

DROP-OFF AND DISMISSAL PROCEDURES

Student drop-off is from 7:30 until 7:55 A. M.

- Parents may use the teacher (side) parking lot to drop off students (*mornings only*).
- Please pull car forward to first available Bear Patrol.
- Stay in single file (do not swerve around cars to pull up next to curb).

- The side drive is primarily for buses so please do not block their access.
- Students must be accompanied by an adult when crossing the parking lot.

Afternoon dismissal is at 3:00.

Students

- Students will be dismissed from the flagpole area with the exception of inclement weather or excessive heat. (Parents must remain in vehicles.)
- Students will be assigned tables in the cafeteria or lines outside according to their hang tag number.
- Students will remain seated until their tag number is announced.
- Bear Patrol will meet each student at the flag pole to escort him/her to their car.

Parents

- Please have hang tag number on rear view mirror.
- Use **ONLY** the main parking lot entrance for afternoon vehicle pickup. The side parking lot may only be used for morning drop off.
- Stay in single file and pull ahead to the next available numbered cone or Bear Patrol (move all the way forward to cone #1 if possible).
- Students will be sent to cars only when parents have pulled up next to a cone.
- Students will walk from the flag pole to numbered cones and cars.
- **Students will not be allowed to enter a car that is not displaying a hang tag. Without a hang tag, the student will need to be signed out in the office.**
- *The teacher parking lot may not be used for afternoon pickup. Students will not be allowed to cross the parking lot without adult supervision.*
- Students who are designated as walkers will exit by the gym in the back of the building. Parents who are escorting their children home after school can meet them outside by the back doors.
- Parking and/or waiting for student dismissal anywhere in the side parking lot is not permitted.
- Please pre-arrange your family's dismissal procedures with your student. If different arrangements need to be made after the

school day has begun, please contact the school office no later than 2:00 p.m.

- *Any student not being picked up in the drive through line will need to be signed out through the front office.*
- Any student not picked up during dismissal times will need to be signed out in the office.
- Please remember that dismissal time is 3:00. All available instructional time will be utilized.
- On rainy days, the procedure will remain the same. However, an additional measure of patience will be needed as the exit time will increase.

*Due to safety concerns, there will **not** be a walk-up procedure for parents to pick up their children.

** ALL students should be *picked up* in the front school parking lot only. The students may be *dropped off* in the morning in either parking lot. The Bear Patrol will assist students in exiting and entering the vehicles. Please do not put your child into a hazardous situation by not adhering to our arrival and dismissal procedures.

***We appreciate your complete cooperation with these procedures. These procedures are a result of our dedication to the safety of each child at Bluebonnet. We will make every attempt to apply these procedures consistently and equally.

EARLY DISMISSAL FOR APPOINTMENTS

If it is necessary for a student to leave school during the school day for appointments, parents must come to the office to sign their child out. **Students will only be called to the office for dismissal once the parent has arrived.** Students will not be released to anyone other than the parent without prior written or verbal notification. You will be asked to provide a picture ID before a student will be released to you. Excessive early dismissals will be brought before the school's attendance committee. **If a student leaves during the school day and does not have a doctor's note upon returning, the missed portion of the day will be counted as unexcused. The exception will be if a student is sent home by the school nurse due to illness.**

EDUCATIONAL TERMS

AEIS Academic Excellence Indicator System
ARD COMMITTEE Admission, Review and Dismissal Committee for Special Education students

BLT

Building Leadership Team (Site-based Decision Making)

ASSIST TEAM

Pre-referral committee to discuss student needs

LEAP

Learning Enrichment Academic Program (Gifted/Talented Program)

LISDOLA

Lewisville Independent School District Outdoor Learning Area

MTA

Multi-sensory Tactile Approach to Reading Destination Imagination

DI

TAKS

Texas Assessment of Knowledge and Skills

TEA

Texas Education Agency

TEKS

Texas Essential Knowledge and Skills

UIL

University Interscholastic League (district elem. academic competitions)

EMERGENCY DRILLS

We have regularly scheduled emergency drills consisting of disaster, fire and lock-down. Should a school visitor enter the building during a drill or emergency situation, that person is expected to follow school personnel's safety instructions. STUDENTS WILL NOT BE REMOVED FROM THE BUILDING DURING THESE TIMES BY ANY PERSON OTHER THAN AUTHORIZED SCHOOL PERSONNEL.

We are interested in protecting the safety of your child. Should you need additional information regarding emergency drills, please contact a staff member or administrator.

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. Their purpose is to teach and practice the grade level TEKS in a real life setting. Just as the instructional time is protected and monitored during the school day, so is the instructional time at an off campus setting. In order to maintain the students' safety and ensure behavior that is on task and focused on learning, **only a certain number of chaperones will be allowed per field trip.**

Parent chaperones will be selected randomly by the classroom teacher. Only the designated chaperones will be allowed to accompany students on a field trip. For each field trip, a signed permission form from a parent or guardian is required for each student.

FOODS OF MINIMAL NUTRITIONAL VALUE

The Department of Agriculture has mandated new healthy guidelines for schools. The FMNV policy states the following:

- An Elementary School Campus may not serve or provide access for students to FMNV at any time anywhere on school premises until the end of the last scheduled class.

“Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class.”

Such foods and beverages may not be sold or given away to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, or any other person, company or organization.

An elementary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until the end of the last scheduled class. This does not pertain to food items made available by the school food service department.”

A competitive food is defined as foods or beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers.

Snacks are defined as either competitive foods or a la carte, depending on whether or not they are provided by the school food service department.

**Foods of minimal nutritional value are composed of four basic categories:

- Any type of carbonated beverages
- Water ices (commonly referred to as Popsicles); water ices that include fruit or fruit juices are not included
- Chewing gum
- Certain candies which include hard candy (sour balls, fruit balls, candy sticks, lollipops, skittles, starburst, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops); jellies and gums (gum drops, jelly beans, jellied and fruit flavored slices); marshmallow candies; fondant (corn and soft mints); licorice; spun candy (cotton candy) and candy coated popcorn.
- **Non-restricted foods:
- Ice cream, ice mild, water ices that include fruit juices or fruit, tea, water, sports drinks, chips, candies that contain the following

ingredients: nuts, peanut butter, caramel, coconut, nougat centers, milk-based fillings or other similar ingredients.

Exemption: Students may be given FMNV or candy items during the school day on the 3 designated party days.

We encourage parents to support this important initiative by providing lunches and snacks that fit healthy eating habits.

GUIDANCE COUNSELING

The Lewisville ISD's guidance curriculum component provides a means for helping students learn skills that the State Board of Education has identified as priority needs of students. Through the guidance curriculum activities, students develop self-esteem, motivation to achieve, decision-making skills, goal setting and planning skills, problem solving skills, interpersonal effectiveness, communication skills, and responsible behavior. These activities are taught through classroom presentation, small group interactions and individual counseling. The counselor as a member of the instructional team is a vital resource to students, parents, teachers, and administrators in helping to build the skills needed to meet the dynamic forces of our society. The Lewisville Comprehensive Guidance Program is an integral part of each school's total educational program. The basic goal of school guidance is to enhance the student's educational development. Bluebonnet's guidance counselor, Sheri Layne, may be contacted at the school's phone number or through email (laynes@lisd.net).

HEALTH SERVICES

Students will be given temporary care in the case of illness or injury during school hours. If your child has a medical problem, please make sure the school is informed. It is important the correct telephone numbers (home, work, mobile, pager, and emergency contact) are on file in the office and health room.

The following guidelines should be used to help determine when your child should stay home from school due to illness. These guidelines will also help the nurse decide when to send the student home from school.

Attendance is not permitted and/or students will be sent home for the following reasons:

- *Temperature of 100.4 degrees or above (measure when no anti-fever medication given) (exclude until fever subsides: recommend that a student be fever-free for 24 hours before readmission.)*
- *Undetermined rash (recommend exclusion and readmit after rash is gone or with approval of physician)*
- *Ringworm of the scalp (exclude and readmit after treatment has begun)*

- *Diarrhea*
- *Vomiting two or more times in 24 hours (unless a physician feels the cause of vomiting is not an infectious disease or child is in no danger of becoming dehydrated)*
- *Red eyes with discharge or crusting around eyes (may exclude and readmit after effective medical treatment and approval of physician)*
- *Live head lice (exclude and readmit after one effective treatment has been given)*
- *Jaundice*
- *Communicable diseases listed by Department of State Health Services*

There will be no medication given to students unless we have written authorization from the parent, signed and dated. All prescription drugs must be in the original prescription bottle with instructions on the label. All other medications must be in the original container as well as accompanied by a parent note with complete instructions for proper and safe administration. Dose and frequency cannot exceed package directions without a physician's order. Medications that will be given for more than 5 days must have a written physician's order. All medications must be stored and dispensed from the health room. Parents must give written permission for the student to transport medication to and from school.

ALL IMMUNIZATIONS SHOULD BE COMPLETED PRIOR TO ENROLLMENT. A LIST OF REQUIRED IMMUNIZATIONS CAN BE OBTAINED FROM YOUR SCHOOL NURSE OR FROM THE LISD WEBSITE AT www.lisd.net. Click on Departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services. Please refer specific questions to your campus nurse. Students will be screened for vision, hearing, spinal, and acanthosis nigricans at scheduled intervals.

If your child cannot participate in PE or is unable to go outside during recess, a **doctor's note** must be sent to the homeroom teacher stating restrictions and the number of days for the restriction.

LISD PRIVACY NOTICE TO PARENTS

HIPPA (Health Insurance Portability and Accountability Act) and **FERPA** (Family Educational Rights and Privacy Act) are two laws controlling and limiting access to an individual's medical or educational information. Access to such information is restricted in the Lewisville ISD to school personnel who have completed confidentiality training and who have a "need to know".

LISD personnel who will or may have access to health information about your student are those who are responsible for your student during a school day. These personnel may include LISD nurses, counselors, teachers, school secretaries, attendance clerks, school administrators, substitute nurses and teachers, child nutrition managers, and the school bus driver. Student teachers and student nurses are covered by the procedures and guidelines governing district personnel.

Parents who wish to place restrictions on access to health information or who do not wish to complete certain forms requesting that information should contact the school nurse to arrange a private conference. If there are no restrictions in place, the school nurse will determine who will need to know the information in order to care for or to safeguard your student.

Communication with an individual's health care providers and agencies will commonly require appropriate and specific parent signed "permission to release information". Nurses are however, required by law to consult with prescribing physicians in some circumstances. If permission to consult is revoked by the parent, the school nurse may not be able to provide the prescribed care.

Communications with health departments, police, emergency medical services, federal, or state authorities and child protective agencies are permitted without parental permission in an emergency or to protect the health and safety of the student or other persons and during investigations of acts of terrorism.

Communications and copies containing health information used in general research or in response to some types of inquiries or investigations must have and personally identifying information removed.

If you have particular questions or concerns about this or about the information on your student, please contact your school nurse or the building administrator.

HOMEWORK

The teachers and administrators at Bluebonnet Elementary feel that our first obligation is to teach the fundamentals of reading, writing, mathematics, social studies, and science and their application in all subject areas. These fundamentals often need to be reinforced with additional practice, which the students will complete outside the classroom. Homework is a vital part of the learning process. Homework is defined as an assignment made specifically for the purpose of completing at home.

Students in grades 2-5 should record their daily, weekly, or long-term assignments every day in their Student Planner. This book will help students manage their time and homework assignments.

Listed below you will find the average amount of homework time that is expected Monday through Thursday according to grade level.

Kindergarten	5 - 10 minutes
First Grade	10 - 15 minutes
Second Grade	20 - 30 minutes
Third Grade	20 - 30 minutes
Fourth Grade	35 - 40 minutes
Fifth Grade	40 - 50 minutes

Please note that the above times represent the AVERAGE time to complete nightly homework. Homework can include the following:

- Additional reinforcement
- Book reports and/or special projects
- Unfinished class assignments
- Test preparation
- TAKS reinforcement or preparation

Children not completing homework on time and /or complete can expect to have grade level appropriate consequences at school.

For grades three through five, a completion grade will be given for each homework assignment per subject. An average by completion grade will be given per subject per six weeks. The grade will be based on effort and quality in addition to completion. **Each grade level will provide “opportunity passes” that may be used for a free day of late work at the teacher’s discretion. The number of passes will vary per grade level (3-5).**

Extra credit will not be available in any grade level. Exceptions including bonus points and questions will be at the discretion of the individual classroom teacher.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure student’s safety. The LISD administration office will make that decision and then notify the radio and television stations. It is the parent’s/guardian’s responsibility to monitor news reports via the television and radio stations listed below. Please, do not call the school. The decision to close Lewisville schools because of inclement weather will be made by 6:30 AM.

Radio Stations

KDNT (1140 AM)
KAAAM (1310 AM)
KPLX (99.5 FM)
KVIL (103.7 FM)
WBAP (820 AM)
KRLD (1080 AM)

Television Stations

KDFW (Channel 4)
KXAS (Channel 5)
WFAA (Channel 8)

KMGC (102.9 FM)

INJURIES

The Texas Tort Claims Act states that school districts in the State of Texas are immune from any liability because of bodily injury or property damage which occurs as the result of the operation of the school district except for the operation of motor vehicles – 101.051 Civil Practices & Remedies Code.

As a result, Lewisville ISD is not financially responsible for any injury to a student, parent, volunteer or visitor that occurs on any property owned by Lewisville ISD, or while the injured party was under the supervision of the District, unless the injury was the direct result of the District’s use of a motor vehicle. If you have questions concerning an injury or property damage that occurred on property owned by Lewisville ISD, please contact the District’s insurance office at (469)948-8104.

Lewisville ISD does maintain student accident insurance for the following students:

- UIL participants – 7th grade through 12th grade – Maximum \$25,000 per injury
- 5th grade camp participants – Maximum \$10,000 per injury
- Summer sports camps participants – Maximum \$10,000 per injury

Any student that is injured as the result of participating in the above activities is covered on a secondary basis by a policy purchased by Lewisville ISD. Parents must first file on their own insurance. The District’s accident policy will only pay after the parent(s) has filed on their own policy and submits proof.

In addition to the accident policy purchased by Lewisville ISD to cover students that participate in the above activities, Lewisville ISD makes available each year a voluntary accident policy that parents can purchase for their children. Brochures and/or letters are sent home with students each year offering this coverage to parents.

If you have questions regarding the District’s UIL/Camp insurance or the voluntary accident insurance available to students, please call the District’s insurance office at (469)948-8104.

LATE WORK POLICIES

Make-up work is the term used for work missed due to an excused absence. Students will get the same number of days they were absent to complete any missed assignments. If a test was missed or planned on the day of return, the student will be given a choice to make up the work that day or have another day in which to study and then take the test. A parent can

request make-up work by calling the school or contacting the teacher by 9:00 AM.

Late work is the term used for work that has not been completed **at school** and turned in within the allotted time as a result of procrastination, lack of student organization, work avoidance or other reasons apart from illness. The Bluebonnet teachers and administrators believe that the completion of assignments is essential to student learning and in developing a strong work ethic. The following guidelines will be used when grading student work that is turned in late. This is work where adequate time, opportunity, and guidance have taken place.

KINDERGARTEN - Written reminders are sent home.

- FIRST GRADE** - Written reminders are sent home with incomplete work.
- Student loses 5 points a day for days one, two and three
 - Student receives a "0" after the 3rd day.

SECOND GRADE – FOURTH GRADE

Student records late work assignment in planner.

- Student loses 11 points a day for days one, two and three.
- Student receives a "0" after the 3rd day.

FIFTH GRADE

Student records late work assignment in planner.

- Student loses 15 points a day for days one, two and three.
- Student receives a "0" after the 3rd day.

Grades 3 - 5 will provide "opportunity passes" that may be used for a free day of late work at the teacher's discretion. The number of passes will vary per grade level (3-5).

Severe Cumulative Late Work Strategies: Any student who is not able to get all work completed and turned in with the above assistance (because of multiple late assignments) will need additional assistance which may include but not be limited to: after school supervised work time with teacher **in grades K-2, after school detention in grades 3-5,** parent/teacher student conference, and study/work time during grade level reward/reinforcement activities.

LEAP

Bluebonnet offers a variety of programs to meet the special needs of students. One of these programs is the Learning Enrichment Academic Program (LEAP). This program is designed to meet the learning and affective needs of students demonstrating general intellectual giftedness on the indicator provided. There are many kinds of "giftedness". All children have special gifts, talents and abilities. However, the LEAP program is serving one kind of giftedness as identified through learning potential tests, achievement tests, creativity products, and parent and teacher observation. Students served in the gifted program should demonstrate on the majority of given indicators that their ability falls above the 95th percentile.

The LEAP program is not an acceleration program. The curriculum emphasis is on higher order thinking skills and their application. Students who qualify are pulled out of their classroom for 1 ½ to 3 hours per week. Our LEAP teacher also serves as a support to all our classroom teachers. **Students who are not meeting classroom expectations can be placed on probation from LEAP until such time that their classroom performance improves.**

LIBRARY MEDIA CENTER

Our school library media center is a source of pride and is a vital part of our instructional program. **Elementary libraries throughout the district will be operating on a flexible schedule. Through the flexible and open library time, students are able to visit individually, in small groups or as an entire class to read, browse and conduct research at any time during the school day. Questions regarding the new flex scheduling can be addressed through our librarian, Mrs. Mann via e-mail at mannl@lisd.net or by scheduling an appointment.**

In order to maintain an adequate collection, pupils, teachers and parents must be responsible to return materials in good condition. If materials are damaged or lost, a charge equal to the current replacement price will be assessed. The library also welcomes book donations for birthdays, special honorees or events.

PARENT/TEACHER COMMUNICATION

Communication between teacher and parent is a vital part of a student's success. It is important that each parent knows what is going on with his/her child. Phone calls to the teacher during the teacher's conference period or after school, e-mail messages, written notes, Tuesday/Newsday folder, student planners and conferences are all effective communication methods. Weekly classroom newsletters can be accessed by going to the individual teacher listings on the Bluebonnet website and clicking the **Schoolweb link**. Student grades can be accessed through Esembler via the

LISD home page at www.lisd.net. To keep abreast of PTA and school-related updates, you can complete the E-news form included in your PTA packet at the beginning of the school year. If there is a need for a conference, please schedule through the student's teacher by either leaving a phone message for them, e-mailing them or by sending a note with the student. Conferences may be scheduled during the teacher's conference period or from 3:00-3:45. If issues remain unresolved or further help is needed, a conference with an administrator can be requested through the office. **Procedures involving communication with all custodial parents should be shared with the classroom teacher as soon as possible.**

PARTIES

There will be three parties at school... Winter, Valentine's, and the End of the Year party. Classroom parties are under the joint direction of grade level teachers and room representatives provided through PTA. Grade level teachers will confer with room reps to review guidelines and to plan party activities. Room representatives shall obtain food, drinks and other party supplies through donations from classroom parents-no monetary request shall be made for these items. No goody bags will be distributed at any party, however room reps may coordinate an end-of-year gift for the students. Room reps may request a contribution from parents not to exceed \$5.00 for the end-of-the year gift **for students**. The fifth grade room representatives may request a contribution as deemed necessary for fifth grade end of the year party only. Room reps are encouraged to coordinate this gift by grade level to ensure consistency. Per district policy, all food distributed during school hours must be pre-packaged and purchased from an approved vendor. Mutual respect will be displayed for all cultural and religious diversity in our school. Alternative activities designed by the teacher will be available to those students unable to participate in any school sponsored celebrations or activities. We ask that parents notify the teacher in advance so that alternate arrangements can be made.

There will be no in-class birthday parties at any grade level for students or teachers. We ask that children not bring invitations for private parties at any grade level unless invitations are given to each student. *No classroom or lunchroom deliveries will be allowed for student birthdays or special occasions.*

PERMANENT RECORDS

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student.

PERSONAL PROPERTY

Children should be encouraged to be responsible for articles of clothing and personal belongings. Please place name tags on all articles of clothing and supplies. Lost items will be placed on a rack located outside the library. At the end of each semester, parents will be notified of a date in which all unclaimed items will be provided to charity. Toys, electronic games, cell phones, virtual pets, trading cards, etc. should not be brought to school. The item will be taken up by the teacher and sent to the office for the parent to claim. A student brings one of the above listed items in his/her backpack at his/her own risk. The school cannot be found responsible for missing items. A fee could be assessed when claiming the item. Please note that cellphones as well as the other above mentioned items may not be used inside the building at any time, including after school hours.

PESTICIDE TREATMENTS

The LISD is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:

1. The LISD periodically applies pesticides indoors at our school.
 2. Information on the application of the pesticides is available upon request from the principal.
 3. Notices are posted at least 48 hours in advance of any pesticide treatment.
 4. Pesticides are applied so that a minimum of 12 hours elapses between the application and the time students return to school.
- Further information may be obtained from Rebecca Orr, LISD Administration Building at 972-539-1551.**

PHYSICAL EDUCATION

Physical Education is an integral part of the instructional program. All children will be required to participate unless a doctor's note is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher.

RECESS

Recess is considered an important socialization opportunity for students. Except for cases involving late work, behavior consequences, or health concerns, all students will receive a thirty minute recess daily. In good weather students will normally go outside. Students need to come prepared with sweaters or jackets as Texas weather can change quickly. Students will participate in outside recess unless they have a note **from the doctor** stating that for medical reasons the student should stay inside. Children will not go outside when the **heat index** is 100 degrees or above. They will also stay

inside when the wind chill is below 32 degrees. Because recess occurs over a four hour period when conditions can vary widely, there will be days where students will have inside recess at the discretion of the grade level teachers.

Due to safety and security reasons, only students and staff are allowed on the playground at recess time. No parents or younger siblings may participate in recess.

SAFETY - SCOOTERS/ROLLERBLADES/BICYCLE

Students may ride bicycles to school; however, the school will not accept responsibility for the safety of the bicycles. Locks are recommended. Students should dismount their bikes and walk them on the school grounds when arriving at school and walk them off the school grounds before mounting. Motorized bikes, scooters, and skateboards/roller blades are not permitted.

SPECIAL EDUCATION

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: Jackie Reed, (469)713-5195.

STATE ASSESSMENT

Students at certain grade levels will take state assessment tests in the following subjects as well as routine testing and other measures of achievement. The TAKS test is the Texas Assessment of Knowledge and Skills.

- TAKS Mathematics will be given every year in grades 3-5
- TAKS Reading will be given every year in grades 3-5
- TAKS Writing will be given every year in grade 4
- TAKS Science will be given every year in grade 5
- **The Developmental Reading Inventory (DRA2)** will be given in Kindergarten through **second grade**

In accordance with the state's Student Success Initiative, students in grades 3rd-5th must pass the reading and math portions of the TAKS test in order to be promoted to the next grade. If a student does not pass the first administration, he/she is provided two additional opportunities to meet minimum expectations. The guidelines are established by the state's guidelines and implemented through the campus Grade Placement Committee.

STATEMENT OF ASSURANCE

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Lewisville ISD assures that no person in this district shall, on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Brant Buck, 972-436-8901
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Jo Haney, 972-219-3892

STUDENT PERFORMANCE AND EVALUATION

Report cards will be issued at the end of each six-week period. A progress report will be sent home at the midpoint of each grading period if a student is not meeting expectations at that time. Conferences for each student will be held in the fall and in the spring to make individual goals, address concerns, and discuss progress. These conferences provide a better understanding of the student's progress and are very helpful to both teacher and parent. A school-wide conference window will be scheduled after the first six weeks and during the last six weeks of school. The

classroom teacher will indicate the specific dates and the procedure for signing up for conferences. However, if a parent wishes to schedule an additional conference at any time, he/she may call the school office or contact the teacher directly.

Telephone calls to the teachers will be returned after the school day or at another convenient time during the day. *Teachers will not be asked to accept phone calls during instructional time.* We ask that you not drop by the classrooms before school for a conference unless it has been arranged with the teacher. This time before school begins is used to prepare for the day.

Texas Essential Knowledge and Skills Requirements (TEKS): In grades 1-8, promotion to the next grade level shall be based on overall average of a 70 on a scale of 100 based upon course-level, grade-level standards (essential elements) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. For students with disabilities, promotion standards, as established by the individual education plan (IEP), or grade-level classification of students eligible for special education or for Section 504 services shall be determined by the ARD committee or by the Section 504 committee, respectively.

The state law requires mastery of 70% of the grade level TEKS with 70% (grade of C) mastery. Should a student fail to master a TEKS assessment, the skill will be retaught in a smaller group using a different method. After a suitable reteaching period, the TEKS will be retested.

TARDINESS

If a student arrives in the classroom after 8:00 AM, he/she will be sent to the office to receive a tardy slip in order to be admitted to the classroom. Students must have a Tardy slip in order to be admitted to the classroom. Exceptions **will not be made** on days when bad weather delays student arrival. Due to our rigorous academic program, excessive tardies are a concern at Bluebonnet. The parents of students who are tardy will be notified by the classroom teacher. Upon the fourth *and subsequent* tardy each semester, the student will make up the missed instructional time during Thursday school. The hours of Thursday School will be from 3:00 until 3:45. Parents will be notified in advance and required to provide transportation. The Attendance Committee will review all tardies and absences in excess of four. In addition, the Attendance Committee can make decisions regarding appropriate and meaningful alternative consequences. Referrals will be made to the district court at the discretion of the principal or designee and the attendance committee.

TELEPHONE USE

The use of the telephone by students for out-going calls is restricted to emergencies. Students will not be allowed to take telephone calls in class except in case of emergencies. Children should be told in advance of arrangements to be made on rainy days, etc. It is important that the school telephone lines be kept open as much as possible. Children will not be allowed to call home for forgotten homework, projects, books, lunch or money.

TEXTBOOKS

Texas Education Code 31.104d:*Each student, or the student's parent or guardian is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent or guardian.*

Districts and state textbooks and other instructional materials are issued/checked out to students for their use while enrolled in the District. Student responsibilities for textbooks/instructional materials/equipment are listed below.

Textbooks, instructional materials and equipment must be maintained in the same condition as issued.

Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or barcode, lost or damaged materials and lost or damaged equipment issued to the student.

Fines are assessed for damage to textbooks, instructional materials and equipment. See below:

\$2.00 Fine for damaged pages to include but not limited to: torn, soiled, or written on.

\$10.00 Fine for writing on the outer edge of book pages or damage to outer cover.

Full Price of book for missing pages, lost, stolen, broken binding, or any book deemed unusable by campus Coordinator.

Textbooks, instructional materials and equipment issued to students must be made available for classroom inventory/inspection. If these items are not made available by the student, the items will be treated as lost.

Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared.

STUDENT SUCCESS INITIATIVE

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics. Under the Student Success Initiative grade advancement requirements, students are required to meet the passing

standard on the Grade 3 Texas Assessment of Knowledge and Skills (TAKS) reading test to be promoted to fourth grade, and to meet the passing standard on the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take SDAA II. Beginning in 2007-2008, the grade advancement requirements will apply to students who take the Grade 8 reading and mathematics TAKS and SDAA II tests. Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

TUESDAY NEWSDAY

Organization is the foundation of study. Organization and time management are lifetime skills that can be taught from an early age. We have a plan at Bluebonnet Elementary that will enable our students to develop this critical skill while enhancing communication between home and school. Each Tuesday your child will bring home this folder with important papers and all messages from school. Please review the items and return it via your child on Wednesday.

TUTORIALS

Tutorials will begin no later than the beginning of the fourth week of school. Tutorials may be held before school, within the school day, or after school. Students attending tutorial sessions should be those students who are failing a particular subject, or students who need review of a concept or extra help and support. Teachers will document need for tutorials and attendance at tutorial sessions in their grade book. Parents will be notified at the end of the third week of each six weeks grading period if their child is failing or in danger of failing. **Parents are encouraged to monitor student grades weekly through Esembler.**

VISITORS TO THE BUILDING

Parents and others are welcome to visit district schools. We encourage parents to visit school frequently and to actively participate in the

education of our children. The safety of your child is of utmost importance. For the safety of those within the school and to avoid disruption of instructional time, ALL visitors must first report to the office upon entering the building to receive a visitor's badge and to sign the visitor log. Visitors to the cafeteria must come to the office first to sign in. **Visitors may be asked to show their yellow card indicating eligibility for volunteering.**

Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher but will be limited so that their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. We request that parents schedule conferences with teachers rather than conferencing during visitations.

If you need to get items or information to your child during the school day, please go to the office rather than disrupting the learning environment by going to the classroom. Faculty and Staff members wear name badges for easy identification. Entrance to the building will only be through the front doors after 8:00 AM. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Thank you for your continued compliance throughout the year.

VOLUNTEERS

Bluebonnet is fortunate to have the support of a strong PTA and the recipient of the Schools of Excellence Award from the National PTA. All parents and teachers are encouraged to join and become active members of this important organization. The most successful school experiences are a result of a team effort by students, parents, teachers, and administrators. Information will be sent home with your child regarding membership. All volunteers must complete a volunteer application through the LISD website at www.lisd.net/parents and wait the required three week period for the volunteer application to clear before they can work in the building/classroom, at a school-sponsored event or accompany a class on a field trip. **LISD upgraded the Volunteer Criminal History software this summer. As a result, all volunteers will be obligated to reapply to serve our campus. It is recommended that all parents make plans to apply online at www.lisd.net as soon as possible so that volunteering opportunities will be available. Parents MUST notify the school principal, Sharon Burris, via e-mail at burriss@lisd.net approximately three weeks from the time the application has been completed. Once the application has been processed, a yellow card will be issued signifying eligibility to volunteer. Parents must show the yellow card to the office staff upon arriving to volunteer.**

2009-2010

