

2009 – 2010

ETHRIDGE ELEMENTARY

STUDENT & PARENT

HANDBOOK

Principal: Martha Gooding
Assistant Principal: Leslie Smiley
Secretary: Tammie Cole
Attendance Clerk: Tawni Belyan
Counselor: Edwina Townsend
Nurse: Gale Patterson

School Phone: 469-713-5954
School Fax: 972-350-9036
School Address: 6001 Ethridge,
The Colony, Tx.,75056

ATTENDANCE & TARDIES

Please have students at school and ON TIME. State Law: 90% attendance per semester or retention may result.

- Students are considered tardy after 8:00 a.m. and must stop at the office for a tardy slip.
- Parents should call by 8:30 a.m. to report absences.
- Students must be in class by 9:30 a.m. to be counted present for the day.
- A note or email from a parent is required for an absence to be considered excused. **The note must be received within 3 days following the return of the student.**
- A doctor's statement may be required for excessive absences.
- **Make-up work may be requested only after the student is absent for at least two days, and must be requested by 10:30am in order to have it ready for pick up by 3:00pm that day.** Work requested AFTER 10:30am will not be available for pickup until the following day at 3:00pm.
- The attendance committee and/or administration will determine if an absence is unexcused. Zeros may be given for unexcused absences.
- EXCESSIVE ABSENCES MAY RESULT IN RETENTION OR LEGAL ACTION.

ALCOHOL/DRUG POLICY

The possession, use or sale of any illegal drug or alcoholic beverage on campus or at any school-sponsored activity will not be tolerated. Also, a student may not come to campus or attend any school-sponsored activity after use of an illegal drug or alcohol. Not only will the student be prosecuted to the full extent of the law but could, and probably will, be suspended or expelled with loss of credit for the time set by the state of Texas.

ARRIVAL

- Ethridge opens **at 7:30 a.m.** for the day.
- Grades K-2 will report to cafeteria
- Grades 3-5 will report to the gym
- All students eating breakfast will report to the cafeteria.
- Students should arrive through the main door or the door nearest the cafeteria.
- Students will be dismissed from these areas at 7:50 a.m..
- Morning announcements will begin promptly at 8:00 a.m.
- During the first two weeks of school, parents may walk students to their classrooms to assist with carrying supplies and materials and adjusting to the new grade or school. Beginning the third week of school, students should be independent in going to their classrooms. School staff will be on duty in the halls to assist new and younger students should the need arise.

CAFETERIA

- Breakfast is served in the cafeteria from 7:30-7:50. \$1.00 for students.
- Lunch is \$1.95 for students and \$2.90 for adults.
- Parents may eat in the cafeteria with their students **AFTER** getting a visitor badge in the office.
- Please find below the information to help you with online meal payments to the cafeteria. The information can be accessed by going to the main LISD website at www.lisd.net then choose the "Meal Payment" icon on the left hand side.

Online Meal Payments

No more lost lunch money...

Parents may access their child's meal payment balance online and add money to the child's account using a Visa or MasterCard.



Online Meal Payments

Add money to your child's meal payment balance.

Frequently Asked Questions Regarding Online Meal Payment

How do I add money to my student's account?

Visit <http://lewisville.revtrak.net>. Select Meal Payments in the top left hand menu. Under Product Name select Meal Account Payment. Enter the child's last name, ID number and the amount you would like to add (\$25.00 or more). Select Buy Now. Select Go to Checkout. If you are a new customer select Go to Checkout under the New Customer section. You will be prompted to set up an account at that time. An email will be sent to the address you provide to verify that the payment was accepted.

Do I need to establish an account?

You do NOT need an account prior to using the web store. In fact, you don't ever have to remember a password. When you reach the "checkout" screen, enter as a "New Customer". When you complete the information, you are required to establish an email address and a password for that payment. For your next payment in the web store, if you enter your email and password as a "Returning Customer" your contact information will be pre-filled for you. But if you forget, just enter as a "New Customer" again.

I received my confirmation email but when I entered the system again to check the balance my payment did not show up. Was it accepted?

If you received a confirmation email your payment was accepted. The balance will not be updated until that day's transactions have been updated on our system. Payments made by 2:00p.m. will be available the following school day in time for breakfast. You may also click on "My Account" on the left hand side of the web store. Enter the email address and password you established with your payment. The screen will show every order you have placed using this email and password.

I don't know my student's ID number.

For security reasons, if you do not know your child's ID number, we can not give you that information over the phone. You can find your child's ID number on grade reports and class schedules. You must visit your child's school in person and present identification to receive that information. Once you have your child's ID number it is a good idea to keep in a safe place because you will need to enter that information each time you access the online payment web site. ID numbers are the same throughout LISD. They do not change when your child transitions through grade levels or campuses.

Do I have to enter a certain amount of money each time I use the system?

Transactions may be entered for any amount above \$25.00. Breakfast and lunch prices are listed

CHANGE OF ADDRESS/PHONE

Students who change their residence, mailing address, telephone number, work telephone number or emergency contact person after initial enrollment **must** report the change promptly to the attendance office at Ethridge (469-713-5500) so that records are corrected in case an emergency arises and parents need to be contacted.

CONFERENCES

Parent-teacher conferences are regularly scheduled during the school year. Please make every effort to cooperate with teachers in scheduling and meeting these appointments. Conferences between parents and teachers are encouraged anytime they are needed. The elementary report card indicates both academic progress and citizenship. Citizenship grades are extremely important. They indicate the students' acceptance of responsibility, practice of self-control and cooperation with others. Please call the office to schedule conferences. Please respect the teachers' time and your personal time by keeping your scheduled appointment.

Teacher Conference Times	
Kindergarten	1:10-1:55
1st grade	12:20-1:05
2nd grade	2:00-2:45
3rd grade	9:35-10:20
4th grade	10:35-11:20
5th grade	8:45-9:30

DANGEROUS ITEMS

Children are not permitted to bring firearms, knives (**including small pocketknives, Scout knives, and Swiss Army knives**), chains, boomerangs, slingshots, and other potentially dangerous items to school. 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 through LISD's Student Code of Conduct.

DISCIPLINE, RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Ethridge Elementary School shall foster a climate respecting the rights and privileges of other students, teachers and district staff. Students shall exercise their rights and responsibilities, in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the laws of the state of Texas, who violate the rights of others, or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence to the responsibilities of citizens in the school community.

DISMISSAL

Students will be dismissed at 3:00 p.m. through the front doors. All students will leave the building and grounds promptly unless meeting with a teacher for tutoring or other meetings. Parents will be notified in advance if a student needs to stay. **No supervision will be available after 3:15 p.m.** Make sure that after school arrangements have been made ahead of the school day. Students should know what he/she is expected to do after school. Students may not alter their after school plans with

out a note from parent or guardian. Students will not be permitted to use the office phone unless it is an emergency.

DISMISSAL, EARLY

All students leaving school before the end of the school day must be signed out in the office by the person or persons **LISTED** on the enrollment card. Dental and doctor appointments should be made after school hours, if at all possible. **No child will be dismissed to anyone whose name is not on the enrollment card.** Any unknown person will be required to show ID. This is for your child's safety. Students are released early on the last day before the winter break in December and on the last day of school in June. **The early dismissal time is 1:30 p.m. on both days.**

DISMISSAL, INCLEMENT WEATHER

The decision to close school based on inclement weather is made by 6:30 p.m. Please check with the following for closings:

- Channels 4,5,8, and/or 11
- Radio Stations AM: WBAP(820), KLIF(570), KGBS(1190), KRLD(1080)
FM: KVIL(103.7) KOA(107.5) KPLX(99.5)

DRESS CODE

Students are expected to dress in a manner that does not disrupt, interfere with, detract from or disturb school activities or student learning. Students will call home for a change of clothes if necessary.

- Crop tops, spaghetti straps, short shorts (must be fingertip length), or clothing with tobacco, alcohol, profanity and or inappropriate wording are not allowed. Parents will be notified of dress code violations.
- Shoes must be worn at all times and are closed toe and heel. **No sandals, no flip flops, clogs, hiking boots, or shoes with inappropriate heel heights or "wheels or wheelies".**
- Everyone shall wear appropriate undergarments.
- Colored hair must be a natural color. No Mohawks, unnatural haircuts or hats.
- Appropriate gym shoes are required for PE.
- Pants must be worn at the natural waistline.
- All students must be clean and neatly groomed, no visible tatoos.

GRADES (LISD BOARD POLICY)

Reteaching/retest

70% OF THE GRADE-LEVEL TEKS WITH 70% MASTERY IS REQUIRED. Should a student fail to master a TEKS, the skill will be retaught in a small group using a different method. After a suitable re-teaching period, the TEKS will be retested. Tutorials will be required for students below 70%.

Report to parents

- Teachers will meet all parents within the first three weeks of school.
- Progress reports will come three weeks into each grading period for students making below 70%
- Conferences must be held after each six-week grading period for students having less than a 70%.
- Please try to make your appointment.
- Contact to all parents will again be made the second semester. Classroom newsletters will come home weekly.

Promotion/grades

Report cards will be sent home each six weeks. Promotion requires 70% mastery of grade level TEKS and 70% mastery in 3 CORE subjects. Grades may be modified for student success through special education, 504, and ASSIST team procedures. Parents will be notified if any of these options are being considered.

Ethridge participates in the LISD computerized report card. Report cards are sent home in a large white envelope for parent signature. Return the envelope to your child's teacher. You will also be able to view your student's grades on line.

HOMEWORK

Homework is an educational experience which occurs outside the school hours and is directed by the school. The most rewarding kind of homework is certainly beneficial when the assignments are based on individual needs, interests and abilities of students.

Parents will be notified of each grade level's individual homework policies. Homework assignments shall not be employed as disciplinary measures.

Homework should be a review or extension of what students have learned. Please help your student by providing a quiet place to study or read daily. The 15 minutes to one hour should be free of any interruptions. This is an ideal time to establish good regular study habits.

Make-up work may be requested only after the student is absent for at least two days, and must be requested by 10:30am in order to have it ready for pick up by 3:00pm that day. Work requested AFTER 10:30am will not be available for pickup until the following day at 3:00pm.

MEDICATION

A doctor's form is required for all medication. All medication must be in the original container and be accompanied by a note from the parent. ***All medication must be turned into the nurse. No medicine of any type may be kept with the student.***

PARKING

Parking in front of our building is very limited and you may only park in designated parking spaces. Vehicles may be towed if parked in fire or bus lanes as marked in red. Additional parking is also available across the street in the church parking lot.

PARTIES

There will be three parties at school: Winter holiday, Valentine's Day and end of school. Food for parties or celebrations must be store bought. **No home baked goods are allowed.** Birthday parties are not permitted. Party invitations ***may not*** be given out unless there is one for ***every*** child, or ***all boys or all girls.*** **There are no exceptions!**

PERSONAL PROPERTY

All personal items should be marked. The school is not responsible for personal possessions at school. Toys, radios, gum, candy are not allowed unless requested by the teacher, and are only allowed for classroom use. Weapons, or any item resembling a weapon, are strictly forbidden. Strict consequences will result if this policy is broken.

PUBLIC PROPERTY

School buildings and the grounds surrounding the building are public property. Destroying or defacing public property or grounds is a violation of the law. Any student who defaces or destroys the property of our public schools shall be liable as provided by the state law of Texas for such offense.

SAFETY

Safety is very important. We have plans in place for any kind of emergency that could arise, and from time to time we have “drills” to make sure the plans work correctly. Listed below are some general rules of safety for Ethridge students:

- Buses have the right-of-way in designated areas. Due to their tight schedule, they must have open and safe access to bus zones.
- Students are not allowed to walk between cars or cross anywhere other than designated crosswalks, with assistance from the crossing guards.
- Vehicles are not to be left unattended unless parked in designated area. Failure to comply with this policy may result in a ticket from the police department.
- Bikes must not be ridden on school sidewalks.
- Bikes must be locked. The school will not accept responsibility for stolen or damaged bikes.
- Safety rules concerning strangers must be reinforced at school and home.

Health Safety

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

If your child cannot participate in PE or is unable to go outside during recess, a note must be sent to the homeroom teacher stating restrictions and the number of days for the restriction. A medical excuse may be required from a doctor if repeated requests are made. If a child is restricted from physical activity for more than three days in a row, a doctor’s excuse is necessary.

All immunizations should be complete at the time of enrollment. Students will be screened for vision, growth, blood pressure, and scoliosis at scheduled intervals. You will be informed of concerns or problems that may affect learning and/or health.

No prescription drugs will be given to students unless written authorization is on file in the health room. Medicine must be in the original prescription bottle and will be stored in and dispensed from the health room.

Parents must come to the office to pick up their child and sign him/her out. Please make every attempt to schedule medical appointments before or after school hours.

Pesticide applications are scheduled periodically. Notice is posted in advance and a 12 hour window is maintained after application before students are allowed on premises.

SCHOOL & CLASSROOM VISITATIONS

All visitors are required to report to the office, sign in and receive a badge that must be worn while in the building. Parents who would like to observe a classroom must contact the principal requesting to visit the classroom in advance and in writing. Requests are for specific day and times not to exceed 30 minutes. The teacher must also give consent. Instructional time should not be interrupted. Parents will not be allowed to wait by the classroom for student dismissal.

SCHOOL MESSENGER CALLING TREE

School Messenger is the calling tree system that the district utilizes to pass information to large groups of people at one time. Ethridge makes use of this system on several occasions throughout the year. The phone number that we input into the system is the number listed on the enrollment card as the primary phone number. Please be sure you keep the enrollment card information updated and accurate not only for this system to be effective, but more importantly in the case of an emergency, that is where we find the students information for contacting you as quickly as possible.

SEXUAL HARRASSMENT/SEXUAL ABUSE

All persons, regardless of the person's sex or the sex of the alleged harasser, are protected against sexual harassment occurring within the LISD. Any form or degree of sexual harassment is prohibited.

Sexual Harassment by Students: Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

STUDENT CELL PHONES

Using a cellular telephone or other telecommunication device is prohibited **during** the school day. The District assumes no responsibility for lost or stolen telecommunication devices.

Misuse of cellular telephones or other telecommunication device **will** lead to confiscation of said item. **Parents will be charged \$15.00 for repeated misuse as determined by an administrator.**

STUDENT REGISTRATION

The state of Texas requires that a child must be five years old on or before September 1st to enroll in kindergarten or be six years old on or before September 1st to enroll in first grade. To register or enroll, a student is required to have:

- Birth certificate
- Immunization record
- Social security number
- Proof of residency (current water or utility bill to that address)
- K students must be five years old on or before September 1st. K must also meet all other enrollment requirements.

TARDINESS (see attendance)

TELEPHONES

Please do not tell children to call you at the end of the school day for after school instructions. The use of the telephone by students for outgoing calls is restricted to emergencies only. Children should be told in advance what to do after school or on a rainy day. Students will be called from class only in case of an emergency.

TEXTBOOKS

Texas Education Code 31.104(d): *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 damaged to textbooks, instructional materials, and equipment.

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, materials and or equipment will not be issued until charges are cleared.

LISD RECOMMENDED BOOK FINES AND REPLACEMENT COSTS

FINE of \$2.00/\$5.00 for damaged pages to include but not limited to: torn, soiled, written on, or damage to binding, corners and edges.

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

FULL PRICE of book for water damage, excessive markings missing pages, lost, stolen, broken binding, or any book deemed unusable by campus coordinator.

FULL PRICE for defacing or removing the tracking number or barcode if student cannot verify the book was issued to him/her.

FINE of \$5.00 for replacement of the barcode that was defaced or removed if the student CAN verify the book was issued to her/him.

FINE of \$5.00 for replacement of **Consumable** Electronic Student Edition CD-ROM.

If charges for the damage to a textbook exceed 50% of the cost of the book, then the book is to be considered destroyed and full price will be assessed for the book.

Any textbooks that have been paid for in full by a student become the property of the student. If the book is not lost but damaged, on the inside front cover, indicate that the book has been paid for in full and put the date.

TRUANCY

Students who are absent from school without parent/guardian permission are considered truant and shall be subject to disciplinary action.

TUTORIALS

After school tutorial sessions are offered to students as needed. Tutorial sessions include a 45 minute program held twice weekly (on Tuesday and Thursday) for any student failing any academic subject. Tutorials are also offered for students who are not failing but need extra help with specific academic concepts. Tutorials are taught by your child's homeroom teacher and/or their Language Arts or Math teacher, if applicable. This program begins the first of September and runs from 3:00-3:45 p.m. A signed parent permission slip must be returned to the school prior to implementing tutoring. Progress reports are sent home three weeks prior to the end of the first six weeks grading period and should be signed by the parent and returned to school.

WITHDRAWAL FROM SCHOOL

A parent who wishes to withdraw their student from school for whatever reason must initiate the withdrawal process with the attendance clerk at Ethridge Elementary (469-713-5500) 24 hours prior to the withdrawal. She will give instructions about how to complete the withdrawal process.

WARNING

Education code 25.002(d) requires the district to inform the parent or other person enrolling the child that presenting false information or records is a criminal offense. The district may include on its enrollment form notice of the legal penalties and liability for falsifying information on the form. Tex, Education Code 25.001(i).

If a person knowingly falsifies information on an enrollment form or submits false documents, that person is subject to civil and criminal penalties.

1. *Criminal penalties* exist if a government record is tampered with. Tex. Penal Code 37.10
 - Class A Misdemeanor earning a fine not to exceed \$4,000 and/or 1 year of jail time. Tex. Penal Code 12.21
 - If intent is to defraud or harm another, the offense becomes a State Jail Felony⁶ earning a fine not to exceed \$10,000 and 180 to 2 yrs. Of jail time. Tex. Penal Code 12.35(a)&(b).
 - If the record was a public school record, report, or assessment instrument required for public school system accountability pursuant to Chapter 39 of the Education Code, or was a license, certificate, permit, seal, title, or similar document issued by the government, the offense is a third degree felony, unless the intent is to defraud or harm another in which case the offense is a second degree felony.
2. *Civil penalties* are available when a student not eligible for enrollment is enrolled on the basis of false information. Tex. Educ. Code 25.001(h). For the period of ineligible enrollment, liability is the greater of:
 - The maximum tuition fee the district may charge under 25.038 of the Education Code or
 - The amount the district has budgeted for each student as maintenance and operating expenses.

SCHEDULES	IMPORTANT TELEPHONE NUMBERS
<p style="text-align: center;">School Hours</p> <p>Office hours 7:30-3:45 Breakfast 7:30-7:50 K-5th Grades</p> <p style="text-align: center;">Lunch</p> <p>Kinder 11:35 Grade 1 10 :45 Grade 2 11:15 Grade 3 12 :00 Grade 4 12:30 Grade 5 1:00</p>	<p>Ethridge Elementary 469-713-5500 Ethridge Fax 972-350-9036 LISD Administration Bldg 469-713-5200 Special Education 469-713-5203 Extended School Day 469-713-5997 Student Services 469-948-2001</p>

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district’s overall general education referral or screening system 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 academic or behavior support service 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 informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents 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 on our campus regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Leslie Smiley, 469-713-5954

ETHRIDGE ELEMENTARY
STUDENT HANDBOOK RECEIPT
2009-2010

Both parent/s and student should sign and return
this form to school after you have read and
discussed this Student Handbook found at
<http://www.lisd.net/schools/ethridge/index.htm>

Student _____

Parent(s)/Guardian(s) _____

2009-2010 SCHOOL YEAR