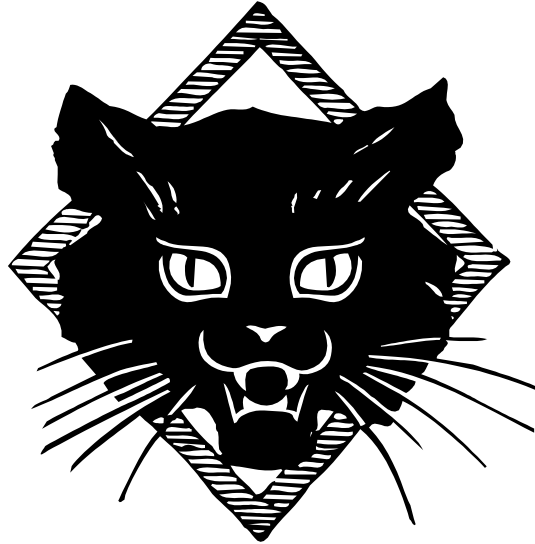


Student Assignment Book  
2009-2010



**Hedrick Elementary School**

**Home of the Bobcats**

1532 Bellaire Blvd.  
Lewisville, TX 75067  
Telephone: (469) 713-5189  
Fax: (972) 350-9071

*Esteva D. Bargo*  
Principal

Obie Esquivel  
Assistant Principal

This Student Planner belongs to:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

## **HEDRICK ELEMENTARY SCHOOL**

### **MISSION STATEMENT**

Realizing that the education of our young people today is the hope for the future, the staff of Hedrick Elementary School is dedicated to providing an appropriate, well-balanced curriculum, using effective teaching strategies and ensuring a safe learning environment in which children will strive to reach their fullest potential.

### **PHILOSOPHY**

The mission statement for the Lewisville Independent School District reads as follows: *“Recognizing that the quality of life, both today and in the future, depends upon the quality of education provided by the public schools, the Lewisville Independent School District is dedicated to education and committed to meeting the needs of every individual.”*

Our school motto, which is “Hedrick Elementary School Helping Each Child Succeed”, reflects the belief we have in the value of all children as unique individuals who can and will learn. As educators of young minds, we will promote an environment in which each child has an opportunity to develop his or her maximum potential in intellectual, social, physical, and emotional skills.

We will ensure a school climate where:

- ❖ Every child will acquire necessary academic skills.
- ❖ Every child will be encouraged to be creative and to utilize higher thinking skills.
- ❖ Every child will develop a positive self-concept.
- ❖ Every child will develop and show respect and appreciation of others.
- ❖ Every child will develop physical, musical, and artistic lifetime skills.

**WORKING TOGETHER WE CAN ENSURE THAT EACH CHILD AT HEDRICK ELEMENTARY SCHOOL WILL SUCCEED AND BE THE BEST THAT HE OR SHE CAN BE.**

No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program or activity, if any part of its program and activities receive federal assistance. 29 U.S.C. 794: 34 CFR 104.4 (a)

A “handicapped student” is one who has a record of having, or who is regarded as having a physical or mental impairment that substantially limits one or more major life activities, such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. A handicapped student can be qualified between the ages of three and twenty-one, inclusive. 34 CFR 104.3(j), (k).

### **SCHOOL HOURS**

Grades Kindergarten-5

8:00 a.m. - 3:00 p.m.

It is important that students come to school on time. Classes begin promptly at 7:45 a.m. All students who arrive before 7:45 a.m. should plan to bring a storybook to read quietly. For safety reasons it is best for your child to not arrive before 7:30 a.m. Students having breakfast should go to the cafeteria by 7:45 a.m. **FOR YOUR CHILD TO EAT BREAKFAST, PLEASE SEE THAT HE/SHE ARRIVES BEFORE 7:45 A.M.**

## **HISTORY**

Hedrick Elementary School and Hedrick Middle School were built in the 1973-74 school year. Gilbar and Mary Sue Hedrick donated the property. A new wing was added to the building during the '87-'88 school year. This addition contains our third grade classrooms as well as, a 26-station computer lab funded through a donation by Mrs. Gilbar Hedrick.

During the summer of 1993, Hedrick underwent an extensive renovation. All kindergarten through third grade classrooms were enclosed with doors and the office area was expanded. Our library received a brand new look. The gym was air-conditioned and the cafeteria was painted. In '98-'99, the front entrance was renovated along with the improvements made at the middle school. In addition, a new air conditioning system was installed in the renovated part of the building. Benches were added to provide a place for our parents waiting for their children.

In 2001-2002, a fifteen-room addition was completed for our building: music room, conference room, workroom, and thirteen additional classrooms. All of our classrooms were equipped with televisions and telephones. We also had a basketball court added to our playground area.

## **DISMISSAL PROCEDURES**

For the safety of the students, teachers will walk them to dismissal areas and students will be encouraged to leave the premises immediately following dismissal and go directly home. Parents should wait outside for their children since teachers will be dismissing students at designated doors. Students are not to reenter the building. Please have them make arrangements to meet friends and/or younger brothers and sisters outside by the flagpole or bike rack.

No elementary students will be allowed to wait for siblings at Hedrick Middle School after our dismissal. The school phone should not be used to inform or change the way your child goes home. A note to the teacher or coming to the school in person is safest for your child. Students will not be allowed to call home to check how they are to go home. This needs to be planned ahead of time.

Our west parking lot will accommodate all parents picking up students in automobiles. **NO STUDENT WILL BE ALLOWED TO BE PICKED UP FROM ANY AREA OTHER THAN THE SIDEWALKS ON THE WEST SIDE OF THE BUILDING.**

The City of Lewisville removed the crosswalk directly in front of our building. ALL students who need to cross Bellaire to come and go from school will do so in front of the middle school building. A crossing guard is provided by the City to assist in traffic control.

Students will be dismissed as follows:

- All students who walk home will exit the front doors of the building. These students will be escorted toward the front of the middle school building where they will be led across Bellaire Blvd. by a City of Lewisville crossing guard.
- All students who ride bicycles will exit the front doors. These students should proceed to walk their bicycles toward the middle school to then cross the street.
- All students who are picked up by an automobile will wait in the Kindergarten area for their car number to be called. Every student receives a dismissal number from his or her homeroom teacher.

## **VISITORS, VOLUNTEERS & CHAPERONES**

The safety of your child is of utmost importance to the staff at Hedrick. Upon entering the building, please sign in at the office on our computer and take a visitor's badge. Please stop by the office to sign out before leaving the building. You will be asked to return to the office if you are not wearing the visitor's badge.

School volunteers and chaperones are a key part of our success at Hedrick. LISD Board Policy requires that parents undergo a background check before being allowed to work with children other than their own. Background checks must be completed online at [www.lisd.net/main/employment/index.html](http://www.lisd.net/main/employment/index.html). Please allow three to six weeks to process the background check.

## **ARRIVAL AND DISMISSAL**

Students should plan to arrive between 7:30 a.m. and 7:45 a.m. Students arriving before 7:45 a.m. may wait in the Library (K-1) or the cafeteria (2-5) where they will be supervised by Hedrick staff. Please note that we do not have supervision available before 7:30 a.m.

Students should plan to leave the school building and grounds promptly at dismissal time (3:00 p.m.) unless prior arrangements have been made between the teacher and parent (example: tutoring). Parents and students should communicate transportation arrangements PRIOR to coming to school. Messages may be left in the office regarding arrangements on an emergency basis only. Students worry unnecessarily when transportation plans are uncertain. In addition, we want to try to reduce messages to classes to the bare minimum to ensure optimum instructional times.

## **TARDIES**

The tardy bell rings at 8:00 a.m. Students must be in their classroom when the 8:00 a.m. bell rings. If a student is in the hall or entering the building when the bell rings, the student will be sent to the office to receive a tardy pass. Excessive tardies will result in intervention from a Denton County Judge.

## **ATTENDANCE**

Students must attend school regularly and be on time to benefit from the instructional program. Punctuality and self-discipline are life skills in which students are in the process of developing. Good attendance is correlated with successful, confident students which results in high student achievement.

The state law requires students to be in attendance for at least 90% of the school year in order to receive credit. School employees must investigate and report violations of the State Compulsory Attendance Law.

## **ABSENCES**

Parents should report a child's absence by calling the school office by 10:00 a.m. Also, a note will be needed upon his/her return to school. The note should include a brief reason for the absence, the date(s) the child was absent, and the signature of the parent or guardian.

An excused absence is one that results from personal illness, sickness or death in the family, or quarantine. There may be other circumstances that will result in an excused absence with PRIOR APPROVAL from the principal (i.e. absence for the purpose of observing religious holidays when it is a tenet of their faith). All other absences will be unexcused.

Absence notes are required within three (3) days for absences to be considered excused. Doctor's notes are required after the third (3rd) consecutive daily absence. If your child has a doctor appointment and returns to school, the parent/guardian is required to come in and sign the student in at the office.

## **WITHDRAWAL FROM ENROLLMENT**

Parents should come by the school office at least 3-5 days in advance of their intent to withdraw their child. A parent must fill out a withdrawal permission form. Prior notice will provide time for the necessary dismissal forms to be completed.

## **GRADING AND REPORTING**

Report cards are issued at the end of each six-weeks grading periods. A progress report will be sent at the midpoint of each grading period. We encourage parent/teacher conferences to discuss student's progress. Visit the following website to learn how you can access your student's grades from home: [www.lisd.net/esembler/index.htm](http://www.lisd.net/esembler/index.htm)

## STUDENTS SIGNING OUT FOR APPOINTMENTS

Parents must come to the office to sign their child out of class. Only those that who are listed on the enrollment card will be allowed to pick up a student during school hours. Please send a note to school with your child if there is a change for a particular day. The office may request a driver's license for identification on any person picking up a child. While this may be inconvenient it is a precautionary measure taken with your child's safety in mind. Students coming to school late in the morning must bring a note from the doctor if they had an appointment, or it will be considered an absence.

## INCLEMENT WEATHER PROCEDURES

The decision to close Lewisville ISD because of inclement weather will be made by 6:30 a.m. School closing will be reported to the radio and television stations listed below. If school is delayed the elementary day will begin at 9:30 a.m.

Radio Stations:	KLIF 570 AM	KLTY 94.9 FM
	WBAP 820 AM	KPLX 99.5 FM
	KRLD 1080 AM	KVIL 103.7 FM
		KHKS 106.1FM

Television Stations:	KDFW Channel 4	AM Buses will run 1 1/2 hours
	KXAS Channel 5	later than normal for delayed
	WFAA Channel 8	openings
	KTVT Channel 11	

## ELEMENTARY RETEACH/RETEST POLICY

In the event that a student fails to show mastery of a TEKS (Texas Essential Knowledge & Skill), the following reteach/retest procedure will be followed:

- The original failing score will be recorded in eSembler.
- The student will be retaught and retested.
- If the student shows mastery of the material a maximum grade of 70 will be recorded in eSembler.
- The higher of the two grades in eSembler will be used to average the student's six weeks grades

Senate Bill 4 requires that all students enrolled in third grade pass the reading portion of TAKS in order to promote to fourth grade and all students enrolled in fifth grade pass the reading *and* math portions of TAKS in order to promote to sixth grade.

## THREE WEEK PROGRESS REPORTS

A progress report will be sent to the parent or guardian of any student whose grade is below 70% midway through the six-week grading period. The report needs to be signed and returned to the teacher. Tutorials will be available to students in grades 2-5 who are failing a subject beginning with the fourth week of school.

Make-up Work: **Excused absences:** Students can get a grade for make-up work.  
**Unexcused absences:** Make-up work can be given but no grade is allowed towards the overall grade average.

## PARENT CONFERENCES

Parent-teacher conferences provide a better understanding of the student and are very helpful to both teacher and parent. Parents wanting a conference should call the school office several days in advance to allow the teacher time to prepare. A conference between the teacher and parent may be requested on the report card each six weeks.

## LATE WORK POLICY

This is a school-wide policy used in grades 2-5. All first grade teachers will work with students on an individual basis to obtain any late work. Students will be given two days to turn in late work with 15 points being deducted from the grade on the paper for each day it is late. On the second day if the work is not received a note will be written using the student's assignment book for grades 3-5 or a form from the school office for second grade indicating that the student must make the work up and the maximum grade will be a 70 due to a third day being taken to turn in the work. After the third day, another note will be written in the student's assignment book for grades 3-5 or a form from the office for second grade indicating that the grade will be a zero, including the resulting average. A letter will be sent home explaining the policy to the parents before it is enforced beginning with the 4<sup>th</sup> week of school. The work should not be homework but late work that was initiated and worked on in class. It must also be work that a student can do independently.

### 2009-2010 Student Assessment Calendar

TESTING DATES	TEST ADMINISTERED	REPORT DATES
SEPT 14-OCT 2	FALL STUDY TAKS	NONE
SEPT 28-OCT 16	FIELD TEST: TAKS M 3 <sup>RD</sup> -5 <sup>TH</sup>	NONE
LATE JAN-EARLY MAR	NAEP ASSESSMENTS, GRADE 4(CIVICS, GEOGRAPHY, US HISTORY)	
JAN 4-APR 16	TAKS ALT WINDOW	MAY 19-26, 2010
MARCH 3	TAKS/TAKS-M 4 <sup>TH</sup> WRITING	MAY 19-26, 2010
MARCH 8-APRIL 9	TELPAS KINDER-5 <sup>TH</sup>	MAY 10-14, 2010
APRIL 6	TAKS/TAKS M 5 <sup>TH</sup> MATH	APRIL 27, 2010
APRIL 7	TAKS/TAKS M 5 <sup>TH</sup> READING	APRIL 27, 2010
APRIL 9	ALL MAKE-UP SESSIONS COMPLETED	
APRIL 26	LAT/LAT-M 3 <sup>RD</sup> MATH LAT/LAT-M 4 <sup>TH</sup> MATH	MAY 19-26, 2010
APRIL 27	LAT/LAT-M 3 <sup>RD</sup> READING LAT/LAT-M 4 <sup>TH</sup> READING TAKS/TAKS M 3 <sup>RD</sup> 4 <sup>TH</sup> MATH	MAY 19-26, 2010
APRIL 27	TAKS/TAKS-M 3 <sup>RD</sup> MATH TAKS/TAKS-M 4 <sup>TH</sup> MATH	MAY 14-21
APRIL 28	TAKS/TAKS-M 4 <sup>TH</sup> READING TAKS/TAKS-M 3 <sup>RD</sup> READING RETEST TAKS/TAKS-M 5 <sup>TH</sup> READING RETEST	MAY 14-21
APRIL 29	TAKS/TAKS-M 5 <sup>TH</sup> SCIENCE	MAY 14-21
APRIL 30	LAT/LAT-M 5 <sup>TH</sup> SCIENCE	MAY 14-21
MAY 18	TAKS/TAKS-M 5 <sup>TH</sup> READING RETEST	MAY 14-21
MAY 18	TAKS/TAKS-M 5 <sup>TH</sup> MATH RETEST	JULY 16
JUNE 29	TAKS/TAKS-M 5 <sup>TH</sup> MATH RETEST	JUNE 7
JUNE 30	TAKS/TAKS-M 5 <sup>TH</sup> READING RETEST	JULY 16
		JULY 16

\*Senate Bill 4 requires that all students enrolled in 3<sup>rd</sup> grade pass the reading portion of TAKS in order to promote to fourth grade and all 5<sup>th</sup> grade students pass the reading and math portions of TAKS to promote to 6<sup>th</sup> grade.

### ELEMENTARY GUIDANCE AND COUNSELING

The Lewisville Independent School District'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, cross-cultural effectiveness, and responsible behavior. These skills are taught through classroom presentations, small group interactions, and independently. The counselor, as a member of the instructional team, is a vital resource to students, teachers, administrators, and parents 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.

### **CHARACTER DEVELOPMENT**

At Hedrick Elementary School, we believe that educating students involves both academic development and character development. Just as math and reading skills must be taught, reinforced, and practiced, so must proper behavior. Our goal is for each student to be a person of character. There are two components to our character development initiative: character education and etiquette. The basis for our character development program is founded in our BOBCAT CODE and a campus needs-based assessment. Character development is an on-going process that requires involvement between staff, students and parents. Parents will be given information through weekly classroom newsletters, the Bobcat Chat, and monthly character trait handouts. Each month, the students are asked to work especially hard on developing particular citizenship skills. Please work with your child in practicing these skills at home.

### **STUDENT CONDUCT**

The goal of our discipline management program at Hedrick Elementary School is to enable students to become responsible decision-makers. Preservation of student dignity and student self-esteem is of utmost importance when disciplinary measures are necessary. The Bobcat Code is the basis for the high expectations we hold for our students at Hedrick Elementary School. This code is posted in all classrooms and recited daily. Hedrick Elementary School participates in the Foundations program of Safe and Civil Schools. The Foundations program is a positive behavior support program designed to make our school safer, more civil, and more productive. The Foundations team at Hedrick examines key issues related to safety and civility in our school's common areas like the hallways, cafeteria, playground, bathrooms, and arrival/dismissal. When a need is identified, the Foundations team proposes a new policy for that area. Student, parent, and staff input is collected twice a year in the form of surveys. The Foundations team uses this information to plan policies and procedures that make Hedrick Elementary School a safe and civil environment.

### **“TAKE YOUR DAUGHTER TO WORK” DAY**

The Lewisville Independent School District does not participate in the national “Take Your Daughter to Work Day!” This absence will be unexcused and no make-up work will be permitted.

### **LOST AND FOUND**

Children should be encouraged to be responsible for articles of clothing and personal belongings. Please put nametags on all articles of clothing and supplies. Parents and students are encouraged to check the lost and found collection for items lost at school. These unclaimed items are given periodically to charity.

## **BOBCAT CODE**

I am Respectful  
I am Responsible  
I am Safe  
I am Prepared

We are here to learn; therefore, I will:

- Do nothing to keep the teacher from teaching and/or me or anyone from learning.
- Cooperate with all school personnel.
- Respect others, the environment, and myself.

## **SCHOOLWIDE RULES**

- Bobcats walk inside the building.
- Bobcats will be quiet in the hallways and restrooms.
- Bobcats will not chew gum in school.

During the first several weeks of the school year teachers and students will develop the discipline plans to be used in their classrooms based on the following behavioral standards, which will be taught as part of the social studies program:

**Listen**—be still, silent and speaker focused

**Communicate**—use appropriate volume and responses

**Problem Solve**—collaborate; follow steps for a win/win situation

**Respect self and others**—respect differences, respect space and property, and respect authority

**NOTE:** Parents will receive a copy of the classroom discipline plan. The plan will have a form at the bottom which needs to be signed by the parent and returned to the teacher to indicate that the plan has been read and discussed with the child just as with the student handbook. All students will receive a copy of the LISD Student Code of Conduct, which will need to be reviewed by the parent and the student. All forms indicating that the code has been read should be returned to the teacher as soon as possible.

Teachers use their discipline plans throughout the year to provide a positive learning atmosphere for all students. If a child is referred to the office the teacher will fill out a discipline form and one of the principal's will discuss the problem and decide on logical consequences for the child. Parents will be called and they will receive a copy of the discipline form to sign and return the next day.

## **FARMER FRIENDS MENTORING PROGRAM**

This program utilizes Lewisville High School Student Council members to mentor our students in an academic and social capacity. The program is a powerful way to help all children experience positive social relationships and enjoy a fresh perspective on themselves as learners. The Farmer Friends are paired with a student at our school during the entire school year. This allows the older students to experience themselves as caring, competent, and valued, while the younger students can experience themselves as worthy of special attention and kindness. One of the strongest messages of a mentoring program is that we are all learners and learning can be fun.

## DISCIPLINE REFERRALS

### **Behaviors That Warrant Immediate Referral to the Office**

Behaviors that endanger self and/or others or disrupt the classroom so that learning cannot occur are not acceptable. If these behaviors occur, the student is referred to the office immediately with a help card and work. The parent is notified in every instance.

Behaviors that are not negotiable and warrant immediate referral to the office include:

**Fighting:** Defined as punching with fists, kicking, slapping, pushing, and shoving. All may be a part of fighting (discretion will be used). For every occasion, the teacher refers both parties to the office. The child is assigned to ALC.

**Profanity:** To the teacher or to other students. On every occasion, the parent is notified immediately. The administrator and child speak to the parent over the phone or the parent comes to school for a conference. The child is assigned to ALC.

**Out of Control Behavior:** Screaming, running around the room, throwing things, behavior, etc. The parent is notified immediately in every instance. The administrator and child speak to the parent over the phone or the parent comes to school for a conference. The child is assigned to ALC or the child will be sent home with work for the remainder of the day, if out of control behavior continues.

**Substance Abuse:** Use or possession of alcohol, tobacco or drugs. The parent is notified immediately in every instance. The administration and child speak to the parent over the phone or the parent comes to school for a conference. The child is sent home with the parent on the day of the offense and assigned to AEP upon returning to school the subsequent day. The LISD Elementary Alternative Education Program is housed on a different school campus.

**Possession of a weapon or assault on a teacher/student:** The child is immediately removed to the office, the parent receives immediate notification, and the child goes home for the remainder of the day with his work. According to LISD policy, a student may be suspended or expelled for these acts. Depending on the severity, a student may be suspended and assigned to ALC upon completing suspension or placed in the LISD Alternative Education Program. Clearly, a no tolerance policy exists.

**Vandalism or Stealing:** The parents will be notified and a plan to remedy the situation will be made. The child is also assigned to ALC.

## CLASSROOM PARTIES

Each year PTA provides for two parties during the year. These parties are winter and Valentine's Day. The parties are under the direction of the individual teacher. Each class has a Room Mom who will work with the teacher to provide these parties. All food items brought on school campus for the purpose of selling, parties, recognitions, etc., must be prepared in a licensed commercial kitchen or bakery and properly packaged. This does not restrict parents from bringing food items for lunch for their individual children that are prepared at home.

There will be no in-class birthday parties at any grade level. Birthday party invitations may be distributed at school, as long as every child in the class receives one.

## TEXTBOOK GUIDELINES

The student, parent, or guardian is responsible for the proper use and care of textbooks. They will maintain book covers on all textbooks. Finally, they are responsible for stolen, lost, or damaged textbooks and are required to pay the school for any replacements or fines.

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.*

### **EXTENDED SCHOOL DAY PROGRAM**

The LISD Community Education Department provides extended day services at Hedrick Elementary School. Students eligible for the program are those enrolled in kindergarten through fifth grade at Hedrick. The Extended School Day operates between the hours of 3:00 p.m. and 6:30 p.m. The charge for Extended School Day is \$60.00 per week for the first child and \$55.00 for each additional child in the family with a non-refundable enrollment fee of \$25.00. You may also pay \$165 monthly, \$800 per semester, or \$1300 for the school year. The program coincides with the LISD calendar and is not in effect during school holidays, school closing due to inclement weather, or teacher in-service days.

Please contact the LISD Community Education Department at 469-713-5997 for additional information regarding the program or to enroll your child.

Parents may call Extended Day at 469-948-7410 between 4:00 and 6:30 p.m.

### **BACKPACK SAFETY**

Backpacks are intended to carry a student's textbooks and school supplies to and from school as a means of transportation, not storage. It is suggested that students use backpacks correctly. Specialists request backpacks be worn using one strap on each shoulder. Please check the weight of your child's backpack. Many times students are carrying 30-35 lbs. Backpacks that have wheels should be carried down the stairs, not pulled.

### **DISTRICT DRESS CODE POLICY**

We feel student dress/grooming is a matter that should be determined by parents in conjunction with school guidelines. Our concern is to prevent any disruption that may occur when a student's dress is distracting to themselves and other students. The following statements are presented for parents and students who feel a need for a point of reference in regard to student dress:

- All students must be clean and neatly groomed.
- Student's hair, by the nature of the style, shall not tend to create a distraction.
- Students may not wear tongue rings, facial jewelry or facial decorations (other than normal make-up).
- Male students may wear either one small stud or one small loop earring in one ear or both ears.
- Clothing, which, in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general; i.e. among but not limited to, split sides, see-through clothing, fish-net tops, midriffs, bare shoulder tops, tank tops, halters, bike shorts, mini-skirts, very short skirts or shorts, and pants not worn at the natural waistline or dragging the ground.
- Male students may wear long pants of appropriate length or shorts of appropriate length (at or about mid-thigh or longer) at the natural waistline.
- Female students may wear long pants of appropriate length, skirts or shorts of appropriate length (at or about mid-thigh or longer).
- All students shall wear appropriate undergarments.
- Clothing that advertises, by name or symbol, any products that are not permitted in school, including, but not limited to: drugs, profanity, alcohol, obscenities, tobacco, violence or gangs, and suggestive slogans.
- A school uniform is an appropriate and approved form of dress for special occasions.
- No caps, hats, sweatbands, bandannas, or other similar hair grooming items unless on a special day.
- For health reasons, students are required to wear shoes. For safety reasons, it is recommended that close toed and close-heeled shoes be worn.

- The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment.

### **Uniform Policy**

Uniforms positively affect the learning environment, positively affect peer pressure, and enhance the school image. In 2001, a school uniform policy was passed at Hedrick Elementary School. Any clothing that complies with the uniform guidelines is acceptable and may be purchased from any vendor. The school uniform guidelines include:

1. White, maroon, or navy shirt with a collar or turtleneck
2. Khaki or navy slacks/skort/skirt/jumper/shorts
3. White or navy vest/sweater/sweatshirt
4. No denim, baggy, cut-offs or frayed pant legs
5. No over-sized clothing
6. No logos
7. All solid colors
8. It is recommended that all shirts be tucked in.
9. All uniforms must conform to district dress-code policy
10. Shoes, socks, and outerwear do not fall into the Uniform guidelines

The compliance measures for students who have arrived at school and who are not dressed within the approved uniform guidelines and have not submitted a letter of exemption to the District Office (in accordance with the exemption policy which follows) will include a four-step approach.

1. A verbal reminder from the teacher to the student accompanied by a note to the student's parent or guardian.
2. A written reminder to the student's parent or guardian requesting a conference will be sent home. A white shirt with a collar will be loaned to the student, ensuring compliance for that day.
3. A referral to the office and an administrator will call parents. A student who is out of uniform for the third time will be placed in the ALC room until he/she can comply with the uniform policy or the end of the regular school day.
4. A written request from the Principal's office for an official exemption or an in-district transfer must be obtained.

LISD Exemption Guidelines:

"A parent or guardian of a student assigned to a school where uniforms are required may choose for the student to be exempt. In order to exercise this option, the parent or guardian must provide a written statement that states a religious or philosophical objection to the uniform requirement that the Principal determines is bona fide. If the Principal grants the exemption, he/she will provide options to the parents or guardian."

### **PHYSICAL EDUCATION REQUIREMENT**

Texas Education Agency requires elementary students to have 135 minutes of structured physical activity each week. Each grade level has designed a schedule to fulfill the requirement. Students receive forty-five minutes during their PE class each week and the other ninety minutes are scheduled during all or part of their recess time, depending on the grade level.

### **PESTICIDE TREATMENTS**

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

This school periodically applies pesticides. Information concerning these applications may be obtained at 469-713-5204.

Any school personnel that makes application on a routine basis of any pesticides, insecticides, or herbicides at a school or on school property must be qualified. A notification of pest control treatment must be posted at least 48 hours in advance.

## **OUTDOOR RECESS PLAYGROUND EQUIPMENT AND RULES**

For the safety and well-being of Hedrick students, the following will **not** be tolerated on the playground:

1. Fighting and other physical contact (hitting, pushing, kicking, pulling on clothing, etc.)
2. Inappropriate language
3. Proper use of playground equipment and track area.

### **Basketball Court**

- Court is designed for elementary play.
- Do not hang or swing on the rims.
- You may not play tag on the court.

### **Swings**

- One person on a swing at a time
- Swing forward
- You may get off the swing after it has stopped
- You may use the swings when there are no puddles

### **Satellite Climber**

- No more than ten students at a time
- Hold onto the bars with hands
- Do not stand on top of the climber
- Do not jump off of the climber

### **Slide**

- One person at a time
- Slide on your bottom only
- Wait until the slide is empty before sliding down

### **Climbing Wall**

- Only one person climbs up at a time
- Do not jump off of the climbing wall
- Use both hands and feet to climb

### **Infinity Climber**

- Only one person climbs up at a time
- Let your partner know when you are ready to get off

### **Pommel Climber**

- Only one person climbs up at a time
- Do not jump off of the climbing wall
- Use both hands and feet to climb

### **Log Roller**

- Only one person on the roller at a time
- Always hold on to the handrails with both hands and have your feet on the roller  
Carefully come off the roller without jumping off of the roller while it is moving

### **Chin-up Bars**

- Only one person on the chin-up bar at a time
- Use both hands when using the chin-up bar

### **Parallel Bars**

- Use both hands when using the parallel bars
- Do not climb on top of the parallel bars

### **Other Games and Equipment**

- If playing tag, you may touch the person with one hand.
- Do not play tag or run around or on the pieces of equipment
- Balls are to be kept away from school walls and windows.
- Balls are to be used during recess time only.

## **SCHOOL BUS SAFETY RULES**

Transportation services are offered to those students living two miles or more from the school to which they are zoned. Durham Transportation operates our buses. If you have questions regarding bus service, routes, pick-up times, etc. please call 972-221-4557. It is your responsibility to make sure that Durham Transportation knows about any changes in your address. If you cannot meet your child at the bus stop, the people you have chosen to accept your child must have a custody release pass. The following school bus safety rules are designed to protect student passengers, to enable the bus driver to operate the vehicle safely, and to help keep maintenance costs as low as possible. **STUDENTS WHOSE ACTIONS THREATEN THE SAFETY OF OTHERS ON THE BUS MAY LOSE THEIR PRIVILEGE TO RIDE THE BUS.** The following are rules for school bus safety:

### At the bus stop:

1. Arrive at your bus stop on time.
2. Wait in line on the curb until the bus doors are open.
3. Use the hand- rail to get on and off the bus.
4. Do not carry big and clumsy objects onto the bus.
5. If you miss the bus, do not run after it.

### On the bus:

1. Observe classroom conduct.
2. No profane language or fighting.
3. Do not damage bus or seat.
4. Remain seated facing the front of the bus at all times.
5. Keep aisles clear of arms, legs, and carry-on items.
6. Keep arms, hands, and feet inside the bus.
7. Get driver's permission to open or close windows.
8. Keep food and drinks in your backpack or lunch bags.
9. Throwing objects could cause serious injuries.
10. Keep your hands and feet to yourself.
11. Always talk quietly.
12. Do not use radios or other audio equipment.

### Getting on and off of the bus:

1. Beware of the bus danger zones.
2. When approaching or leaving the bus, always cross in front of the bus where the driver can see you.
3. If you touch the bus when you're walking along side of it, you're too close.
4. Wait for a signal from the driver before crossing the street.
5. If you drop something, ask a patrol or an adult to get it for you. Do not ever get it yourself!

The bus driver will file a formal written report with the principal when there is a problem on the bus. Recurring problems may result in the student being placed on probation or being suspended from bus transportation for a designated period of time. Parents will assume responsibility for transporting a student on bus suspension to school. Parents will be notified if a report has been written.

## **CAFETERIA**

Students may bring their lunch from home or purchase a tray from the cafeteria. A free or reduced lunch (\$.40)/breakfast (\$.30) program is available to those students who qualify.

Applications are available in the school office after the initial distribution of forms at the beginning of each school year. Breakfast \$1.00 Lunch \$1.95  
Lunch tickets may be purchased for 10 days (\$19.50) or 20 days (\$39.00). Breakfast tickets may also be purchased for 10 days (\$10.00) or 20 days (\$20.00). We encourage you to purchase tickets, which will help in making service more efficient.

Make checks payable to your child's school plus Child Nutrition Services (example: Hedrick Elementary-Child Nutrition Services). Remind your children to turn the checks in to the cafeteria when they arrive in the morning.

Parents may join their children periodically for lunch. Adult lunches are \$2.55 and breakfasts are \$1.25. Advance notice is required and should be given to the child's homeroom teacher. Lunch periods are as follow:

- Kindergarten: 10:30-11:00
- First grade: 11:00-11:30
- Second grade: 11:30-12:00
- Third grade: 12:00-12:30
- Fourth grade: 1:00-1:30
- Fifth grade: 12:30-1:00

### **CAFETERIA RULES**

- ❖ Raise hand for help.
- ❖ Leave table only when given permission.
- ❖ Talk quietly in a "Level 1 voice" when given permission.
- ❖ Leave eating area and floor clean.
- ❖ Carbonated beverages are not to be brought to school for lunch.

### **PERSONAL PROPERTY BROUGHT TO SCHOOL**

Students are responsible for their own personal property. They are not to bring large amounts of money, toys, electronic devices (MP3 players, IPODS, Gameboys, etc.), skateboards, and other valuable items to school. Eye glasses and watches need to be kept track of at all times and are not to be borrowed by other students under any circumstances.

Personal items and/or money are not to be brought to school for buying, selling and/or trading purposes. Any personal items brought to school that interfere with instructional activities are subject to being held by the teacher/principal until a parent can retrieve them.

The possession and/or use of any controlled substance are in violation of LISD Board Policy and will be dealt with accordingly. BIKES may be ridden to school, but we must insist that they be parked and locked in the racks at the west end of the school. Scooters may be ridden to school and locked in the student's classroom locker. Bikes and scooters are to be walked not ridden on the school grounds. Do not ride skateboards or roller blades to school.

### **HEALTH SERVICES**

School nurses work to ensure that immunization requirements are met, as well as providing vision, hearing, spinal, and acanthosis nigricans screening in accordance with State Law and Regulations. LISD is fortunate to have a full-time Registered Nurse at each campus. It is the aim of the school nurse to develop in each child a positive approach to healthful living in both attitude and practice. School nurses are here to help provide a safe and healthy environment for children to learn at their optimal capacity and provide professional care for those who become ill or injured at school. The school nurse is equipped to assist not only the children attending school, but the family as well. LISD Health Services has access to multiple resources to help with questions and concerns.

## **HEALTH APPRAISALS AND SCREENINGS**

Vision and Hearing screening is mandated for new students and grades PK, K, 1, 3, 5, and 7. Spinal Screening is done on students in grades 5 and 8. Screening for Acanthosis Nigricans screening will be in grades 1, 3, 5, and, 7. Other screenings such as blood pressure and dental will be done on an as needed basis.

## **MEDICATION ADMINISTRATION AT SCHOOL**

There will be no medication of any kind given to the student unless there is written authorization from the parent, signed and dated. All prescription drugs must be in the original prescription bottle with the instructions on the label. The medication must be prescribed for the student. The prescribing physician or other legal prescriber must have prescriptive authority in the State of Texas.

Only FDA approved medication will be given. Medications that are questionable, have incorrect dosing or are expired will not be administered at school. Medication doses that could reasonably be taken at home will not be administered at school.

Over-the-counter medications must be provided by the parent/guardian, along with a written request, and be in the original, properly labeled container. Dose and frequency cannot exceed label or package instructions without a physician's order. Medications that must be given for more than 5 days must also have a written physician's order.

Parents must give written permission for the student to transport medication to and from school.

## **ILLNESS OR INJURY**

Students will be given temporary care in the event of illness or injury during the 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, pager, and emergency) be 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.

- Temperature of 100.4 or above (measured 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

Parents/guardians 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. Transportation is not available other than that usually provided. Emergency Medical Services will be called if indicated. The LISD is NOT responsible for the cost of medical, dental or emergency care.

## IMMUNIZATION REQUIREMENTS

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](http://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.

### BACTERIAL MENINGITIS

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over one year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is Bacterial Meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can Bacterial Meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only on special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to five years.

What you should do if you think you or a friend might have Bacterial Meningitis?

Seek prompt medical attention.

**For More Information:** Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the

Centers for Disease Control and Prevention: [www.CDC.gov](http://www.CDC.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## **Lewisville Independent School District Privacy Notice to Parents**

Please Read the Following Important Announcement

**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 may 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 (or student) 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 any personally identifying information removed.

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

Hedrick Elementary School  
"Helping Each Child Succeed"

After reviewing the information in the student handbook and discussing it with your child complete and return the form below to your child's homeroom teacher by August 28, 2009.

Thank you for your cooperation and support!

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

I have reviewed the Hedrick Elementary Student and parent handbook with my child (children).

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

