

Student Handbook

MISSION STATEMENT

Building Tomorrows Dreams:

The Highland Village Elementary family pledges to offer educational excellence in an atmosphere of encouragement so that children recognize and appreciate Unique gifts and talents in themselves and others.

Through independent and co-operative efforts, children will be empowered to solve problems of the future responsibly and to pursue their dreams successfully.

VISION STATEMENT

**Highland Village Elementary School:
Empowering children to lead, to love, and to learn for a lifetime.**

ADMINISTRATIVE/OFFICE STAFF HIGHLAND VILLAGE ELEMENTARY

*Principal, Sherry Wagner
Assistant Principal, Alice Meridith
Counselor, Athena Crockett
Nurse, Mary Harned, R.N.
Secretary/Bookkeeper, Terri Navarro
Attendance Clerk, Kari Pearson*

PREFACE

The Highland Village Elementary (HVE) Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the LISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document may be found posted in the front office.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually; policy adoption and revision are ongoing processes. School personnel will communicate policy changes that affect student handbook provisions by letters, newsletters, etc. to students and parents. Should a change occur, it will supersede the provisions found in this handbook and will render the old policy obsolete.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

INTRODUCTION

Communication between home and school is of critical importance to your child. For that reason, we urge you to take special care to keep us current with the following information:

1. Your current home telephone number, email address and home address.
2. Your current work telephone number, both Mother and Father's.
Cellular phones or Pager numbers would also be helpful.
3. Your emergency information. List someone other than parents, or guardian, who would be allowed to make decisions for your child; include name, address and telephone number for that person.
4. Any health problems, (even seasonal) such as allergies, medication taken, etc.
5. Any learning differences, e.g., need for: enrichment, g/t programming, tutorial assistance, speech therapy, special education classes, etc.

SCHOOL HOURS

SCHOOL STARTS8:00 AM
DISMISSAL3:00 PM

REMEMBER THE FOLLOWING TIMES:

- 7:15 a.m. The building opens (students should not be left at school prior to this time as there is no adult supervision until 7:15 a.m.). Students arriving at this time must go directly to the cafeteria.
- 7:45 a.m. Students are dismissed from the cafeteria to their classrooms. Students arriving at or after 7:45 may go directly to their class.
- 7:58 a.m. Two minute musical warning bell will ring.
- 8:00 a.m. Class begins. All students arriving after the 8:00 a.m. tardy bell MUST go to the office for a tardy slip BEFORE going to their class.
- 2:55 p.m. Kindergarten and first grade classes plus day care bus riders are dismissed.
- 3:00 p.m. All students are dismissed. (2-5)

HVE LUNCH AND RECESS SCHEDULE

Lunch Schedule

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

Recess Schedule

11:00 -11:30	Kindergarten
11:30 – 12:00	Second Grade
12:00 - 12:30	First Grade
12:30 – 1:00	Third Grade
1:00 - 1:30	Fourth Grade
1:30 - 2:00	Fifth Grade

HIGHLAND VILLAGE ELEMENTARY SPECIALS'/Teacher Conference SCHEDULE

(Art, Music, Physical Education, and Library)

8:25 - 9:15	Fifth Grade
9:55 – 10:45	Third Grade
10:50 - 11:40	Fourth grade
12:15 – 1:00	Second Grade
1:10 - 1:55	Kindergarten
2:05- 2:50	First Grade

ARRIVAL AND DEPARTURE INFORMATION

Arrival -Please drop off and pick up children in the safest manner possible. Children are to cross the streets and lanes only at the designated cross walks. *The designated crossing is at the main entrance.* Please discuss safe conduct between home and school with your children. Do not leave your car parked in the fire lane in front of the building and come into the building for any period of time. Leaving your car unattended in the fire lane could result in an expensive ticket, and it slows down traffic.

Note that the east parking lot shares an exit with the front drive. **This is not the preferred pedestrian crossing area.** Extra caution and courtesy will be necessary to expedite arrival. Also, **PLEASE DO NOT pull up near the dumpsters in the east lot** – many children pass through that area on foot or via bicycle, and we have had many “close calls” for potentially fatal accidents.

Attendance -Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. To be eligible for promotion to the next grade, a student must be in attendance at least 90% of the days during the school year. This includes excused AND unexcused days missed. If a student’s absences get close to 18, the school will contact the parent to conference with the Attendance Committee. If the committee determines that there are no extenuating circumstances, the parent may appeal the decision to the District’s Board of Trustees by filing a written request with the Superintendent.

An excused absence is one which results from personal illness, sickness or death in the family, quarantine, weather or road conditions making transportation dangerous. There may be other special circumstances which will result in an excused absence with PRIOR APPROVAL from the principal.

In those rare circumstances when a student must be absent, upon returning to school, the student must bring a note signed by his/her parents that describes the reason for the absence. Students must bring a signed note within three days following an absence, or it will be unexcused. Because a signature is required, an email note will not suffice; however, parents can fax a signed note to the school at (972) 350-5850. Class time is important. Doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time. If your child must have a medical or dental appointment during the day, he/she may enter or return to class without being counted absent or tardy IF YOU PROVIDE A NOTE FROM THE DOCTOR. According to LISD policy, a note from the parent will not suffice. For safety reasons, please notify the attendance clerk at 972-350-5800 if your child will not be in attendance. If your child is going to be absent for THREE or more days, you may pick up missed work in the front office. Please call to request school work in the morning so it can be prepared for pick-up between 3:15 - 3:45 p.m. If possible, please allow one day for the material to be gathered.

Tardiness – Students may go to their classrooms at 7:45 a.m. A 7:58 musical warning bell will ring to assist students in time awareness. Students not in their classroom at 8:00 a.m. are tardy. When a child is tardy, he/she must first go to the office for a tardy slip before going to their classroom. Students tardy to class miss preparation time and the opportunity to start their day in step with their classmates. Please email school personnel at pearsonk@lisd.net or call the school office to report student tardiness. State law requires the school to file truancy charges against parents and/or students who have excessive absences or tardiness, which will result in county court intervention. Because being punctual is a life skill and keeps the child from losing valuable instructional time, tardiness is monitored closely by the office staff. Once a student has reached eight days of tardiness, the student and parent(s) are required to conference with the principal and designated committee in an attempt to find a solution to the problem before truancy charges are filed. Children with as little as one tardy day will not qualify for a Perfect Attendance Certificate.

Bicycles- Bicycle racks are provided for bike and scooter storage. Students should have locks, so the bicycles and scooters cannot be moved during the school day. Remind your child not to lock 2 bikes or scooters together, as the owner may need to leave during the day. The school administration does not encourage bike riding to school until the third grade. However, parents are the best judge to know their child’s readiness and ability to manage his/her bike in traffic and to know how to store the bike safely. Students are NOT to ride bicycles, scooters, or other wheeled means of transportation on school grounds. For your child’s safety, we highly suggest that each child wear a helmet while riding a bicycle or scooter. Please discuss bicycle and scooter safety with your children. Bicycles, skateboards, scooters, and rollerblades/skates are not allowed on school property unless they can be secured at the bike racks.

Communicable Diseases/Conditions-To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal (469-713-5957) so that other students who have been exposed to the disease can be alerted.

Departure- Your child's teacher needs to know how your child goes home every day. A variation from your child's standard procedure should be communicated, in writing, to his/her teacher upon arrival for the school day. Each grade level is required to exit the building at the assigned area of the school.

Kindergarten---East doors to the blacktop	3 rd ---Northwest front doors or the teacher's side door
1 st ---Main entrance doors	4 th ---Main entrance doors or the teacher's side door
2 nd ---Main entrance doors	5 th ---East doors to blacktop or front doors

Please help siblings locate a meeting place outside the building.

Please enter the **front driveway** on the right side continuing to move as far down the driveway as possible. Children may be picked up starting at the main entrance to the end of the drive. As cars pull into the far left exiting lane, please continue to move forward, filling in the open spaces. The less space and time wasted in the pickup lane provides room for more vehicles to enter the driveway. In the **lower parking lot**, the far left lane is for kindergarten pickup only. With both lots sharing an exit, extra caution, awareness, and courtesy will be necessary to expedite safe departure. Although this is not a preferred crossing area, please remain aware of pedestrians.

Leaving Early - A student who needs to leave school during the day must bring a note from his or her parent that morning. The student will be released only into the care of a parent or parent-approved adult and must be signed out by an adult in the front office. Also, a student will be released early from school only with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal (Superintendent) has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. We try to know all of our parents, but please do not be offended if you are asked for a form of identification.

Religious Holy Days-In order to be excused, all absences due to observance of religious holy days must have a written request submitted to the office.

Returning to School - Students returning to school **after appointments** must be signed in at the office by the parent before returning to class. A note from the health care provider needs to accompany them.

Students returning to school **after an absence** must turn in a note signed by the parent to the attendance clerk unless the parent called or emailed the attendance clerk on the day of the absence. The note will need to contain the following information: Teacher's name, student's name, dates absent and the reason for the absence, and a parent's or guardian's signature. For safety reasons, please call the attendance clerk at 972-350-5800 so school personnel are aware that your child is not coming to school.

Take Your Daughter or Son to Work Day —LISD does not participate.

Withdrawing- If you will be moving, please inform the office at least two days in advance so that withdrawal papers can be completed. The withdrawal form should contain everything you will need to enroll your child in another school.

COMPUTER RESOURCES

District and HVE PTA resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly technological society. Use of these resources is restricted to students working under a teacher's supervision and to approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources; violations of the agreement may prompt termination of privileges and other disciplinary action.

CONDUCT

Highland Village Elementary School follows a discipline management program in addition to the Student Code of Conduct. As required by law, the District has developed and adopted a Student Code of Conduct (SCOC) that prohibits certain behaviors and establishes standards of acceptable behavior – both on and off campus – and

consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences. According to LISD procedure, a copy of the SCOC is sent home with every child in grades 1-5. A copy of the SCOC is located in the school office for your perusal.

Conduct Before and After School Teachers and administrators have full authority over student conduct at, before, or after-school activities on District premises and at school-sponsored events off District premises, such as music rehearsal, club meetings, and/or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

CONFERENCES

Parent conferences are regularly scheduled throughout the school year. Please make every effort to cooperate with the teachers in scheduling and meeting these appointments. Furthermore, we encourage conferences between parents and teachers any time they are needed. The elementary report card shall indicate both academic progress and citizenship. Citizenship grades are important indicators of the student's acceptance of responsibility, self-control, and cooperation.

DRESS CODE

The District's over all policy regarding dress is that a student's dress and grooming shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, or detract from normal school operations. Each year a number of questions are directed to our office concerning the type of clothing which might be suitable for school wear. Neat, clean clothing, which is suitable for school activities is best. Short shorts, halter tops, bare midriffs, tank tops, spaghetti straps less than two inches wide, and athletic shorts should be kept for after-school hours. No tee-shirts that have lettering that insinuates vulgarity, profanity, alcohol, or tobacco advertisements may be worn to school. For safety reasons, students should wear appropriate shoes.

With the large number of students of the same age wearing the same sizes and same brands of clothing, identification is virtually impossible without name tags attached to the garments. **Please label with the child's name any articles that may be removed indoors.** This would include caps, mittens, gloves, raincoats, sweaters, rain hats, scarves, overcoats and jackets. Also, backpacks and lunch boxes need to be labeled with your child's name. Each year a quantity of these items turn up in the "Lost and Found" because we cannot identify them. Please check this area first if articles are missing. Unclaimed Lost and Found items are donated to CCA at the end of each semester.

DRILLS

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill

Piercing siren noise Leave the building, halt; stand at attention, facing away from the building

Musical bell melody Return to the room

Tornado Drill /Inclement Weather Drill

Continuous series of bells Move quietly but quickly to the designated locations

Musical bell melody Return to classroom

Lock Down Drill Teachers will share this confidential information with their students.

EMERGENCY MEDICAL TREATMENT

In order to help HVE personnel ensure your child's safety, please help us in the following ways:

- Make your child's teacher aware of his/her health and physical needs that would require special action or supplies during an emergency.
- Make sure that student information card has the name, address, and phone number of anyone you want to pick up your child during an emergency. Students will NOT be released to ANYONE not listed on this card.
- Make sure your child is familiar with the people he/she may leave with and that they know that it is OK to leave with them in the event of an emergency.
- Make sure that vital medication, emergency phone numbers, etc. are given to the person/persons you want to take care of your child in the event of an emergency and you can not get home to take care of them.

If a student has a medical emergency at school or a school-related activity, when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medication, etc. Therefore, parents are asked each year to complete an emergency care consent form (card). Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

The District is not responsible for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the insurer's office.

FIELD TRIPS

Each grade level plans trips to enhance the curriculum or provide enrichment opportunities. Parents are needed as chaperones to enhance learning and safety. Each grade will need a different number of parents. Younger children need more adults than older students. Sometimes, the event itself may limit the number of participants and tickets available. Only designated chaperones should attend the trip with the grade level. For safety reasons, younger siblings should not attend field trips and will not be allowed to ride school vehicles. The teachers at each grade level will provide information regarding destination and number of parents needed as the trips are scheduled. The parent must sign a permission slip as required by TEA and LISD district policy. With prior written notification, a parent may transport his/her own child to and from the field trip. Parents who may chaperone a field trip must first complete a Criminal Background Check on the LISD website at least three weeks prior to the event. Chaperones are expected to ride the bus and help supervise students to and from the event.

GUIDANCE COUNSELING

The Lewisville Independent School District's guidance curriculum component provides a means for helping students learn skills approved by the State Board of Education. 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 and communication skills, cross cultural effectiveness, and responsible behavior. These activities are taught through classroom presentations, small group interactions, and in individual sessions. 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 Comprehension 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.

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse issues. The counselor may also make available to parents information about community resources to address these concerns. Students who wish to meet with the counselor should make this request in one of three ways:

- mention it to his/her teacher
- mention it to office personnel (including the nurse)
- leave a note in the Counselor's mailbox

Counseling referrals may also be made by any staff member or the student's parent; these may be made either verbally or in a note to the counselor.

HOMEWORK

Homework is the responsibility of the child to whom it was assigned; however, the partnership of parents, children, teachers, and administrators empowers student success. Please ask your child about homework assignments daily. Look over the assignment with your child: your emphasis on the importance of completing assigned tasks will reap many rewards, both now and in future years. Refer to the Late Work section of this document for further information regarding assignments. For security of the classrooms and in order to teach our students responsibility, students will not be permitted to return to their classroom after school to get homework or materials. Please assist your child's teacher by enforcing this very important life skill.

LATE WORK PROCEDURE (Adopted August 2006)

Highland Village Elementary School teachers and administrators collectively agreed upon the following procedure for accepting late work (defined as work not turned in on time due to procrastination, lack of student organization, or work avoidance – NOT work missed due to absence caused by illness or family emergency):

- Kindergarten teachers will work with children in a variety of formats including, but not limited to: parent conferencing and assistance, assisting with work at recess time, removing privileges and assigning the child to attend Zeros Are Preventable (ZAP).
- First grade teachers (during the first semester) will give children a three-day grace period. During those three days, they will work with children in a variety of formats including, but not limited to: parent conferencing and assistance, assisting with work at recess time, removing privileges and assigning the child to attend Zeros Are Preventable (ZAP) until 4:00. If the work is not completed at the end of the three-day grace period, it will be graded in its state of completion (or lack thereof), and the grade will be recorded.
- First grade teachers will extend the same grace period during the second semester; however, the work will receive an automatic eleven-point penalty if it is not turned in on time.
- Second and third grade teachers will assign an eleven-point late work grade penalty (one time per assignment), and the child *will* use recess that day to complete the work with available help if needed. If the work is not completed at school, the child may have until the next morning to complete the work with a perfect score being that of 89 (minus error deductions). If the work is late a second day, the child will receive the best grade of 70 (minus error deductions) as long as the assignment is turned in within the next 24 hours. If the assigned work is not completed and turned in by the third day, the child will receive a ZAP Notice. In ZAP, the child will be given one last chance to complete the assignment with the best grade of 70 (minus error deductions) before a zero is recorded.
- Fourth and fifth grade teachers will assign an eleven point late work penalty (one time per assignment), and the child *may* use recess that day to complete the work. If the work is not completed at school, the child may have until the next day to complete the work for a perfect score being that of 89 (minus error deductions). If the work is late the second day, the child will receive a zero. A ZAP Notice will be sent home to set a required time for the child to do the work for content and responsibility. The zero will remain the recorded grade.
- ZAP is held from 3:15 until 4:30 (4:00 for K and 1st) Monday through Thursday on an as-needed basis. Teachers may keep their own children or partner will coworkers to conduct ZAP in a manner that conserves teacher time. Teachers may also work with administrators to conduct ZAP. ZAP will be a time for the child to complete the required assignment(s) and additional practice work independently without a teacher's help. This is not an additional tutoring time.
- Teachers should consider the developmental nature and academic needs of the child when assigning a student to ZAP. Chronic late work may result in an immediate assignment of ZAP. In this case, teachers will notify parents, and the student will complete the work for a best grade of 89 (minus deductions).

Day 1	Day 2	Day 3
Assignment due- not completed	Assignment due- not completed	Assignment due- not completed
K-1 See above	K-1 See above	K-1 See above
2-3 Grade of 89-error deductions	2-3 Grade of 70-error deductions	ZAP Notice
4-5 Grade of 89-error deductions	4-5 Grade of 0 and ZAP Notice	

IDEA/ 504

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 programs and activities receive federal financial assistance.

29 U.S.C. 794; 34 CFR 104.4 (a)

An "IDEA" student is one who has, or 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 activity, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. An IDEA student is "qualified" if he or she is between the ages of three and 21 inclusive. 34CFR 104.3 (j), (k)

"504" identifies all school-age children as disabled who meet the definition of qualified person with disabilities, i.e., (1) has or (2) has had a physical or mental impairment regarded as disabled by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. The disability need only substantially limit one major life activity in order for the student to be eligible.

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 for support services. The 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 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 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 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 Mrs. Sherry Wagner at 469-713-5957.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. The statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly, unless the physician specifies a life-long condition.

LEAP/GT PROGRAM

If new skills are introduced while the LEAP student is attending LEAP, it is the responsibility of the teacher to assure that students are taught those skills before they are required to complete independent practice material. LEAP students will not be responsible for daily assignments they miss while in LEAP classes.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the following times with a teacher permit: 7:45-3:45. Lost or damaged books will require a replacement fee.

LOST AND FOUND

Bulky articles such as clothing, lunch boxes, etc., will be placed in the "Lost and Found" in the cafeteria. Small items such as rings, bracelets, wallets, necklaces, glasses, etc., will be placed in the school office. Please check and claim what belongs to you. All items will be donated to a charitable organization at the end of each semester.

LUNCH/CAFETERIA

Breakfast and hot lunches will be served beginning the first day of school. Breakfast will cost \$1.00 for students and is served from 7:30 to 7:50 a.m.; lunch will cost \$1.95. Staff and visitors pay \$1.50 for breakfast and \$2.90 for lunch. Extra milk and snacks may be purchased at various prices. Parents can contact the cafeteria manager to block their child from being allowed to purchase snacks with their meal tickets. Breakfast and lunch tickets are available for any number of days you desire. Multiply the number of meals you wish to purchase by the above-mentioned prices. Please make all personal checks for tickets to: HIGHLAND VILLAGE ELEMENTARY CHILD NUTRITION SERVICES. Please note your driver's license number on the face of the check. Any days left on your child's lunch ticket that have not been used by the end of the year, or the time of withdrawal, will be refunded. In the event that a child has forgotten his/her lunch or lunch money, an alternate meal may be provided. This will reduce time out of the classroom making arrangements for money. Cafeteria personnel will send a reminder home as your child's account runs low. Lunch periods begin at 10:30 a.m. and end at 1:30 p.m. The after-lunch recess will be approximately 30 minutes.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information will come home with the student on the first day of school; questions may be addressed to Child Nutrition at 469-713-5206.

Reservations by name - To insure an adequate supply of food for our students and staff, the cafeteria staff requests that the names of all outside guests be turned in, by name, with the lunch count each morning.

*****TEXAS PUBLIC SCHOOL NUTRITION POLICY FOR ELEMENTARY SCHOOLS*****

Schools are in a powerful position to influence children's lifelong eating habits. To support this role and help combat the childhood obesity crisis, the Texas Department of Agriculture created new nutrition guidelines for public schools participating in the federally funded Child Nutrition Programs. The following nutrition policies became effective August 1, 2004:

- The school may not provide foods of minimal nutritional value, candy, carbonated beverages, or competitive foods (food or beverage sold or made available to students that is not provided by the school cafeteria) at any time during the school day. (Some foods of minimal nutritional value-FMNVs are soda water, popsicles, chewing gum, hard candy, jelly candy, marshmallow candies, licorice, spun candy, and candy-coated popcorn.)
- Fried potato product servings cannot exceed 3 oz. and may only be served once a week and may only be purchased one serving at a time.
- This policy does not restrict the types of food that parents provide for their own child's consumption at school.
- Elementary classrooms may serve one nutritious snack per day in the morning or in the afternoon (not during lunchtime) under the teacher's guidance. The classroom snack may be provided by the school food service, the teacher, parents or other groups and should be at no cost to students. Parents may provide treats for birthdays as long as it is store-bought. For nutritious snack ideas, see TDA's listing of "Suggestions for Nutritious Snacks," at www.squaremeal.org.
- Schools and parents may provide one additional nutritious snack per day for students taking the TAKS tests.
- School-approved field trips are exempt from the nutrition policy.

- School teachers may use food for instructional purposes as long as the food items are not considered FMNVs or candy.
- No food fundraising will be allowed on an elementary school campus during the school day.
- Certain exemptions are allowed for school nurses, students with special needs and up to three school wide events during the year, such as Holiday Celebrations or End of Year Parties.

For more information, contact the Texas Department of Agriculture, Food and Nutrition Division, P.O. Box 12847, Austin, Texas, 78611, (888) TEX-KIDS, healthykids@agr.state.tx.us

Check acceptance policy - In the event that a check written to any Lewisville ISD campus, club, or organization is returned unpaid by your bank, Lewisville ISD or its agent will redeposit your check electronically. Additionally, you understand and agree 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 ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container, to the nurse. If the medication is to be administered regularly, a physician must sign a physician's order (see the HVE nurse for paperwork). The nurse (or other personnel as designated by the principal) will give the medicine at the proper time(s).

Please refer to the Student Health Services Department on the LISD website for more detailed information regarding medications, immunizations, screenings, and communicable diseases.

MESSAGES

After-school arrangements should be discussed with your child/children at home. The use of the telephone by students for outgoing calls is restricted to emergencies only. Inclement weather does not constitute an emergency. Have a set plan ahead of time. Emergency messages from babysitters and change of plans after school will need to be verified by the parent of the child concerned.

PLAYGROUND SUPERVISION

After lunch, the students will be dismissed to go onto the playground or covered play area. Recess will be supervised by a minimum of two teachers each day. The only times the children would not be going outside for recess would be due to inclement weather or ozone alert. We ask that you encourage your child to dress for the weather conditions. This is a part of health care that your child needs to learn to assume in order to remain in good health all year. It will be necessary to use some of the students' recess time periodically in order to meet the new state required PE mandate. Only students who attend ESD are supervised on the playground after school. All other students are directed to go directly home (or to day care) after school.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Following the pledges each morning, there will be a moment of silence provided for students and staff for prayer or personal reflection.

PROMOTION AND RETENTION

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above in the combined areas of language arts, mathematics, science, and social studies. In addition, a student must attain an overall 70 or above in three of the following areas: language arts, mathematics, science, and social studies. Students in the third grade must pass TAKS reading in addition to the above requirements in order to be promoted to the fourth grade. Students in the fifth grade must pass TAKS reading and math in addition to the above requirements to be promoted to the sixth grade. Students who do not pass will have opportunities to participate in special instructional programs designed to help them improve their performance.

RADIOS, CD PLAYERS, CELL PHONES, I PODS, AND OTHER ELECTRONIC DEVICES AND GAMES

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, cameras, I Pods, or other electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. Cell phones are not to be in use, visible, or audible on school property between arriving at school and 3:15. Students who violate this policy will have the cell phone confiscated until the student's parent can pick it up; furthermore, a fine of \$15.00 may be assessed at the principal's discretion.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every 6 weeks. At the end of the first 3 weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents will be requested to schedule a conference with the teacher of that class or subject. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade below 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 4 days.

RESTRICTED ACTIVITY

If your child is to be restricted from physical activity, the teacher needs a daily note specifying the restriction. If he or she is to miss more than three consecutive days, a written doctor's excuse is necessary. Please see that your child dresses in an appropriate manner for participating in physical education activities. Casual clothing and tennis shoes are advised to minimize the risk of injury.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Emergency School Closing

In the event of bad weather when, in the opinion of the superintendent weather conditions are too hazardous for safe operation, schools will not open. This judgment will be made before 6:00 a.m. The Office of the Superintendent releases information regarding the decision to close school to the media after conducting a thorough inspection of all bus routes. Should the decision be made to close schools, the Office of the Superintendent will release a public announcement to radio and television stations: WBAP (820 AM), KWRD (94.9 FM), KHKS (106.1 FM), KRLD (1080 AM), KVIL (103.7 FM), KLIF (570 AM), KPLX (99.5 FM), 4 (KDFW), 5 (KXAS), 8 (WFAA), and 11 (KTVT).

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact our office.

STUDENT PICTURES

Individual pictures will be taken during the fall semester. Class pictures are scheduled for the spring semester. You will receive advance notice of the date and cost. Yearbooks will be sold each year.

TEXT BOOKS AND MATERIALS

There is no charge for student books and related materials. All parents should understand that children are responsible for the care and safe keeping of all school materials provided for their use. All textbooks must be covered by the child or parent. Students will be required to pay for lost and/or damaged items and texts issued by the school (Education Code 31.104). Fines are as follows: \$2.00 for damaged pages, to include but not limited to, torn, soiled, or written on ; \$10.00 for writing on the outer edge of book pages or damage to the outer cover; full price of book for missing pages, lost or stolen book, broken binding, defaced bar code label, or any book deemed unusable by campus Textbook Coordinator.

TELEPHONE USE/ MESSAGES TO STUDENTS

Telephones are for emergency and professional use only. Students will not be permitted to use the office or classroom phones in order to change after-school plans. All plans for the day must be arranged before the student comes to school. If a parent needs to inform a student that there has been a sudden change of plans, the office staff will contact the student.

TUTORIAL PROGRAM

Tutoring 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 who are failing or in danger of failing a particular subject.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct. Writing graffiti on school property is a felony.

VISITORS TO THE BUILDING

All visitors/parents in the building must sign in at the main office before going anywhere in the building. At the time of sign in, visitors receive a badge to wear. The badge identifies visitors or volunteers for our teachers and students. **Any visitors not wearing a badge will be stopped and directed to the office to check in and pick up a visitor's badge. Classroom visits/observations are prohibited unless prearranged with the teacher and/or principal.**

NOTICE OF PESTICIDE APPLICATION

The Lewisville Independent School District is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:

An AHERA management plan with re-inspection documentation is available for inspection during normal business hours. The master plan is available for inspection at the district administration building. Pesticides are periodically applied at this facility. Information on the times and types of applications is available upon request.

School board policy: AHERA—CKA Safety Program/Risk Management: Inspections
IPM—CLB Buildings, Grounds, and Equipment Management: Maintenance

This school periodically applies pesticides. Information concerning these applications may be obtained from Sam Russell at (972) 539-1551. Any school personnel that make application on a routine basis of any pesticides, insecticides or herbicides at a school or on school property must be either a licensed non-commercial applicator or a technician. The Texas Structural Pest Control Board will be reviewing and setting standards in the near future for the technician category in non-commercial. Technicians must work under direct supervision of the non-commercial certified applicator.

A notification of pest control treatment must be posted at least 48 hours in advance. The purpose of the notice is to inform employees and faculty that a pest control treatment will be done. Also, a consumer information sheet must be provided to any employee upon request. Students may not re-enter a treated area for at least 12 hours following application. Outside application areas cannot be used by students for 12 hours following treatment. These re-entry restrictions apply to normal academic and extracurricular activities.

All pest control use records shall be maintained on the employer's premises for two years. The records must include the name and address of customer (supervisor), name of pesticides or devices used, amounts of pesticides or devices used, percent in solution of pesticides used, purpose for which the pesticides or devices were used (target pest), and date pesticide or devices were used (school campus). The records must be made available to an employee of the Structural Pest Control Board upon request.