

**INDEPENDENCE ELEMENTARY SCHOOL  
2511 WINDHAVEN PARKWAY  
LEWISVILLE, TX 75056  
469-713-5212**

Welcome to Independence Elementary. This handbook contains basic information about school policies and procedures. If you have any questions and /or concerns about anything not covered in this handbook, please contact the school office.

We look forward to a cooperative and committed home-school partnership. Parent involvement is encouraged and welcomed. There are countless opportunities to be involved in our school, including serving on PTA-related committees and events; volunteering in the classroom/school setting, attending school-sponsored events, and supporting your child's learning daily. We welcome you and your children to our school.

**SCHOOL ADMINISTRATION**

Teddie Winslow – Principal  
Trish Cuckler – Assistant Principal  
Jerilyn Welsh Roe – Counselor

**PTA EXECUTIVE BOARD MEMBERS**

Kelly Shoemaker – President  
Eileen Dashiell - Vice President  
Anabelle Trevino – Secretary  
Tina Ranucci - Treasurer

**SCHOOL HOURS/SCHEDULE**

All doors except the front entrance will remain locked for safety.

Office Hours	7:45 a.m. – 3:45 p.m.
Breakfast	7:30 a.m. – 7:50 a.m.
Pre- K – Morning	7:45 a.m. – 10:45 a.m.
Pre – K – Afternoon	12:00 a.m. – 3:00 p.m.
Grades K – 5	8:00 a.m. – 3:00 p.m.

## **PHONE NUMBERS**

Independence Elementary	(469) 713 - 5212
LISD Administration	(469) 713-5200
Durham Transportation	(972) 221-4557
LISD Special Education Department	(469) 713-5203

## **ARRIVAL INFORMATION**

The building will open at 7:30 a.m. for early arrivals. Breakfast is served from 7:30 a.m. until 7:50 a.m. School hours are from 7:50 a.m. until 3:00 p.m. each day. Please have your child at school in time to start their class work at 8:00 a.m. Children should not arrive earlier than 7:30 a.m.

## **DISMISSAL**

Students will be dismissed at 3:00 p.m. A written note to the school regarding a change in normal transportation procedures is **REQUIRED** and should be given to the teacher in the morning. All changes in transportation must be completed by 1:00 p.m.. This procedure provides safety and security of your children during dismissal time.

## **CHANGE OF ADDRESS/PHONE NUMBER**

Please notify the office immediately if your address, home or work phone number changes. It is vital that your child's information card remain current.

## **HEALTH REQUIREMENTS**

Immunizations: All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella.

## **MEDICATION**

Independence's school staff is prohibited from providing or administering any medication, including aspirin, to any student. However, if medication **MUST** be given at school, written authorization from a parent/guardian and doctor must be on file and medication must be in the original prescription bottle. All medications will be stored in and dispensed from the health room. Please contact the school nurse for additional information.

## **SCHOOL BREAKFAST AND LUNCH**

Meals may be purchased on a daily, weekly, or monthly basis. The money will be taken up as the children go through the lunch line with each meal. To help our lunch program run efficiently, it is recommended that your child's lunches be purchased on a weekly or monthly basis. Reduced prices are available for those who

qualify. If paying by check, please write the student's name and teacher name on the memo line.

MEAL PRICES:	Meal prices:	Breakfast	Lunch
	Student	\$1.00	\$1.95
	Visitor	\$1.25	\$2.70
	Staff	\$1.25	\$2.70

In complying with the state guidelines, students bringing their lunches from home are asked not to give their lunches away or bring snacks for other students. Carbonated beverages are not permitted in the cafeteria.

### **SCHOOL LUNCH CHARGES**

Students will be permitted to charge meals only two times; after which a substitute meal will be provided. Lunch charges should be paid promptly.

### **DISCIPLINE**

Each staff member at Independence Elementary accepts responsibility for maintaining and promoting a program for the development of life skills. A student's behavior should conform to acceptable standards of conduct as established by the Student Code of Conduct. The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

Student misbehavior is subject to the appropriate district and campus policies which include but are not limited to silent lunch, walking during recess, and any measure the campus administrators deem appropriate in accordance with the student code of conduct.

### **TELECOMMUNICATION DEVICE POLICY**

The District prohibits students from using paging devices, cellular telephones/radios, or other telecommunication devices on school property. The campus administrator shall confiscate the device. It can be returned to the student's parents at the end of the school day after a \$15 administrative fee is received. Persistent noncompliance will result in the device being returned at the end of the semester after a payment of a \$15 administrative fee is received.

### **ATTENDANCE/TARDIES**

Regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a student arrives at school, he/she is expected to remain and attend each class throughout the day. The student is expected to attend school at least 90% of the days

school is offered to obtain credit unless he/she is prevented by illness, death of an immediate family member, quarantine, or any other reason acceptable by the administration. This means that any child who misses more than 10% of the days for which class is offered for any reason (excused or unexcused) may be retained.

1. Parents should call the office by 8:30 a.m. to report absences.
2. School personnel will call if school is not notified of absence.
3. A written note must be provided to the school within three days following the absence(s).
4. A doctor's note may be required for excessive absences or at any time deemed necessary.
5. Students are responsible for missed work and shall have three days to complete the missed assignments.
6. Students are considered tardy after 8:00 a.m. and will stop in the office for a tardy slip upon arrival.

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

The Lewisville Independent School district DOES NOT PARTICIPATE in the "National Take Your Daughter to Work Day."

### **DRESS CODE**

Students are expected to come to school neatly groomed and clean. In general, clothing should be of a nature that it does not disrupt, interfere, disturb, or distract from school activities. The following are examples of clothing that are not permitted under these guidelines: shorts more than three inches above the knee, flip flops, sandals, bare midriff, halter tops, tank tops that reveal undergarments or chest, any clothing that is large enough to reveal undergarments, hair of an unusual or unnatural color or shape that distracts from instruction, hats/bandanas/headbands, etc., clothing that promotes or infers vulgarity, profanity, liquor, drugs, etc.

Students should wear appropriate soft soled covered shoes for PE.

On Fridays, students may wear their spirit shirt with khakis or jeans. Independence Spirit t-shirts can be purchased in the school office.

### **LISD GRADING POLICY**

Mastery of 70% of the grade-level Texas Essential Knowledge and Skills (TEKS) is

required. Should a student fail to master a TEKS, the skill will be re-taught in a small group using a different method. After a suitable re-teaching period, the TEKS will be retested. Tutorials will be offered to students scoring below 70%.

Grading scale:

A = 90-100 Excellent quality

B = 80-89 Expected quality

C = 70-79 Minimum quality

Progress reports will be sent home after the third week of school. Report cards will be sent home at the end of each six weeks.

### **PARENT-TEACHER CONFERENCES**

We welcome your requests for conferences. It is very important to work together for your child's academic success. Please schedule all conferences by sending a note to your child's teacher or by calling the office at (469) 713-5212. The office staff will assist you in arranging a conference with the teacher.

### **SCHOOL VISITATIONS**

All visitors entering the building must first sign in at the office and get a visitor's badge/sticker. Appointments for teacher conferences must be scheduled prior to arrival. For security reasons, visitors are not allowed to enter a classroom without signing in at the front office.

### **TRAFFIC SAFETY**

Please help us to prevent the risk of serious injury by following all traffic safety rules:

1. When picking up a child, always pull up to the designated curb area.
2. Please maintain one lane of traffic in the school driveways.
3. Parents and children must use the designated crossing area in the school driveway.
4. Do not park in the bus loading zones.
5. Please follow all directions given by staff in directing traffic to maintain a safe environment for all students, parents, and staff.

### **BUS GUIDELINES**

Transportation services are offered to those students living two or more miles from the school to which they are zoned. Our buses are operated by Durham Transportation. Riding the bus is a privilege. Students are expected to follow Durham's school bus safety rules. Recurring problems may result in loss of ridership privileges. Only students eligible to ride the bus may do so.

When there is a change in transportation plan, for a student who normally rides the bus, a WRITTEN note regarding the change must be sent to school with the child. Students will not be allowed to change their mode of transportation if a note is not sent that day.

### **LEAVING EARLY POLICY**

Only persons listed on the enrollment card will be permitted to sign out a student. If your name is not on the enrollment card we will not release the student to you. Students returning to school after appointments must be signed in at the office by a responsible adult before returning to class. Official documentation or a doctor's note should accompany the student's return, if possible, in order for the time away to be excused. Signing students out consistently at the end of the day without a doctor's note will be referred to the attendance chairperson for further review.

### **TEXTBOOKS**

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

- Textbooks, library books, instructional materials and equipment must be maintained in the same condition as issued.
- Replacement cost is charged for lost or defaced textbooks,
- defacing or removing the tracking number or barcode, lost or damaged
- materials and lost or damaged equipment issued to the student.
- Fines are assessed for damage to textbooks, instructional materials, and equipment.
- Textbooks, instructional materials and equipment issued to students must be made available for classroom inventory/inspection. If these items are not made available by the student, the items will be treated as lost.

### **EDUCATIONAL FIELD TRIPS**

A signed permission form from a parent or guardian is required for all field trips. Admission fees paid by the parent are required for all field trips.

### **FIRE DRILLS/TORNADO DRILLS**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are practiced to make certain students learn and follow proper safety procedures.

### **P.T.A.**

The P.T.A. is a vital part of our school program. We encourage you to support P.T.A. by becoming active members. A successful school needs the services of an active P.T.A.

## **VOLUNTEERS**

We welcome anyone who wishes to volunteer at Independence Elementary. To be considered a volunteer, a criminal background check must be completed and approved before you will be allowed to work at any volunteer position. This process takes between 2-4 weeks.

## **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. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:  
Jerilyn Welsh Roe

Phone Number: 469-713-5212

It is the policy of Independence Elementary School not to discriminate on the basis of age, religion, national origin, or handicap in its educational programs, activities, or employment practices.

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 assistance.

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

A “handicapped 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 activities, such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. A handicapped student is “qualified” if he or she is between the ages of three and twenty-one inclusive.

34 CFR 104.3 (j), (k)

### **HEALTH SERVICES**

(Short version for Elementary Handbooks)

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) are on file in the office and health room.

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

- Temperature of 100.4 or above (measure when no anti-fever medication given)  
(exclude until fever subsides; recommend that a student be fever-free for 24 hours before readmission)
- Undetermined rash (recommend exclusion and re-admit after rash is gone or with approval of physician)
- Ringworm of the scalp (exclude and re-admit after treatment has begun)
- Diarrhea
- Vomiting two or more times in 24 hours  
(unless a physician feels the cause of vomiting is not an infectious disease or child is in no danger of becoming dehydrated)
- Red eyes with discharge or crusting around eyes (may exclude and readmit after effective medical treatment and

approval of physician)

- Live head lice (exclude and readmit after one effective treatment has been given)
- Jaundice
- Communicable diseases listed by Department of State Health Services

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

### **IMMUNIZATIONS INFORMATION**

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. Students will be screened for vision, hearing, spinal, and acanthosis nigricans at scheduled intervals.

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

### **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.

**2008-2009 LISD SCHOOL CALENDAR**

**Fall Term**

**August 25-January 15 (90 Days)**

AUGUST 2008

18-22 . . . . . In-Service

25 . . . . . Students Return

SEPTEMBER 2008

1 . . . . . Holiday

OCTOBER 2008

3 . . . . . End of First Six Weeks

NOVEMBER 2008

14 . . . . . End of Second Six Weeks

25 .....Early Release  
 26-28 ..... Holiday  
 DECEMBER 2008  
 22-31 ..... Holiday

**Spring Term  
 January 20-June 4 (90 Days)**

JANUARY 2009  
 1-2..... Holiday  
 3 ..... Return to School  
 15 ..... Early Release and End of Fall Term  
 .....End of Third Six Weeks  
 16 ..... Teacher Workday  
 19 ..... Holiday  
 20..... First Day of Second Semester  
 FEBRUARY 2009  
 27 ..... End of Fourth Six Weeks  
 MARCH 2009  
 16-20 ..... Holiday  
 APRIL 2009  
 10 ..... Holiday  
 13 ..... Holiday or bad weather day  
 17 ..... End of Fifth Six Weeks  
 MAY 2009  
 25 ..... Holiday  
 JUNE 2009  
 4 ..... Early Release and End of Spring Term  
 5 ..... Bad Weather Day

**LISD Inclement Weather Procedures**

The decision to close schools based on inclement weather will be made by 6:30 a.m.

School closing decisions are reported to:

television channels	radio stations
4 (KDFW)	WBAP (820 AM)
5 (KXAS)	KWRD (100.7 FM)
8 (WFAA)	KHKS (106.1 FM)
11 (KTVT)	KLIF (570 AM)
23 (KVUN)	KPLX (99.5 FM)
39 (KXTX)	KRLD (1080 AM)
	KVIL (103.7)

