



**Prairie Trail Elementary**  
**Home of the Prairie Trail Texans**  
**5555 Timber Creek Road**  
**Flower Mound, TX 75028**  
**Phone: (469) 713-5980**  
**Fax: (972) 350-4050**



The faculty and staff take this opportunity to welcome you to Prairie Trail Elementary. We are excited about the year of growth and learning that lies ahead. Our highly skilled and caring faculty, supportive parents, and dedicated community leaders share a commitment to the success of every Prairie Trail Texan. We hope the information in this handbook will answer many questions.

Mrs. Chellie Adams, Principal

### **Philosophy of Prairie Trail Elementary School**

It is the philosophy of the faculty and staff of Prairie Trail Elementary School that all children can learn and are expected to reach their potential for full development in all facets of their lives – physical, emotional, intellectual, and social. To that end we are committed to following characteristics which have been identified as exemplifying a “quality school”.

1. High expectations of both students and faculty
2. Establishing goals that are being addressed
3. Frequent monitoring of student progress
4. Establishing a learning environment that is orderly and business-like, yet warm and friendly
5. Routinizing of classroom management skills
6. Careful accounting of time on task
7. Rewards and praise – both verbal and written
8. Effective leadership for the academic program
9. Effective discipline



**MASCOT**  
Texan  
**SCHOOL COLOLRS**  
Teal and Purple

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## at Prairie Trail.

### TRAFFIC

Vehicles will have access onto the campus into designated traffic zones based on your home address. Please follow any staff directions to pull as far forward as possible before loading or unloading children between the orange traffic cones. Handicapped and visitor parking access is from the Timber Creek Road entrance. The Kirkpatrick Road entrance is designated for faculty/staff and handicapped and visitor overflow parking. Vehicles should park in the parking lot area, and should never be left unattended in the traffic lanes or fire lanes. **All pedestrians should cross traffic only at marked crosswalks, and children should never be instructed to cross traffic in the crosswalk unless accompanied by an adult.**

### ZONES

**BUS ZONE-The Fire Lane behind the school is strictly for Durham Transportation and designated day care vans only.** There should be a driver in the Durham Transportation vehicle or day care van at all times. School buses and day care vans will enter the campus through the Yellow Zone entrance at Kirkpatrick Road, and then proceed to the Fire Lane behind the campus. All students will be dropped off in the morning near the Gym entrance by the basketball court. In the afternoon, each bus will

be assigned to a designated pick up area. Duty teachers will lead the students to the buses and vans. Drivers will then exit into the Blue Zone leading out to Timber Creek Road. Right-of-Way should be given to the buses when they are entering or exiting the campus in either zone.

### **YELLOW ZONE-Family Numbers 1-499**

The Yellow Zone is designated for families living south of Kirkpatrick Road, and west of Morriss Road. These students will exit out the cafeteria doors once the oldest sibling arrives in the cafeteria. **Students will only be allowed to load vehicles between the orange traffic cones. Right-of-Way must be given to Durham Transportation and day care vans.** Please follow the right-turn-only when exiting into traffic traveling west on Kirkpatrick Road.

### **BLUE ZONE--Family Numbers 500-999**

The Blue Zone will serve as our visitor parking and is the designated drop off/pick up zone for families living north of campus including Stone Hill Farms, Chaucer Estates, Waterford Park and Lakemont. Some families from these areas may be assigned to the yellow zone in an effort to keep the traffic balanced between the two areas. These students will exit out the cafeteria doors turning to the left to enter their cars in the blue zone once the oldest sibling arrives in the cafeteria. Drivers should use the clearly marked turn lanes when exiting left or right onto Timber Creek Road. There should be no unattended vehicles in the drop off/pick up lanes at any time. **Students will only be allowed to unload/load vehicles between the orange traffic cones. Right-of-way must be given to Durham Transportation and day care vans.** There is one entrance lane with a direction arrow leading into the lot. There are two exit lane arrows for making a left or right turn onto Timber Creek Road. It is never appropriate to make a U-Turn in any of the traffic lanes on the campus.

### **ARRIVAL PROCEDURES**

Parents who are dropping off children enter the parking lot of their colored tag/family number and follow the signs to the right. Traffic cones will indicate one lane of moving traffic next to the curb where students should be dropped off and exit vehicles from the curb side of the vehicle directly to the sidewalk. Please pull forward all the way to the last traffic cone so as many children can exit their cars as possible during peak traffic times. Children in the blue zone may enter the building through the front doors or the cafeteria doors. Please do not block traffic by watching your child walk to the door. Duty teachers will watch the children as they enter the building. If you encounter a problem with your child, please pull forward out of the drop off zone or park in the parking lot rather than blocking the drop-off lane. **Please do not drop children in the parking lot and ask them to cross the traffic lanes. This is not safe for the children.**

If you need to enter the building with your child, please enter the parking lot and park instead of entering the traffic lane. Once you have parked, accompany your child to the crosswalk and cross the traffic lane together when the traffic has stopped.

Other arrival procedures:

1. Students should not arrive at school before 7:15 AM.
2. Students may bring one stuffed animal or a book to look at while waiting for school to begin. All other toys and electronic devices should be left at home. Cell phones are to be turned off or on silent mode and are not to be out and in use at any time during the school day.
3. All students are expected to cross the street at the crosswalks.
4. All students should enter the building through the front entrance or cafeteria door.
5. When entering before 7:45 AM, students in K-2<sup>nd</sup> will report to the cafeteria, and students in 3<sup>rd</sup>-5<sup>th</sup> will report to the gym.
6. All students eating breakfast will report to the cafeteria.
7. At 7:45 AM, all students are dismissed to their classrooms in an orderly manner.
8. When entering the building at 7:45 AM or later, students should report directly to class.
9. Morning announcements begin at 8:00 AM. Students must be in their classroom by 8:00 AM or they are considered tardy and must report to the office to get a tardy slip before being admitted to class.
10. During the first two days of school, parents may walk students to their classrooms to assist with carrying supplies and materials and adjusting to their new grade or school. Beginning with the third day of school, students should be independent in going to their classrooms. School staff will be on duty in the halls to assist new and younger students should the need arise.
11. Have all notes, funds, and materials ready before leaving for school.

### **DISMISSAL PROCEDURES**

Parents picking up their children will hang the identification tag from the rear view mirror so the family number is visible to the duty teachers. If you are carpooling, please have all hang tags where the staff can view them. Students will be dismissed from the cafeteria when the oldest sibling or carpool member has been dismissed by their teacher. **Please help keep the traffic flow moving by timing your arrival in the parking lot to match with the dismissal time for the oldest student in the group. Parents picking up only Kindergarten students may arrive at 2:45, 1<sup>st</sup> and 2<sup>nd</sup> at 2:50, 3<sup>rd</sup> and 4<sup>th</sup> at 2:55 and 5<sup>th</sup> grade parents at 3:00.** You may be asked to pull forward or park your vehicle if you are blocking traffic. Parents should remain in their vehicles and follow the directions of the duty teachers, pulling as far up in the traffic lane as possible to allow more children to enter their cars.

Please note these additional procedures to make our dismissal go smoothly:

1. Make sure that after school arrangements have been made ahead of the school day. Know your unique family number, bus number, walking buddy, or the person who will pick you up prior to coming to school. Have a bad weather plan established and inform your child's teacher of this plan before bad weather occurs.

2. Contact both the school and day care when your child is absent or signs out early.
3. We will follow a staggered dismissal. Teachers or aides will accompany students to their exits at dismissal according to the following schedule:

**2:45 Day Care and K**

**2:50 1<sup>st</sup> and 2<sup>nd</sup>**

**2:55 3<sup>rd</sup> and 4<sup>th</sup>**

**3:00 5<sup>th</sup>**

4. All walkers/bike riders will exit the front entrance and will be dismissed at the time designated in the staggered dismissal schedule above. Children walking or riding bikes to the south will cross Kirkpatrick only when directed by the crossing guard. Children walking or riding bikes north will only be allowed to cross the fire lane at the crossing near the bike rack under the supervision of a duty teacher. There will be no pedestrian traffic in the fire lane behind the school.
5. Parents waiting to meet students who are walking or riding bikes should wait outside of the school in a designated meeting place for your family well away from the exits. **Please do not enter the building at dismissal as this creates congestion and noise, making it difficult for the children to exit and the teachers to see that students are entering the appropriate vehicle.**
6. **Children who are walking together should be instructed to pick up younger siblings or walking buddies in the cafeteria and then exit the building together.** Please do not ask children to go to classrooms to find other children or meet in the hallway which blocks those trying to exit.
7. If you have an after school appointment, please park in the parking lot, enter through the main entrance and report to the office for a visitor badge. Inform the office that you have an appointment and they will see that your child is dismissed to the office if needed.
8. Children waiting for dismissal to their cars in the parent pick zones should be instructed by parents to wait in the cafeteria until their family number has been called.

### **Picking Up Students Before Regular Dismissal**

Please stop at the office so as not to disrupt class routine or interrupt instruction. If you need to take a student out of class, the office will contact his/her room and ask that the student be sent to the office. Students must be signed out before leaving campus. For security reasons, teachers will not release students without a message from the office. Until we are able to recognize you as the student's parent, we may ask for identification. Please do not be offended if the office staff asks for identification. Our school has grown and we must ensure the safety of our students. If someone other than a parent will be picking up a child, please notify the office in advance. Without advance notice, we will attempt to reach you to verify that you are aware of these arrangements before releasing the child.

## **School Safety**

In order to create a safe and secure environment for our students, the following safety procedures will be followed:

1. All students will enter and exit the building using the front door or cafeteria door. Adults monitor these doors in the morning and afternoon.
2. All outside doors, except the door by the main office, will remain locked during school hours.
3. Duty teachers will carry a two-way radio on the playground for immediate communication with the office should a problem arise.
4. Parents picking up children for appointments during the day will report to the main office and sign the child out. The office staff will then contact the teacher and notify them to send the child to the office. Teachers will not release students to anyone without notification from the office. Please, notify the office if someone other than a parent will be picking up a student.
5. Volunteers and all visitors will check in with the main office and wear identification badges so staff members can recognize that you belong in our building.
6. Duty teachers will monitor the front door, bike rack area, bus area, and east wing at dismissal.
7. A "Safe Child Calling Procedure" will be implemented to check on students who do not report to school. If your child will be absent or late to school for any reason, please notify the attendance secretary. If your child is absent and we have not heard from you by 9:30, the office will attempt to contact you to be sure that you are aware of the child's absence.

## **Registered Sex Offender Parent Notification**

In keeping with state law and LISD policy, parents will be given notification of the existence of registered sex offenders residing in the community. This information can be obtained from the LISD Web Site at the following link:

<http://www.lisd.net/parents/sexoffenders.html>. Any parent who does not have access to a computer may contact the school office for assistance in obtaining this list.

## **Visitors**

Parents are welcome to visit school, and when visiting we ask that you enter through the front doors, immediately report to the office, sign in, and request a visitor's badge.

**Lunch Visitation:** We enjoy having parents join us for lunch on the day assigned for your child's grade level. Please call the office by 9:00 a.m. and add your name to the lunch count if you will be eating a school lunch since the cafeteria staff cooks exact amounts to avoid waste. There will be a Visitor Table for you and your child to use. This should be a special time for you and your child. Other children will not be allowed to join you at the visitor table. We ask that you and your child follow our

cafeteria rules, leaving at the appropriate time, talking quietly and observing quiet time. Please support our cafeteria rules by modeling them for your child.

**Recess:** We prefer that recess be a time for your child to play and socialize with his/her peers; however, **if you choose to remain with your child at recess you may play with your child only.** For reasons of safety and liability, you may not interact with other children or teachers who are on duty and must direct their attention to the children on the playground.

**All classroom visits and observations should be scheduled in advance with the child's classroom teacher in order to avoid distractions during instruction due to additional adults in the classroom.**

### **Communication with Teachers**

We ask that you not go to the classrooms to communicate with the teacher at the beginning of the school day. This is an important time for the teacher to greet each student and see that they begin their day ready for learning. **His/Her attention needs to be focused on the students.** If you have an important message for the teacher, please write a note for your child to give to the teacher, give a note to our office staff, or call and request that the teacher contact you during his/her conference time. Our office staff will ensure that these messages are delivered. Concerns relating to student health can be directed to the school nurse, and she will be sure to follow up with the teacher as needed. Our teachers are eager to communicate with parents and use a variety of means to keep you informed concerning events in class and student progress. An opportunity to schedule a parent/teacher conference will be provided at each grade level orientation, and additional conferences may be scheduled by contacting your child's teacher for an appointment.

### **Student Absences**

Student attendance is most important. Students who are absent from school for any reason are required to provide a written note signed by the parent or guardian stating the reason for the absence. Notes verifying student absences may be given to the classroom teacher or turned in to our attendance clerk, Mrs. Johnson, in the main office. Notes regarding student absences must be turned in to the school within 3 days of returning to school or the absence will be unexcused. **A PHONE CALL IS NOT SUFFICIENT DOCUMENTATION OF STUDENT ABSENCES.** For student safety reasons, we still request that you call or e-mail Mrs. Johnson ([johnsonb@lisd.net](mailto:johnsonb@lisd.net)) to inform us of absences, but you must follow up with a written note. Absences for reasons other than personal illness or family emergency are discouraged. To be given consideration for an excused absence of a planned nature, the principal must be notified of the reason for the absence in writing prior to the absence.

If a student is absent due to the observance of religious holy days, the student shall not be penalized for the absence. Excused days include days of travel to or from a site where the student will observe the holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site of the observance.

A student whose absence is excused for an appointment with a health care professional shall not be penalized for the absence, if the student commences classes or returns to school on the same day of the appointment and brings a note from the health care professional verifying the appointment.

When a student's absence due to personal illness exceeds four consecutive days, the student may be required to present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. Students must be in attendance 90% of the days that school is offered to be eligible for promotion to the next grade.

If a student is absent without an appropriate excuse for 10 or more days or parts of days in a six-month period or three or more days or parts of days within a four-week period, parents and students are subject to prosecution under TEC. Sec. 25.093 and 25.094 respectively. Under district policy, make up work will always be given for any absence, but zeros will be given for work missed due to unexcused absences or tardies.

**LEWISVILLE ISD DOES NOT PARTICIPATE IN THE NATIONAL TAKE YOUR DAUGHTER TO WORK DAY.** These absences will be unexcused and zeros will be given for missed work.

### **Withdrawing from School**

We request that you notify the attendance clerk two days in advance of the student's last day if you are planning to withdraw your child from school. This will allow time to obtain current grades, textbook clearance, and completion of the withdrawal form.

### **Cafeteria**

Students may bring their lunch from home or purchase a tray from the cafeteria. A lunch menu is available through the school district's main web site and is posted in the cafeteria. Daily menus are shared during morning announcements. A free or reduced-price lunch and breakfast program is available to those students who qualify.

Applications are available in the school office after the initial distribution of forms.

Parents or students may purchase tickets from the cafeteria any day between 7:30 a.m. and 8:00 a.m. Please make checks payable to Prairie Trail Lunch Fund. If you are sending a check or cash for meals, please do not include any amounts intended for other purposes such as field trips or other school related items. If a student arrives without lunch money, the cafeteria will not loan money, but will give the child milk and vegetables or sandwiches. Additional dessert and snack items are also available at extra cost. Carbonated and caffeine drinks are not permitted at school. If your child has special dietary needs or allergies, please contact the school nurse. Physician documentation will be required.

## **Prices**

Breakfast (7:30 to 7:55 a.m.)	\$1.00
Lunch	\$1.95
Milk Only	\$.60
Adult Lunch/Breakfast	\$2.90/\$1.50

Parents may join their child for lunch on parent visitation day. Please call the office and add your name to the lunch count if you will be eating a school lunch since the cafeteria staff cooks exact amounts to avoid waste.

## **Lunch Schedule**

## **Parent Visitation Day**

Kindergarten:	10:30—11:00	-----	Wednesday
1st grade:	11:00—11:30	-----	Friday
2nd grade:	11:30—12:00	-----	Tuesday
3rd grade:	12:00—12:30	-----	Thursday
4th grade:	12:30—1:00	-----	Monday
5th grade:	1:00—1:30	-----	Wednesday



## **Specials Schedule**

Kindergarten:	2:00—2:45	3 <sup>rd</sup> grade:	9:15—10:00
1 <sup>st</sup> grade:	12:10—12:55	4 <sup>th</sup> grade:	8:15—9:00
2 <sup>nd</sup> grade:	1:10—1:55	5 <sup>th</sup> grade:	10:45—11:30

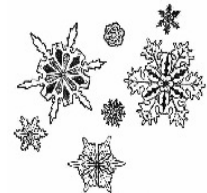
## **Inclement Weather Procedures**

The decision to close school based on inclement weather will be made by 6:30 a.m. School closing decisions are reported to Television Channels:

4(KDFW)            5(KXAS)            8(WFA)            11(KTVT)

Radio Stations:

WBAP (820 AM)	KRLD (1080 AM)	KNTU (88.1 FM)
KPLX (99.5 FM)	KLIF (570 AM)	KVIL (103.7 FM)
KOAI (107.5 FM)		



Late starting due to inclement weather will be reported in the same manner with elementary students reporting at 9:30 a.m. and Middle and High School students reporting at 10:30 a.m. Morning buses will run 1½ hours later than normal for a late starting schedule.

## **School Supplies**

Lists are available in the office and supplies should be replenished as needed. Wrap packs are offered at cost by the PTA with orders taken in May for the next school year.

## **Use of Telephones**



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

## **Forgotten Items**

A bin is provided outside of the main office for important items your child has forgotten at home such as lunches, lunch money, or homework. When bringing such items to school, we request that you check in at the main office where the staff will direct you to place the forgotten items in the appropriate tray for your child's grade level. Please label items with your name and your child's name. Place money in a sealed envelope with the child's name on the outside. Teachers will allow students to go to the bin to retrieve needed items at a time that does not interfere with their learning.



## **Lost and Found**

A lost and found box is located in the hallway behind the library near the Reading Garden exit. If your child is missing articles, please have him/her check the lost and found box. Parents may check for lost items at PTA meetings or whenever visiting the building. Items left in the lost and found box will be removed and donated to charity at the end of each month.

## **Parties**

There will be three parties at school—Winter Holiday, Valentine's Day, and end of the year. Class parties are under the direction of the teacher and hosted by PTA Room Representatives. All party activities must have prior approval of the classroom teacher. There will be no in class birthday parties at any grade level. Children are not to bring invitations for a private party to school. Those children who do not receive invitations do not understand why they are not included. Your child may bring individually wrapped take-home treats for every child in the class. Please consult the classroom teacher regarding special dietary needs and restrictions.

## **Volunteers**

Prairie Trail is fortunate to have the support of an active PTA, involved parents, and wonderful community business partners. Our volunteers support our instructional program in many ways—copying instructional materials, chaperoning field trips, preparing students for UIL competition, maintaining our reading garden, and providing clerical assistance to teachers. If you are interested in volunteering at Prairie Trail, you may contact our PTA Volunteer Coordinator or your child's classroom teacher for more

information on how to become involved. All volunteers in Texas public schools must complete a criminal history background check. You can complete this process on line at: <http://www.lisd.net/employment/volapp.html>. You are encouraged to complete this application if you think you may be involved as a volunteer in any capacity. Volunteer activities may not begin until the application is processed.

### **Field Trips**

Parents will be notified in advance of any activities that will take students off campus during the school day. Parental permission forms must be returned before a student may participate in any Field Trip or off campus activity that occurs during school hours. This permission form can be found at:

<http://www.lisd.net/parents/studentforms/School%20Related%20Absences%20-%20English.pdf>.

### **Pledges of Allegiance and a Minute of Silence**

Texas law requires students to recite the Pledge of allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, mediate or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

## **HEALTH INFORMATION**

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 readmit after rash is gone or with approval of physician)
- Ringworm of the scalp (exclude and readmit after treatment has begun)
- Diarrhea
- Vomiting two or more times in 24 hours (unless a physician feels the cause of vomiting is not an infectious disease or child is in no danger of becoming dehydrated)
- Red eyes with discharge or crusting around eyes (may exclude and readmit after effective medical treatment and approval of physician)

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

There will be no medication of any kind given to the student unless there is written authorization from the parent, signed and dated. Only medications that cannot be given outside of school hours will be administered. All prescription drugs must be in the original prescription bottle with instructions on the label. All other medications must be in the original container as well as accompanied by a parent note with complete instructions for proper and safe administration. Dose and frequency cannot exceed package directions without a physician's order. Medications that will be given for more than 5 days must also have a written physician's order. All medications must be stored and dispensed from the health room. All medications must be brought to and from school by an adult. Unused medications not picked up by an adult at the end of the school year will be disposed of properly.

ALL IMMUNIZATIONS SHOULD BE COMPLETED PRIOR TO ENROLLMENT.

A list of required immunizations can be obtained from your school nurse or from the LISD Student Health Services website at <http://www.lisd.net/healthsvcs/index.html>. 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.

### **Inhalers**

A student with asthma, who has written authorization from the parent, physician, and an administrator, may carry and use this medication. These forms are obtained in the health room. Otherwise, the inhalers will be kept in the health room and administered to the student when needed. Any questions regarding student health, immunizations, or medication should be directed to Mrs. Golab, School Nurse, at 972-350-4003.

### **Bacterial Meningitis**

State Law requires that parents be provided with information on Bacterial Meningitis.

For detailed information on this disease please go to:

<http://www.lisd.net/parents/bacterialmeningitis.html>.

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

**HIPPA** (Health Insurance Portability and Accountability Act) and **FERPA** (Family Education 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 teacher, child nutrition manager, and the school bus driver. Student teachers and 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 requested 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.

Communications 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.

### **Injuries to Students, Parents, Volunteers and Visitors**

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

As a result, Lewisville ISD is not financially responsible for any injury to a student, parent, volunteer or visitor that occurs on any property owned by Lewisville ISD, or while the injured party was under the supervision of the District, unless the injury was the direct result of the District's use of a motor vehicle. If you have questions concerning an injury or property damage that occurred on property owned by Lewisville ISD, please contact the District's Insurance Office at 972-539-1551.

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

1. UIL participants – 7<sup>th</sup> grade through 12<sup>th</sup> grade – Maximum \$25,000 per injury
2. Summer sports camps participants – Maximum \$10,000 injury

Any student that is injured as the result of participating in the above activities is covered on

a secondary basis by a policy purchased by Lewisville ISD. Parents must first file on their own insurance. The District's accident policy will only pay after the parent(s) has filed on their own policy and submits proof.

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

If you have questions regarding the District's UIL/Camp insurance or the voluntary accident insurance available to students, please call the District's Insurance Office at 972-539-1551.

### **Pesticide Information**

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 procedures regarding pest control.

The 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 noncommercial applicator or a technician. Technicians must work under direct supervision of the noncommercial 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 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 the date pesticide or devices were used. The records must be made available to an employee of the Structural Pest Control Board upon request.

### **Asbestos**

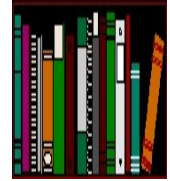
The Asbestos Hazard Emergency Response Act program is administered by the Texas Department of Health. An A.H.E.R.A. management plan with reinspection documentation is available for inspection during normal business hours. The master plan is available at the district administration building.

# ACADEMICS

## **Texas Essential Knowledge and Skills (TEKS)**

TEKS are those state-mandated skills that comprise a well-balanced curriculum. The TEKS provide the core of our curriculum in the LISD. However, curricular programming is not limited to the TEKS. LISD is committed to providing educational programs that will permit all children to develop their abilities and aptitudes to the fullest extent possible.

The Texas Education Code requires student mastery of the TEKS to be closely monitored and the need for remediation determined. The teacher will use a variety of assessment tools/methods to evaluate student mastery of the TEKS.



## **Time Allotments for Instruction**

Daily and weekly class schedules for all students K-5 will provide teachers with sufficient time for students to learn language arts, math, science, social studies, fine arts, health, physical education, technology applications and to the extent possible languages other than English. As part of our health education program, students will participate in 30 minutes daily or 135 minutes weekly of physical activity through physical education class or other TEKS-based structured activities supervised by the classroom teacher.

## **Re-Teach/Re-Test**

Should a student fail to master a TEK, the TEK will be re-taught. After re-teaching, mastery of the TEK will be re-tested.

Documentation of TEKS assessment is kept in the grade book. If a student fails a TEK assessment, the skills will be reassessed after an appropriate period of re-teaching and the retake grade will be recorded.

If the student demonstrates mastery after re-teach/re-test, a grade of 70 is given.

If the student does not demonstrate mastery after re-teach/re-test, the highest grade is used to compute the six weeks grade.



## **Texas Student Assessment Program**

Prairie Trail students will participate in all assessments mandated by the Texas Student Assessment Program. These assessments include the administration of the Developmental Reading Assessment (DRA) for students in K-2<sup>nd</sup>, Texas Assessment of Knowledge and Skills (TAKS) tests for students in 3<sup>rd</sup>-5<sup>th</sup>, TAKS-M or TAKS-Alternative as determined by the ARD committee for students in grades 3-5 receiving special education services, and the Texas English Language Proficiency Assessment System (TELPAS) for students classified as Limited English Proficient (LEP).

The following assessment dates are provided so parents may avoid scheduling appointments during standardized testing:

**Texas Student Assessment Program Test Dates  
2009 – 2010**

<b>1/4 – 4/16/10</b>	TAKS-Alt submission Window
<b>3/3/10 (Wednesday)</b>	4 <sup>th</sup> Grade TAKS Writing 4 <sup>th</sup> Grade TAKS-M Writing
<b>3/8 – 4/9/10</b>	Texas English Language Proficiency Assessment System (TELPAS) Window
<b>4/6/10 (Tuesday)</b>	5 <sup>th</sup> Grade TAKS Math 5 <sup>th</sup> Grade TAKS-M Math
<b>4/7/10 (Wednesday)</b>	5 <sup>th</sup> Grade TAKS Reading 5 <sup>th</sup> Grade TAKS-M Reading
<b>4/27/10 (Tuesday)</b>	3 <sup>rd</sup> and 4 <sup>th</sup> Grade TAKS Math 3 <sup>rd</sup> and 4 <sup>th</sup> Grade TAKS-M Math
<b>4/28/10 (Wednesday)</b>	3 <sup>rd</sup> and 4 <sup>th</sup> Grade TAKS Reading <b>3<sup>rd</sup> and 4<sup>th</sup> Grade TAKS-M Reading</b>
<b>4/29/10 (Thursday)</b>	5 <sup>th</sup> Grade TAKS Science 5 <sup>th</sup> Grade TAKS-M Science
<b>5/18/10 (Tuesday)</b>	5 <sup>th</sup> Grade TAKS/TAKS-M Math (Second Administration)
<b>5/19/10 (Wednesday)</b>	5 <sup>th</sup> Grade TAKS/TAKS-M Reading (Second Administration)
<b>6/29/10 (Tuesday)</b>	5 <sup>th</sup> Grade TAKS/TAKS-M Math (Third Administration)
<b>6/30/10 (Wednesday)</b>	5 <sup>th</sup> Grade TAKS/TAKS-M Reading (Third Administration)

**Homework**

All Prairie Trail students have built-in homework every night. Kindergarten and First Grade students should read or be read to 20 minutes nightly. All other students should read 30 minutes nightly. Teachers can assist by providing supplementary readers for at home reading practice. For students in Fourth Grade and Fifth Grade, it is recommended that Social Studies and Science chapters be re-read and summarized in paragraph form as a homework assignment. In addition there will be weekly spelling words and practice with math skills. We ask for some parental supervision of homework to assure student success.



Homework assignments shall be:

1. appropriate to the student's level of achievement
2. coordinated among the various teachers
3. related to the content/concepts being taught.

**Homework assignments shall not be employed as disciplinary measures.**

## **Grades**

The superintendent or designee shall ensure each campus or instructional level develops guidelines for teachers to follow in arriving at six-week grades for students. These guidelines shall ensure grades reflect student achievement and a sufficient number of grades are taken to support the average grade assigned. Grades shall not be reduced for disciplinary reasons except in case of late assignments, academic dishonesty, or as otherwise permitted by this policy. Guidelines for grading shall be clearly communicated to students and parents.

### **Elementary Guidelines for Grading:**

There will be a minimum of 12 assignments recorded in the grade book for integrated language arts. There will be a minimum of 6 assessments recorded in the grade book for each of the following subjects: mathematics, science/health, and social studies to support any code that is placed on the student progress report each six weeks.

## **Tutorials**

Students are tutored daily during designated study time during the school day. Additionally, students may receive special help during recess. If needed, students may be asked to stay after school on designated days from 3:00 p.m. to 3:45 p.m. for tutoring and enrichment.

## **Progress Reports to Parents**

Report cards will be issued at the end of each six week grading period. A progress report will be sent home at the mid point of each grading period. Parents are encouraged to contact teachers whenever they have questions regarding student progress.

## **Promotion/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.

In addition to the above criteria, students in 5<sup>th</sup> grade must pass the Reading and Math portion of the TAKS Assessment in order to be promoted to 6<sup>th</sup> grade. Parents will receive written notification any time a student does not perform satisfactorily on an assessment required for grade advancement, and students will receive accelerated instruction designed to enable the student to perform at the appropriate grade level.

## **Textbooks**

The student, parent, or guardian is responsible for the proper use and care of textbooks. They will maintain book covers on all textbooks. They are responsible for stolen, lost, or damaged textbooks, instructional materials, and equipment and are required to pay the school for any replacements or fines. Replacement cost will be charged for lost or defaced books, defacing or removing the tracking number or barcode, and lost and damaged equipment.

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.

## **Building Leadership Team**

The Building Leadership Team (BLT), chaired by the campus principal, functions as the guiding force in campus level goal setting and planning. The BLT, representing all segments of the campus and its community, is instrumental in the site-based decision making process, communicating, advising, researching, monitoring, and recommending actions designed to improve student performance. BLT membership is determined by state and district site-based management guidelines.



Every staff member shall be involved in the campus improvement process. If not serving on the BLT, a staff member will be part of an action plan committee that is a sub-committee of the BLT. Each action plan committee is responsible for the development and monitoring of the action plan related to one of the campus performance objectives spelled out in the campus plan of action.

## **Rtl Team (Response to Intervention)/Referral Procedures**

Every elementary campus must have an Rtl Team. When a student is having serious difficulty, the classroom teacher must refer the student to this group of professionals. This committee will make recommendations to the teacher, develop intervention plans, and serve as a pre-referral screening for other special programs.

## **504 Committee**

The 504 Committee is the designated referral/screening committee for the education of handicapped students who meet eligibility guidelines under section 504 of the Rehabilitation Act of 1973. Section 504 Policies and Procedures must be strictly followed.

## **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 informed written 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:

Contact Person: Chellie Adams

Phone Number: (469)713-5980

# STUDENT BEHAVIOR

## **Character Development**

It takes an inward attitude to influence outward behavior, and Prairie Trail teachers and parents have always been proactive in the development of positive character traits such as Courtesy, Honesty, Respect for self and others, Courage to make good decisions, and Goal Setting. Materials from Project Wisdom comprise the core of our character development curriculum and are available for review in the principal's office. While these materials are very helpful, we believe that it is through our daily example in exhibiting positive character that we will be most effective in helping our students to develop these important traits. Messages in morning announcements and classroom activities will focus on the following monthly themes:

August—Creating Success in School  
September—Respecting Ourselves and Others  
October—Making a Difference  
November—Keeping a Positive Attitude  
December—The Gift of Friendship  
January—Overcoming Challenges  
February—Celebrating America's Diversity  
March—Making Responsible Choices  
April—Building Courage and Character  
May—Building a Caring Community  
June—Have a Safe Fun Vacation!

## **General Rules**

1. Students should cross streets at designated crosswalks and enter and exit the building through the main entrance or cafeteria.
2. As a safety precaution, bikes should be walked while on school property during the school day. Students should not skate board, skate, or ride scooters on school property during the school day.
3. Students should enter and leave the building in a quiet and orderly manner.
4. Students are to walk at all times while inside the building.
5. Groups of students are to be escorted by teachers and should move quietly through the halls.
6. Students who arrive early in the morning may bring one stuffed animal or a book to read while they wait for dismissal. All other toys and electronic devices should be left at home. The school is not responsible for personal items. Noninstructional items in use during the school day are subject to confiscation by school personnel and will be returned at the end of the school day. Students are permitted to carry cell phones, but they are not to be visible or in use (audible ringing) during the school day. Students who violate the cell phone policy will have their phones confiscated and the phones will be returned after the payment of a \$15.00 fee per district policy. Repeat offenses of the cell phone policy may result in confiscation of the phone and return at the end of the

- semester after the \$15.00 fee is paid.
7. "Rough-housing" at school will not be tolerated.
  8. **Students involved in fighting or throwing objects such as rocks, dirt, etc. will be sent directly to the principal.** All members of the faculty and staff are requested to correct misbehavior at the time it is witnessed, regardless of who the classroom teacher may be.
  9. Encourage all students to respect property of others, including school property.
  10. We expect our students to respect themselves and others, accepting responsibility for their own behavior.



### **Playground Rules**

1. During the school day, the playground will be used by Prairie Trail students only.
2. Students are reminded to use playground equipment with the highest regard for safety. Teachers **must** enforce this.
3. **Nothing** will be thrown on the playground except balls.
4. There will be no wrestling on the playground.
5. As a safety measure, teachers are **expected to circulate** among students constantly reminding students to abide by rules.
6. Students are sent to the principal for discipline if they inflict bodily injury to another student.



### **Cafeteria Rules**

1. Be polite to others.
2. Always walk.
3. Use conversational voices.
4. Observe quiet time at the direction of the duty teacher.
5. Use appropriate table manners (playing with food or touching other's food is not appropriate).
6. Ask permission before moving about the room.
7. Leave your table area clean and ready for the next person.
8. Milk and juice are available in the cafeteria for lunch. **Cokes are not permitted.**
9. Visitors eating lunch in our cafeteria are expected to model these rules for our students.

### **Dress Code**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Shorts are permitted, if in good taste. Open mesh shirts for boys are not acceptable. Halter tops, midriffs, and spaghetti strap tops for girls are not acceptable. T-shirts that have lettering or designs which insinuate vulgarity, profanity, alcoholic beverages or drugs are not permitted in LISD schools as it is felt that these items interfere with the educational process. The principal has the authority to determine if student dress is appropriate. If the principal determines that a

student is in violation of the dress code, the student will be given the opportunity to correct the problem at school. If not corrected, the Student will be assigned to in-school suspension until the problem is corrected.

## **Bus Rules**

Bus Transportation is provided to all students who live two or more miles from school through Durham School Services. Bus route maps showing bus numbers and approximate pick up times will be posted at school entrances prior to the start of school each year. Additional questions regarding buses or transportation should be directed to Durham School Services at (972)221-4557.

The school bus is an extension of the classroom, and discipline will be administered by the principal with assistance from the bus driver. All school board policies that apply to student conduct and other student related activities apply also to the school bus. Teachers are expected to review the following rules for riding the school bus prior to field trips and school sponsored outings.

### **On the Bus:**

1. Remain seated facing the front of the bus at all times.
2. Keep aisles clear of arms, legs and carry-on items.
3. Keep arms, hands, head and feet inside the bus.
4. Get the driver's permission to open or close the windows.
5. Keep food and drinks in your backpack or lunch bags.
6. Avoid distracting the driver.
7. Keep your hands, feet and objects to yourself.
8. Talk quietly.
9. Do not use radios or other audio equipment.



### **Getting Off the Bus:**

1. Beware of the bus danger zones. If you can touch the bus when walking beside it you are too close and the driver can't see you.
2. When approaching or leaving the bus, always cross in front of the bus where the driver can see you.
3. Wait for a signal from the driver before crossing the street.
4. If you drop something, ask a safety patrol student or adult to get it for you. **DO NOT EVER GET IT YOURSELF!**

STUDENTS WHO REGULARLY RIDE THE BUS WILL BE ISSUED A SCHOOL BUS RIDER'S SAFETY HANDBOOK BY DURHAM TRANSPORTATION.

## **Student Code of Conduct**

The rules and guidelines in the section are intended to conform to the Lewisville ISD Student Code of Conduct. A complete copy of the LISD Student Code of Conduct can be found by accessing the LISD main web page at: <http://www.lisd.net/> . Click on the Parents/Students heading at the top, then click on Code of Conduct on the drop down

menu, and then click on the student code of conduct bullet point.

### **Nondiscrimination Statements of Assurance**

Lewisville ISD does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Mr. Brant Buck, Assistant Superintendent for Student Services, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Dr. Paula Walker, Director of Special Education, has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973 and the requirements of the Americans with Disabilities Act.