

**STUDENT HANDBOOK  
STEWART'S CREEK ELEMENTARY  
2009-2010**

Principal: Lea Land  
Assistant Principal: Amy Teddy

**WELCOME**

Welcome to Stewart's Creek! The Stewart's Creek staff is dedicated to your education. You are very important to us. We care about your academics, social growth, and safety. We are proud to be a Recognized school, and you are a part of it.

For this year to be successful, we must work together: students, parents, teachers, and other staff members. Educational success depends upon a strong partnership between home and school, but above all, a desire from you to learn and strive for a fulfilling life based upon good character.

Six pillars of character we practice at Stewart's Creek are Trustworthiness, Respect, Responsibility, Fairness, Caring and Good Citizenship. These six core ethical values are fundamental to both academic success and well-being. Practicing these traits daily makes school enjoyable and contributes to a rich learning environment.

Your Principal and Friend,  
Lea Land

**MISSION STATEMENT**

Stewart's Creek Elementary School is committed to excellence in education and to meeting the needs of every individual, while providing a safe, caring, and respectful learning environment.

We, as a partner with students, parents, and community, are dedicated to providing a strong academic foundation, encouraging lifelong learning, and helping our students to lead productive lives.

**GOALS**

1. Increase school attendance and punctuality.
2. Achieve academic success for all.
3. Build appropriate peer interaction skills.
4. Increase participation in class and school activities.
5. Maintain excellent communication with parents.

**SCHOOL MOTTO AND MASCOT**

"Touching and teaching today's minds for tomorrow" is our motto. Our mascot is the STALLION, and our school colors are **blue and white**.

**GENERAL INFORMATION**

Office Hours 7:45 a.m. – 4:00 p.m.  
Office Phone 469-713-5960 - Fax # 972-350-9145  
Extended School Day 972-350-1248

**SCHOOL HOURS**

Pre Kinder: 8:00 a.m. - 11:00 Morning Class  
12:00 p.m. – 3:00 p.m. Afternoon Class  
Grades K –5: 8:00 a.m. – 3:00 p.m.  
Extended School Day (ESD): 3:00 p.m. – 6:30 p.m.

**LUNCH / RECESS**

Kindergarten: 10:30 - 11:00 / 11:00 - 11:30  
1<sup>st</sup> Grade: 11:00 - 11:30 / 11:30 - 12:00  
2<sup>nd</sup> Grade: 11:30 - 12:00 / 12:00 - 12:30  
3<sup>rd</sup> Grade: 12:00 - 12:30 / 12:30 - 1:00  
4<sup>th</sup> Grade: 12:30 - 1:00 / 1:00 - 1:30  
5<sup>th</sup> Grade: 1:05 – 1:35 / 1:35 – 2:05

**ART/MUSIC/P.E. SCHEDULES**

Kindergarten: 12:30 – 1:15

1 <sup>st</sup>	1:20 – 2:05
2 <sup>nd</sup>	9:45 – 10:30
3 <sup>rd</sup>	11:05 – 11:50
4 <sup>th</sup>	8:15 - 9:00
5 <sup>th</sup>	2:10 - 2:55

## APPROPRIATE BEHAVIOR

Parents and staff share the responsibility of training and modeling appropriate social skills throughout the year. Students must always respect the rights of others and are not allowed to interfere with the learning process. The ultimate goal of behavior management is student self-discipline.

Teachers use many resources and present students with various options for behavior improvement. Students will be encouraged to make good choices concerning their behavior. Teachers are responsible for their students. However, persistent, inappropriate behavior may be brought to the attention of the administration for student placement as deemed necessary.

Students will be given classroom rules. We ask parents to go over these rules with their students to reinforce school expectations, which are the following:

1. Listen to and follow directions.
2. Keep hands, feet, and objects to yourself.
3. Respect the rights and property of others.
4. Maintain calm and quiet in the hallways, restrooms, and cafeteria or wherever noise may interfere with others.

## ARRIVAL AND DISMISSAL

Students go to the classrooms at 7:45 a.m. Afternoon dismissal time is 3:00 p.m. All students will leave the school building and grounds promptly at 3:00 p.m. unless meeting with a teacher for tutoring or other meetings. Staff members supervise the outside of the building until approximately 3:15 p.m. daily. The school grounds should be cleared by that time. Students are not allowed to play on the playground equipment during dismissal nor re-enter the building.

## ATTENDANCE

The Lewisville Independent School District (LISD) recognizes the significance of attendance as it relates to student achievement and learning. Each absence is a loss that cannot be recovered. Absences fall into two categories, **excused** and **unexcused**. Excused absences include, but are not limited to, personal illness, illness or death in the family, weather or road conditions that make travel dangerous. Unexcused absences include truancy/skipping school, vacation time, baby-sitting, etc. According to Senate Bill 1, students must be in attendance 90% of the year in order to receive credit for that year.

The attendance committee, made up of a school administrator, counselor, school nurse, and teacher will hear petitions for class credit from students with less than 90% attendance.

### Absence Notes

Upon returning to school from any absence, the student must submit a note with the date(s) and nature of the absence and signed by the parent/guardian. A signed note with the student's name, grade level, and teacher's name is required even if the parent or guardian has called in the absence. This is in compliance with district policy and state law.

Absences will be considered unexcused until the note is received from the parent/guardian. The note must be received within three (3) school days after the student returns. The school will accept 3 notes for illness from parents/guardian for the year. Any more excused absence request will need to come from a physician or you may have the school nurse give a recommendation.

If possible, call the school prior to the absence of your child. Please leave the following information on the answering machine: student's name, grade level, teacher's name, reason for absence, and date (s) of absence.

If a student is checked out of school before the 3:00 bell, the early release will be counted as part of truancy.

### Excessive Absences

Although students should not attend school when they are sick, it is the parent's legal responsibility to see that children attend school whenever possible.

Students who are frequently absent often have difficulty in school. If a student is absent three or more days, parents are to provide a physician's note. Extensive absences, which cannot be excused by the school attendance committee, may result in retention or legal action.

### **Tardiness**

Prompt arrival at school is extremely important. The first few minutes of the day are important for organizing, getting out homework assignments, reviewing previous lessons, sharpening pencils, etc. When a student is late or has to rush to get ready for the remainder of the day, pertinent information can be missed.

Students arriving tardy to school will report immediately to the office before entering the classroom. The student will receive a tardy slip to give to the teacher. The tardy bell is at 8:00 a.m. Excessive tardiness results in impeding compulsory attendance and must be reported to legal authorities. Students are counted absent after 9:30 a.m.

### **Make -up Work**

Students are expected to complete assignments and class work missed due to absences. At least a one day delay for each day of absences will be allowed for turning in make-up work. Students are responsible for gathering all missed assignments and making up the work within the specified time, but if more time is needed, please consult the teacher as soon as possible. When students must be absent for an extended period, parents may request make-up work by calling the school office, preferably in the morning. Teachers will gather assignments by 3:00 p.m. for parents or other students to pick up

### **Early dismissal for appointments**

Rules for early dismissal before 3:00 p.m. are maintained in the interest of our students' safety. Parents must come to the office to request that a student be released early. Teachers are not allowed to release students directly to parents. Office personnel will call the student to the office, and the parent will sign the student out before leaving the building. Students will be released only to the person whose name appears on the enrollment card unless a parent's authorization is received in writing. Early dismissal is considered an absence and is part of the attendance policy. **PHOTO IDENTIFICATION IS REQUIRED FOR EARLY RELEASE.**

## **BREAKFAST**

Any student may participate in the breakfast program. Breakfast will be served from 7:30 a.m. to 7:50 a.m.

## **BICYCLES AND SCOOTERS**

Students may ride their bikes to and from the school campus. The bicycle should be locked at the bike rack and will remain the responsibility of the student. The parent can make a report of a stolen or damaged bike, but the school will not be liable for the loss or damage of the bicycle. All bikes must be walked while on school grounds and on the crosswalks. There should be only one rider per bicycle, and all riders should follow the same safety rules as walkers. Any violation of bicycle safety rules could result in the loss of bicycle privileges.

## **BIRTHDAY CELEBRATIONS**

Parents may send cupcakes or cookies for students' birthdays. Parents are to leave the treats in the office or take them to the classroom before class begins at 8:00. Parents are not to distribute the treats to the students. Any dessert that requires a plate or fork are not allowed. The teacher will distribute the birthday treat at the appropriate time for the least distraction to academics. No treat with a peanut product is allowed.

Students will sit on the stage during their birthday month to celebrate. The birthday child may invite one friend to sit with him/her at the birthday table. The child will receive a cookie and pencil. The friend will receive a cookie.

Students are given a birthday ribbon on the morning announcements on the day of their birthday. Birthdays falling on the weekend will be on announcements on the following Monday.

## **BUILDING LEADERSHIP TEAM**

Stewart's Creek Elementary School has a Building Leadership Team composed of teachers, parents and community members. Teachers are elected representatives of the staff, and parents are appointed from a list of

volunteers. The B.L.T. is the site-based decision-making group for our campus, and its members provide input to the principal for direction, goals, and school-wide improvement issues.

### **COMMUNICATIONS/CONFERENCES**

Parent awareness and involvement are essential to student success. It is extremely important that you talk to your child about his/her learning, successes, and failures at school. Teacher conferences should be scheduled with your child's teacher if questions arise. Please read all information sent home. If you are not receiving information weekly, please notify your child's teacher. Parent conferences are scheduled for October 6<sup>th</sup> and 8<sup>th</sup> between 3:15 and 8:00.

### **COUNSELING**

The counselor at Stewart's Creek Elementary is available to students for academic as well as personal counseling.

### **DRESS CODE GUIDELINES**

The following statements are presented for parents and students who feel a need for a point of reference in regard to student dress:

- All students must be clean and neatly groomed.
- Students' hair should not create a distraction.
- Students may not wear facial jewelry or facial decoration.
- Clothing that the professional staff deems inappropriate or offensive for school shall not be allowed: i.e., among, but not limited to, split sides, see-through clothing, halters, midriffs, fishnet tops, tank tops, bike shorts, or pants not worn at the natural waistline.
- Students may wear shorts that are at least the student's arm length.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in school, including, but not limited to: drugs, obscenities, profanity, tobacco, alcohol, suggestive slogans or perceived to be vulgar.
- No hats, sweatbands, or bandanas shall be worn in the school building.
- The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment.

### **DRUG AND ALCOHOL POLICY**

The possession, use or sale of any illegal drugs or alcoholic beverages on campus, at school-sponsored activities, or a student coming onto the campus or attending a school-sponsored activity under the influence of an illegal drug or alcohol will not be tolerated. Any such incident will bring prosecution to the full extent of the law, and the student could be suspended with loss of credit or expelled for the remainder of the semester year.

### **EMERGENCY FORMS**

All parents shall complete an emergency card for each student, which includes the current home or work numbers in case of emergency. This is also necessary as it gives parental consent to school officials, as provided by law, in case the student may need emergency medical treatment. It is essential that the campus always have an updated emergency home number.

### **GRADES/PROGRESS REPORTS**

Grades in all subjects shall be reported to parents and students at the end of each six-week reporting period. At the end of the first three weeks of a grading period, teachers will provide notice of progress to the parent or guardian of a student whose grade average is lower than 70 percent or whose grade is borderline in the classroom. A parent may, at any time, inquire about the student's progress through a parent/teacher conference, telephone call, or written note. The grades are also accessible on the LISD website. You must contact the teacher for the student access code.

### **INCLEMENT WEATHER PROCEDURES**

The decision to close Lewisville schools because of inclement weather will be made by 6:30 a.m. School closings will be reported to local radio and television.

### **LIBRARY**

Students will be expected to pay for lost or damaged library books or other library materials. Please observe the check-in dates on all books and materials.

## **LUNCH**

Students will have a 30 minute lunch period. Money may be deposited on the lunch account in person or by the online meal payment plan at the LISD website. Students who forget or lose their lunch or lunch money will be provided a substitute lunch for that day only.

## **PARENTS AND VISITORS**

We always welcome parents and visitors in our school. In the interest of preserving instructional time for teaching and learning and in the interest of safety, certain procedures must be followed. All parents and visitors must report to the office and sign in upon entering the building. All parents, visitors and volunteers will be required to wear a badge while in the building during school hours. This procedure helps staff members know whether each person is authorized to be in the building and helps to protect our students from unauthorized access. Parents, never go directly to a classroom without checking in at the office. **Conferences with teachers are welcome, but appointments should be made in advance so as to avoid interfering with instructional time.**

## **PERSONAL PROPERTY**

Student should mark all personal items with proper identification. The school is at no time responsible for personal possessions brought to school. Toys, electronic devices, gum, or candy should not be brought to school unless permission has been given by the teacher. These items should be kept secured in the classroom and not brought out into the hallways or surrounding areas of the building. Weapons, toy weapons, or any item resembling a weapon must not be brought to school. Any items of this nature brought to school will be held in the office, and appropriate action will be taken.

Following LISD policy, Stewart's Creek Elementary will not allow students to use cell phones during school hours. Cell phones may be stored in the lockers and turned off. If the cell phone is not in the locker turned off during school hours, the phone will be confiscated. Parents/guardians must retrieve the phones from the office after paying a \$15 fine.

## **PROMOTION/RETENTION**

To be promoted from one grade to the next, a student must master the Texas Essential Knowledge and Skills for that grade level. A minimum mastery level of 70% must be documented in language arts, mathematics, social studies, and science.

Third grade students must pass the TAKS reading and the fifth grade students must pass the TAKS reading and TAKS math to be promoted to the next grade level by state law. A grade placement committee makes the final decision for promotion.

## **PTA**

Stewart's Creek PTA has a goal for this year to have 100% membership and encourages all parents to attend monthly meetings on the third Thursday of the month at 7:00 p.m. in the Stewart's Creek cafeteria.

## **TELEPHONES – INTERRUPTIONS**

The Board of Trustees of LISD has adopted a policy limiting interruptions of classes during the school day. Special instructions should be given prior to your child's arrival at school. Emergency calls must be received at the office. Please do not ask your student to call you at the end of the school day for special instructions.

## **TEXTBOOKS**

Textbooks are provided by the State of Texas for student use. At the beginning of the school year, your child's books will be issued to him/her and should be covered at all times with book covers. Students will be responsible for any books that are lost or damaged. Replacement books will not be issued until payment has been received for the lost or damaged books. If a book is found, refunds will be given. However, refunds will not be made after the end of September for books lost and paid for the previous school year.

## **LISD HEALTH SERVICES INFORMATION**

The health services department fulfills a variety of responsibilities including direct care of the ill or injured, control of communicable disease, and providing a broad range of appraisal, educational and health counseling services. Registered nurses provide or supervise routine and special services.

### **Health Appraisal and Screening**

Vision and hearing screenings are routine for new students and grades Pre-K, K, 1, 3, 5, 7, and 9 by referral. Screening for spinal, respiratory, blood pressure, dental, growth neurological, skin scalp, color vision, eye and ear problems may also occur.

#### Medications, Treatments, and Procedures

Information and minimum requirements

*The parent or guardian must always provide:*

- A written request and information including student name, name of drug, date, instructions, and signature.
- Permission for RN and legal prescriber to consult if requested.

*The prescribing physician or other legal prescriber:*

- Must have prescriptive authority in the State of Texas
- Provide an annual written order and signature for some requests (consult your school nurse for clarification).

*All medications (and treatments or therapies):*

- Must be current, in the original container, and labeled with the student's name and the name of the drug.
- Must be approved by and consistent with FDA recommendations or standards of care.
- Must be prescribed for or necessary for administration during school hours.
- Over-the-counter medications will require a prescription from a State of Texas legal prescriber after five (5) days.
- Injections must be essential for the safety or well-being of the student. Allergy shots will not be given.
- Indications and direction in PDR will be used as guidelines for administration of meds.

*School employees will:*

- Give the med or therapy at the least disruptive time as close to the prescribed schedule as possible.
- Not administer a drug or therapy if it is contradicted or without appropriate information and permission

**The following types and categories of drugs and therapies will not be administered:**

Vitamin and nutritional supplements; experimental medication or therapies; doses in excess of recommended or recognized limits; remedies of unknown content and/or benefit; homeopathic, naturopathic, or herbal remedies; or out-of-date medications; or medications or therapies prescribed for another individual.

## ILLNESS OR INJURY

**Current emergency numbers are essential**

- School personnel provide temporary care in the absence of a registered nurse.
- Transportation is not available other than that which is usually provided.
- Emergency Medical Services will be called if indicated
- The LISD is not responsible for the cost of medical, dental, or emergency care.
- Attendance is not permitted when: severity of condition contraindicates attendance; with evidence of communicable disease; with vomiting diarrhea, rashes, or temperature of 100.4 F or more.

## Immunizations

All immunizations must be completed or on schedules prior to starting school. [www.lisd.net](http://www.lisd.net)

The school nurse must approve any exceptions to requirements. Physician, school, or health department records are acceptable proof of immunizations.

- Texas State Law requires current and age appropriate immunizations for:
- Diphtheria, Pertussis, Tetanus, Polio, Measles, Rubella,
- Mumps, Haemophilus, and Hepatitis B.
- Requirements change from time to time (Chickenpox was added in 2000).
- Tuberculosis testing is required for students entering from any foreign country.
- Medical and religious exemptions have special rules.

## ENVIROMENTAL INFORMATION

The Texas Department of Health oversees the AHERA (Asbestos Hazard Emergency Response Act) Program while the Texas Structural Pest Control Board oversees the IPM (Integrated Pest Management) Program for Texas schools. Written notification of programs is required by both agencies for parents, teachers, and other employees.

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 the facility. Information on the times and types of applications is available upon request.