

Valley Ridge Elementary

Student Handbook 2009-2010



Jaguar Pride! Welcome to Valley Ridge!

I want to take this opportunity to welcome all new and returning students to Valley Ridge Elementary. The faculty, staff and I are looking forward to working together with you during the upcoming year.

As a faculty and staff, we anticipate with high expectations the growth and development of our Valley Ridge students. Our goal is to create a caring, positive learning environment in which all students can grow physically, emotionally and intellectually.

With a highly qualified faculty, a wonderful facility, involved parents and hardworking students, there is no limit to what can be accomplished toward having every Valley Ridge student reach his or her full potential.

We hope the following information will answer many questions.

Mrs. Charlotte Cauthen
Principal

Valley Ridge Facts:

Valley Ridge Elementary School
1604 N. Garden Ridge Boulevard
Lewisville, Texas 75077

Motto: "Spotting Jaguar Excellence"

Mission Statement

The mission of Valley Ridge Elementary is to maintain a caring, safe, and effective environment that promotes learning and maximum achievement. The school climate will support opportunities that encourage self-esteem, a personal commitment to accepting responsibility, and higher order thinking skills, such as the ability to reason and solve relevant problems. These characteristics prepare all students to function as productive citizens. Our goal is for all our students to **BE RESPECTFUL, BE RESPONSIBLE AND DO THE RIGHT THING** while receiving an excellent education.

School Colors: Teal and Silver
School Mascot: Jaguar

Principal: Mrs. Charlotte Cauthen
Assistant Principal: Mrs. Susan Heintzman

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2009

July - August

- Holiday
- Teacher In-Services/ Workday
- Early Release All Schools
- High School Early Release
- () Six Weeks begins/ ends
- [] Nine Weeks begins/ ends
- # Bad Weather Day

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
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August						
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September						
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October						
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November						
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29	30					

December						
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

2010

January - June

First Semester
Aug. 24 - Jan. 14: 87 days

Second Semester
Jan. 19 - Jun. 9: 93 days

Early Release Times:
High: Noon
Middle: 12:30 PM
Elementary: 1:30 PM

January						
S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

February						
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12	13	14	15	16	17	18
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26	27	28	29	30		

March						
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April						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- AUGUST**
17-21 Teacher In-Services
24 First Day of School
- SEPTEMBER**
7 Holiday: Labor Day
- OCTOBER**
12 Holiday: Columbus Fair Day
23 High School Early Release
- NOVEMBER**
23-27 Holiday: Thanksgiving
- DECEMBER**
21-31 Winter Break

- JANUARY**
1-2 Winter Break
4 Students Return
14 Early Release
15 Teacher Workday
Student Holiday
18 Holiday: MLK Jr Day
- FEBRUARY**
15 Holiday: President's Day
- MARCH**
15-19 Spring Break
26 High School Early Release

- APRIL**
2 Holiday: Good Friday
5 Holiday: (Bad Weather Day)
- MAY**
31 Holiday: Memorial Day
- JUNE**
9 Early Release
10 Teacher Workday (Bad Weather Day)

LISD Indement 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 4 (KDFW), 5 (KXAS), 8 (WFAA), 11 (KJTV), 22 (KJRH) and 39 (KRTX) along with radio stations WSAP (820 AM), KWRD (103.7 FM), KHIS (106.1 FM), KLF (97.0 AM), KPUG (95.5 FM), KRLD (100.0 AM) and KVLT (93.7).

If needed, late start times due to inclement weather are as follows: Elementary - 8:30 a.m.; Middle School and High School - 10:30 a.m. Morning buses will run 1-1/2 hours later than normal when start times are changed due to inclement weather.

2009 – 2010 VALLEY RIDGE ELEMENTARY FACULTY & STAFF
School # 469-713-5982 Fax # 972-350-9155

PRINCIPAL Charlotte Cauthen
ASST. PRINCIPAL Susan Heintzman
SECRETARY Susan Boutilier

ATTENDANCE Katy Sinclair
OFFICE CLERK Candy Reynolds
NURSE Renee Cohen

TEAM LEADER **

KINDERGARTEN **ROOM #**
Robin Cain ** **118**
 Betsy Coe 120
 Julie Dawes 123
 Kandace Kaufman 121
 Amy Rochelle 115
 Kelly Walker 122
FIRST GRADE
 Karen Brooks 131
Jill Kiley ** **129**
 Ashley Laird 130
 Christine Miyazono 132
 Sara Hardin 133
 Shannon Widney 128
SECOND GRADE
 Stacy Baumgardner 136
 Debbie Campbell 140
Linda Fein ** **142**
 Veronica Garcia 141
 Kellye Self 138
THIRD GRADE
 Shelly Bailey 114
 Susan Carnes 221
 Kelly Darnell 116
Peggy Pitts ** **219**
 Fran Schmid 222
 Andrea Souders 220
FOURTH GRADE
Jennifer Barentine ** **205**
 Tamara Hoover 206
 Cindy Kincaid 204
 Daphney Poole 201
 Robyn Rucker 215
 Terra Tallas 203
 Virginia Treasure 213
FIFTH GRADE
 Cindy Beach 208
 Jamie Chong 211
Leslie Nacke ** **210**
 Brenda Sorensen 209
 Tracy Wright 207
ESL
 Valorie McGilvra 112
 Holly Burnett (aide) 112
 Elizabeth Gamber (aide) 112
LEAP
 Jamie Patton 126
MTA
 Lynnette Williams 214

COMPUTER LAB **ROOM #**
Pat Turner ** 137
COUNSELORS
 Jacqueline Boisvert 309
 Kathleen Nutt ½ time 217
 Counselor Classroom 217
ART
Lynn Luck ** **255**
LIBRARY
 Janet Baria Library Office
 Karri Olinger (aide) Library
MUSIC
 Michael Chandler 308
PHYSICAL ED
 Theresa Downs 312
 Angela Cross (p.m.) 312
 Vincent Hooper (a.m.) 312
SPANISH
 Carolee Doty 110
AVLS
 Anna Anderson 134
 Connie Breitwieser (aide) 134
FLS
 Beth Hall 200
 Diane Cade (aide) 200
 Donna Glenn (aide) 200
 Mayce McKinney(aide) 200
PPCD
 Eugenia Kirk 135
 Cheryl Wells (aide) 135
RESOURCE/SSS
Sue Davis ** **125**
 Rachel Horace 124
 Kristy Galey (SSS Aide) 124
SPEECH
 Lynsay Houchen 212
 Janet O'Malley VRE Mon & Wed 310
DIAGNOSTICIAN
 Laura Zeller VRE Mon, Wed, 1/2 Fri 311
OT/PT
 (OT) 216
 Jayne Sconzert (PT) 216
CAFETERIA
 Tina Miller
 Reyna Cano, Michael Garrett, Carolyn McEvoy, Maria Pena
CUSTODIAN
 Jesse (Lead Custodian)

2009-2010 Testing Calendar

Month	Date(s)	Test
September	Sept. 8 – Oct. 5	DRA – BOY 1 st and 2 nd
	Sept. 28 – Oct. 16	MATH – BOY Universal Screening – K, 1, 2
October	Oct. 5 – Nov. 2	DRA – BOY Kindergarten
January	Jan. 4 – Apr. 16	TAKS-Alt. Assessment Window
	Jan. 4 – Feb. 5	DRA – MOY K, 1, 2
	Jan. 25 – Feb. 12	MATH – MOY Universal Screening – K,1,2 (If needed)
Jan. – Mar	Jan. - Mar	NAEP Assessment (possible)
March	Mar. 3	TAKS and TAKS-M – 4th Writing
	Mar.8 – Apr. 9	TELPAS Window
April	Apr. 6	TAKS and TAKS-M – 5th Math
	Apr. 7	TAKS and TAKS-M – 5th Reading
	Apr. 27	TAKS and TAKS-M – 3rd and 4 th Math
	Apr. 28	TAKS and TAKS-M – 3rd and 4 th Reading,
	Apr. 29	TAKS and TAKS-M – 5th Science
May	May 3 – June 2	DRA – EOY K - 5
	May 10 – 28	MATH – EOY Universal Screening K, 1 (If needed)
	May 20	MATH – Region IV Assessment Gr. 2
	May 18	TAKS – 5th Math <i>Retest</i>
	May 19	TAKS – 5th Reading <i>Retest</i>
June	June 29	TAKS – 5th Math <i>Retest</i>
	June 30	TAKS – 5th Reading <i>Retest</i>

www.tea.state.tx.us

Click on the above link to access the TEA website.

KEY

BOY – Beginning of the Year

MOY – Middle of the Year

EOY – End of the Year

Required Information for Student Enrollment

Copy of birth certificate, copy of social security card, original health record, copy of records request for transfer students, copy of any pertinent legal documents, and proof of residence are needed for registration. (A person who knowingly falsifies information on an enrollment form or submits false documents is subject to civil and criminal penalties. Tex. Educ. Code 25.001(h) and Tex. Penal Code 37.10)

Daily School Schedule

Instruction Time

All Grade Levels: 8:00-3:00

PPCD: AM class – 8:00 to 11:00; PM class– 12:00 to 3:00

Arrival and Dismissal Times

All grades K thru 5: 7:50 AM – 3:00 PM

Arrival Schedule

Students should plan to arrive between 7:50 and 7:55 AM. **The building opens at 7:30 AM for students eating breakfast. There is only one teacher on duty outside in the front of the building from 7:30-7:55 AM. Students must NOT arrive at school before 7:30 AM because there will be no supervision. If a student arrives after 7:55 AM, there is no outside supervision.**

7:30 AM: Bell to allow students eating breakfast and students arriving early to enter the building to go to the cafeteria and gym.** Unless your child is eating breakfast, we request that you arrange to have them here at school no earlier than 7:50 AM.** Students who must arrive before 7:50 AM may wait in the cafeteria (grades K-2) and in the gym (grades 3-5), where they may read or visit quietly with friends under the supervision of two staff members in each supervised area.

7:50 AM: First bell to allow students to go to their classrooms.

7:55 AM: Warning bell alerts students to go to class.

8:00 AM: *****Tardy bell: students should be in their classroom. Students will be counted tardy if not in their classroom by the 8:00 AM bell. *** The security doors automatically lock at 8:00 and students will report to the main office to receive a tardy slip.** Tardy issues result in the loss of precious instructional time. Teachers use the first part of the day for review of concepts and for the instruction of new ones. Morning announcements cover important information for that day, special recognitions, and upcoming events.

Dismissal Schedule

2:40 PM: Bell to allow ESL students who are picked up by buses to be dismissed from their classrooms.

2:55 PM: Students who are picked up by daycare buses and Durham buses are dismissed from their classrooms.

2:50 PM: Kindergarten students are lined up in the hallways.

2:55 PM: Kindergarten students are walked to the front of the building.

3:00 PM: Bell to allow 1st- 5th graders who are car riders or walkers to be dismissed.

During dismissal, staff members supervise all students. Upon dismissal from school, please assume responsibility for your child. Call the school office before 2:30 PM if you must get a message to your child prior to dismissal. Arrange for the student to be picked up promptly or instruct student to walk home. If you have several children at Valley Ridge, please arrange with them to establish an OUTSIDE meeting place after 2:55 PM. Unless students are with a specific teacher, they should not remain in the school building after 3:00 PM. PLEASE DO NOT REQUEST THAT THEY BE ALLOWED TO REMAIN AT SCHOOL TO WAIT ON OLDER BROTHERS OR SISTERS, AS WE DO NOT HAVE PERSONNEL TO SUPERVISE THEM. An Extended School Day Program is available for students unable to be picked up by 3:15 PM. Information may be obtained by calling the LISD Community Education Department at 469-713-5997.

Valley Ridge Parking Lot Procedures

General Procedures for Arrival and Dismissal

- For safety reasons, we ask that all parents who walk their child to school or meet their child at dismissal time leave their pet at home. Even a mild mannered animal can be a safety issue if alarmed or hurt. Also, many children have allergies and/or fears of some kinds of pets. No pets are to be in the building or on open school grounds.
- Cars are to pull up as far as possible before allowing students to exit or enter the car.
- Please do not cut through cones, unless guided to do so by the parking lot attendants.
- Please do not pull out and around the cars in line. There may be pedestrians crossing in the crosswalk at that time and we want to keep them safe.

- Do not drop off or pick up students from the parking lot. This may cause others to be blocked in and is a safety hazard for students walking through the parking lot.
- In order to keep all students safe, everyone must use the crosswalk to cross the drive. Do not walk through the cars in the car loop.
- Park only in parking spaces in the parking lot.
- Handicapped parking spaces are designated for only those with a handicap tag. Drivers of cars with handicap tags are not to drive forward through the parking space to exit. This endangers others who may be walking through the crosswalk.
- We will try to keep the flow of traffic moving, but please understand that we do need to allow for parents and students to cross at the crosswalk at various times.

Afternoon Dismissal Procedures

- During afternoon pick-up, please have your yellow visor sign with your child's last name on your visor and visible when you pull up to the curb.
- Students in grades K-2 are to sit in grade level lines on the concrete under the covered area at the front entrance of the building.
- Students in grades 3-5 are to sit on the concrete under the covered area on the left side of the building near the cafeteria doors.
- If siblings fall into both of the K-2 and 3-5 categories, the parent may determine which drive-through loop (front or side) to pick up the children. The older student will need to either join his/her sibling in the appropriate line OR pick-up the younger sibling in the front of the building to escort him/her to the proper location on the side loop area of the building.
- A teacher will call out your child's name to help alert the students of your arrival.
- Students on the side loop may not walk past the bike racks to enter their car. (This will keep the line from backing up.)

Additional Dismissal Procedures

Bus/Daycare Riders:

- Students will be walked to the buses at 2:55.
- Bus students will go directly outside to meet their bus. If the bus has not arrived, the students will sit in a line on the basketball court until it gets here. (The teacher on duty outside will monitor these students.)
- Daycare students will go directly to the gym and sit quietly in line by their designated cone. They may read a book while waiting. We will not expect silence while waiting, but will encourage quiet visiting.
- On rainy days, students will sit in bus lines along the inside gym walls if the buses have not arrived. Students will walk directly to buses if they have arrived.
- There will be one teacher on duty outside to monitor the bus students and the daycare students when they are dismissed to the vans.
- There will be 2 teachers on duty in the gym. One teacher will be positioned at the gym door to monitor the students walking to their bus or van.

Walkers and Bike Riders:

All students who walk home will be escorted out of the building through the cafeteria doors. If the students need to meet parents or other students with whom they walk home, they may meet near the bike rack on the concrete area. As soon as they have met, they are to walk off the campus at designated crossing areas where crossing guards, etc. are posted. No student is to walk through any parking lot without an adult accompanying him or her. Students are not to play on the grass or around the trees on school property at dismissal time.

Students who ride their bikes to and from school are to walk their bikes at all times while on school property. Students are encouraged to lock their bikes onto the bike racks, as the school is not responsible for any damage or theft of a bike. Scooters, rollerblades, and shoes with rollers are also not to be used on school property.

ESD and Clubs:

All ESD students and those staying for any clubs will be dismissed at 3:00. They are not to leave with bus students for any reason. Also, during after school-hours, ESD students are not to return to their classrooms to get supplies, books, or homework that they have previously forgotten.

Attendance

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent

should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Each is discussed in the following sections:

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class will be considered in violation of the law and subject to disciplinary action.

A school-aged student deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year. Or
- Is absent on three or more days or parts of days within a four-week period.

We wish to notify you that according to Education Code: “any students who fails to attend school without an excuse for ten or more days or parts of days in a six-month period in the same school year, or on three or more days or parts or days within a four-week period, the student’s parents are subject to prosecution under Education Code 25.093 and the student under Code 25.094.”

Attendance for Credit

To receive credit in a grade level, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit. The attendance committee will discuss retention based on reasons for the absences and overall student achievement.

Parents can help their children succeed by ensuring regular and punctual attendance. Family field trips or vacations during school days are discouraged and will be unexcused, unless otherwise approved by the principal. Please do not plan vacations during the school calendar.

Students must have no absences in order to be eligible for perfect attendance for the school year.

Absence Guidelines

Please notify the school of last minute student absences by calling the front office before 9:30 AM. Along with this phone call, a written explanation of the reason for the absence is required within three days of when your child returns to school, in order to be excused. Failure to provide this written documentation will result in the absence being recorded as unexcused and the student receiving a zero for the work done on the missed days. A doctor’s note may be required for extended illness. A student’s work for the day may be requested when the parent calls in the absence.

Please note that any child coming in after 9:30 AM will be counted absent unless a note from a doctor’s office is presented.

An excused absence is one which results from personal illness, death in the family, quarantine, weather or road conditions making travel to school dangerous, or a religious holy day when it is a tenet of your faith.

Planned absences must get prior approval by the principal. Therefore, notes for planned absences must be received by the attendance clerk at the earliest possible date (not later than 3 days) prior to the planned absence. A planned absence without prior approval will result in the absence being recorded as unexcused and the student receiving a zero for the day/s missed.

Reminder: Lewisville ISD does not participate in “Take Your Daughter/Son to Work Day.” If a student is absent for this reason, it will recorded as unexcused and a zero will be received for all of the day’s assignments.

Tardy Guidelines

It is very important for all students to be in their classrooms at 7:50 AM so that they will be prepared and ready for the day by 8:00 AM. Students arriving after 8:00 AM are tardy and will need to go to the front office for an admission slip. Being just a few minutes late can mean a child has missed valuable instruction and will be starting the day off behind the other students. Per state requirements, parents of students who are consistently tardy are subject to compulsory attendance laws and potential court procedures and fines.

Lewisville ISD School Dress Guidelines 2009-2010

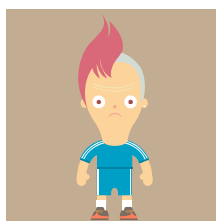
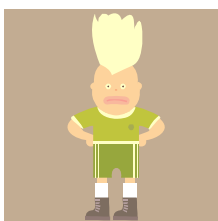
The following statements are presented for parents and students who feel a need for a point of reference in regard to student dress. All students must be clean and neatly groomed.

- Students’ hair by the nature of the style or color shall not tend to create a distraction. Students at Valley Ridge may not wear unnatural hair colors created by paints or dyes.
- Students may not wear tongue rings, facial jewelry or facial decorations (other than normal makeup).

- Male students may wear either one small stud or one small loop earring in one or both ears.
- Caps, hats, sweatbands, bandannas, hair rollers, hair curlers, and other similar grooming items shall not be worn by either male or female students in the school building. The exception is that caps and hats may be worn on designated “Caps for a Cause” Days or other such events.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in schools. These include, but are not limited to: drugs, alcohol, tobacco, obscenity, profanity or suggestive slogans, and violence or gangs. Writing on shirts should send a positive, respectful message. For example, a shirt which says “Parents for Sale” is not acceptable.
- Male students may wear long pants of appropriate length or shorts of appropriate length (at or about mid-thigh or longer) and kept at the natural waistline. Jeans with holes or rips are not acceptable.
- Female students may wear long pants of appropriate length, skirts, or shorts of appropriate length (at or about mid-thigh or longer). Jeans with holes or rips are not acceptable.
- Clothing, which in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general shall not be allowed: i.e. among, but not limited to

mini-skirts	Split sides	see-through clothing
halteres	midriffs	fish-net tops
tank-tops	bare-shoulder tops	bike shorts
- A school uniform is an appropriate and approved form of dress for special occasions.
- Appropriate undergarments shall be worn by all students.
- For health reasons, students are required to wear shoes. Shoes with rollers are not acceptable.
- Physical Education Class required dress: tennis shoes, shorts under girl’s dress or skirt, loose fitting clothing to allow movement. Recess required dress: rubber-soled shoes with closed toes and fully enclosed heel, shoes laced and tied. Crocs and sandals should not be worn for safety’s sake.

The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment. In the event of a dress code violation, students may call home for a change of clothes, wear a sweater or jacket, or borrow a clothes item from the nurse.



Early Dismissal for Appointments

A parent, guardian, or authorized adult (noted on the student enrollment card) must come to the office with a picture I.D. to pick up a student for an appointment. Office personnel will call the child to the office. The student must be signed out by the authorized adult.

A written verification of appointment from the medical personnel is required if the student is out of school for medical treatment during the school day. We request that medical appointments be made for after school hours, if at all possible. **Excessive early dismissals will be brought before the school’s attendance committee.**

Withdrawal from School

A student under 18 may be withdrawn from school only by a parent. Valley Ridge requests notice from the parent at least one day in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the school office.

On the student’s last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor; and finally, to the principal. A copy of the withdrawal form will be given to the parent and a copy placed in the student’s permanent record.

Transportation

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Durham School Services at (972) 221-4557.

When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended. Bus drivers give behavior reports to administration for review and to dispense consequences to students. Safety on the bus for all students will define the appropriate consequence.

Telecommunications

School use of telephones is restricted to emergencies. Children should be told in advance of pick up arrangements for rainy days, etc. It is important that the school telephone lines be kept open as much as possible. Children will not be allowed to call home for forgotten homework, projects, books, lunch money, etc. once the school day has started.

The LISD School Board Policy regarding other telecommunications is as follows:

PROHIBITION:

*The District shall prohibit students from using paging devices, cellular phones/radios, or other telecommunication devices during the school day.

*Paging devices, cell phones/radios, or other telecommunications devices shall not be in use, visible, or audible on school property during the school day.

*The campus principal shall define the school day.

*Students may use devices to contact parents before they arrive on school property and after they depart school property.

*While on school property and under staff supervision, student must receive permission from staff member to use such devices OR be instructed to use school phones.

PENALTIES:

Students who violate this policy shall be subject to established disciplinary measures in accordance with the Student Code of Conduct. Any District employee observing a student using a device during the school day that is prohibited by this policy shall report the violation to the appropriate administrator who shall confiscate the device.

DISPOSAL:

The paging device, cellular telephone/radio, or other telecommunications devices shall be returned to the student or to the student's parents at the end of the school day after a \$15.00 administrative fee per offense.

Persistent noncompliance with this policy shall result in the telecommunication device being returned at the end of the semester.

Check Acceptance Policy

In the event that a check written to any Lewisville ISD campus, club, or organization is returned unpaid by your bank, LISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGEMENT** and **ACCEPTANCE** of this policy and its terms.

Visitors to the Building

Parents/guardians are encouraged to visit the school and actively participate in their children's education. We request that parents and guardians schedule conferences with teachers rather than conferencing during visitations, Open House nights, etc. Student safety is of the utmost importance. We ask that ALL visitors report to the office upon entering the building to sign in on the computer and receive a visitor's badge. If you need to get items or information to your child during the school day, you must leave the items/information in the office for office staff to give to your child rather than disrupting the learning environment by going to the classroom.

Visits to individual classrooms during instructional time are permitted only with the approval of the principal and the teacher. These visits must be scheduled in advance. The duration and frequency must not interfere with the delivery of instruction, disrupt the normal school environment, or limit the confidentiality of any student in the classroom. One 45 minute observation per semester is allowed.

No school-aged children are allowed in the teachers' lounge/workroom area. Preschoolers who accompany parent volunteers must be supervised very closely to avoid injury by paper cutters, hot machinery, etc.

Parent Teacher Association (PTA)

The PTA at Valley Ridge is very active in supporting our campus. All parents are urged to join and participate in PTA. Many opportunities for involvement exist to keep parents active in the school. We envision your child's school experience being the most successful when a team approach is implemented. Parents, teachers and students are vital team members. Information will be sent home with your child concerning membership, meetings and activities.

Volunteers

Valley Ridge parents and guardians are encouraged to volunteer and become involved in the education of their children. A criminal background check is required for all volunteers in the school. Lewisville ISD board policy states, "The District shall obtain criminal history record information on persons the District intends to employ and on persons who intend to serve as volunteers for district campuses."

As of summer 2009, Lewisville ISD has upgraded the Volunteer Criminal History software. **As a result, beginning August 1, 2009, ALL Valley Ridge parents/guardians who want to volunteer for field trips, to help in the school, etc. MUST reapply as volunteers at least 3 weeks before the event for which you wish to volunteer. Even if you have previously been approved (in years past) to be a volunteer, you must fill out another volunteer application. Again, EVERYONE must fill out another volunteer application.** The new volunteer application may be found at www.lisd.net. Those individuals who are not American citizens, who do not possess a social security number or a valid driver's license, will need to contact Human Resources office to register. *Per district policy, no parents/guardians will be allowed to participate in a school event or field trip if they have not completed a criminal history check and the results have not been received by the school.*

Parent-Teacher Conferences

We welcome your requests for conferences. It is important that you know what is going on with your child at school. Please schedule all conferences by calling the school office. The school secretary will arrange for the teacher to return the call to schedule a convenient conference time. Conferences may be scheduled at mutually agreeable times before 7:30 AM, during the teacher's conference time, or from 3:00-3:45 PM. It is imperative that you arrive on time so that the teacher can give you as much time and attention as possible.

Textbooks

Textbooks used by the school are furnished by the State of Texas. These books are issued to students and should be covered at all times. A receipt of textbooks will be sent home to be signed by the parent. This receipt is not a bill, but a list of textbooks issued to the student and the costs in the event of a lost book. Students will be responsible for any books that are lost or damaged, including library books. Payment for lost or damaged books is to be made to the office. **Students who do not return or pay for lost or damaged books will not be issued textbooks until payment has been made.**

Personal Property/Lost and Found

Children should be encouraged to be responsible for articles of clothing and personal belongings. Please label sweaters, jackets, pencil boxes, backpacks, etc. The school cannot be responsible for private possessions. **Toys, electronic games, etc. should not be brought to school.** Parents and students are encouraged to check Lost and Found regularly for any missing items. Periodically, on a notified date, items not claimed in Lost and Found will be donated to charity.

Classroom Celebrations

There are three parties during the year: Winter Party, Valentine's, and End of the School Year. Classroom parties are under the direction of room parents and plans are approved by the homeroom teacher. No home-baked goods may be provided to students during parties or on any school day. All food items or treats brought on the school campus for the purpose of selling, parties, etc. must be prepared in a licensed commercial kitchen or bakery and properly packaged. Parties must be scheduled so that they do not interfere with the school food program. District policy is that classrooms or groups of students may never be provided with outside treats that interfere with the routine breakfast or lunch times.

There will be no in-class birthday parties at any grade level. Store brought cupcakes, candies or other treats provided by parents may be given out in the classroom by the student or teacher during the last half-hour of the school day. Due to health concerns, helium/latex balloons may not be brought into the school building. Sending/delivering flowers to the classrooms for student birthdays is not allowed. Sending flowers/or balloons for students is discouraged. However, any

flowers sent to school for a student will be kept in the office until the end of the day and may be picked up by the student at that time. Balloons will not be kept in the office. In order to keep children from getting hurt feelings, invitations to private parties may not be distributed at school.

Student birthdays are included in morning announcements so that the students hear their names and others realize it is a special day for them. Each student is given a card and birthday pencil or sticker from the principal and assistant principal.

A Kindergarten End-of-the-Year Music Program will be held in the spring to celebrate Kindergarteners moving on to First Grade. Fifth Grade will have a Fifth Grade End-of-the-Year Celebration in anticipation of moving on to middle school. Awards, including end-of-the-year awards will be presented by teachers to students in their individual classrooms. The only exception is that Fifth Grade students will receive their awards on stage.

The Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. Students may bring their lunch from home or purchase a well-balanced lunch or breakfast from the cafeteria. A menu will be sent home each semester. Students may purchase a lunch ticket before 8:00 AM any school day. If you pay by check, please list the student's and the teacher's name on the check and place it in an envelope with the student's name. A free or reduced lunch/breakfast is available to those students who qualify. Forms are available in the school office upon request and will be sent home to all students the first day of school.

Breakfast serving times are 7:30 – 7:50 AM. We encourage students who do not normally have time to eat breakfast at home to take advantage of the program. All students must be finished with their breakfasts and in their classrooms by 8:00 AM.

Breakfast Prices:

Elementary Student:	\$1.00
Staff/Adult:	\$1.50

Lunch Prices:

Elementary Student:	\$1.95
Staff/Adult:	\$2.90

Tips for Meals at School

- Each elementary child who purchases a lunch/breakfast ticket is issued a plastic bar-coded card for lunch and breakfast.
- Money is then deposited into the child's account. Money for breakfast, lunch and snacks can be deposited in the child's account in any amount. If desired, the entire year's meals can be prepaid. Snacks can be purchased with tickets or cash.
- Money may be put on the students' cards via the LISD website.
- Make check payable to "Valley Ridge Elementary Child Nutrition Services."
- One check for all children in the family at the same school is acceptable as long as designation is made where the money is to be used. If nothing is designated, then the child will make the decision.
- Students will be given computer notices at the point of cashier sale when their accounts have three days or less of credit remaining.
- Students are permitted ONE charge if existing funds are not available on their meal ticket.
- No student is allowed to go hungry. After the one charge, an alternate lunch is provided, consisting of a peanut butter or cheese sandwich and milk.

Note: If your check is returned with Non Sufficient Funds, you will receive notification from the Child Nutrition Department. Until the check is cleared, no other check will be accepted.

School Closings and Emergency Drills

The decision to close school because of inclement weather will be announced on major radio and television stations and on the LISD website at www.lisd.net. This decision will be made by 6:30 a.m. on the given day. School closings during the school day will also be announced on radio and television stations and LISD website. Please look on the LISD homepage and click on LISD Inclement Weather Procedures for further details.

We have regularly scheduled emergency drills. Should a parent or school visitor enter the school building during a drill or emergency situation, that person is expected to follow the instructions of school personnel and not interfere with the drill or emergency procedure. **Under no circumstances are students to be removed from the building during these situations by any person other than authorized school personnel.** Every student must be accounted for before, during, and after the drill or emergency.

In the event of a true emergency, we ask that parents be aware that we are taking all necessary precautions and that they leave our telephone lines free so that we may stay in contact with police, weather stations, etc. We recognize each

parent's concern for his/her child under these circumstances, but ask that each parent consider the fact that each child's safety depends on the ability to reliably communicate with emergency personnel.

In addition, for the safety of our children and staff, the district has installed a Lightning Siren on the rooftop of each LISD school building. This siren will sound an alarm when there is lightning in the vicinity. Every time the alarm sounds, everyone who is outside must take cover in the building for three minutes.

Parent Participation with the Valley Ridge Safety-Crisis Plan

- Practice and review emergency plan, family meeting places and emergency telephone numbers regularly with your children.
- Make your child's teacher and the school nurse aware of any health or physical needs that would require special action or supplies during an emergency.
- Keep your child's Health and Emergency Information Card current with names and phone numbers of anyone authorized to pick up your child in an emergency.
- Familiarize your children with the people authorized for picking them up. Let them know it is okay to leave with those individuals in the event of an emergency. No child will ever be released to an individual s/he cannot identify.
- If there are custody orders or restraining orders in place affecting your child, be sure to provide the office with a copy of these documents.
- Make sure that the persons you have designated as emergency contacts have your current phone number and also provide them with any vital medications that might be needed to care for your child until your arrival. This is important in a large-scale emergency if you work a great distance from the school. Be aware that it may be several hours, or even days, before you would be able to reach your child.

Lewisville ISD Guidance (Counseling) Department

The basic goal of school guidance in the elementary school is to enhance the students' educational development. Throughout the guidance curriculum activities, students develop self-esteem, motivation to achieve, decision-making, goal setting and planning skills, cross cultural effectiveness, and responsible behavior. These activities are taught through classroom presentations, small group interactions, and in one-on-one settings.

Throughout the school year, students will have the opportunity to participate in activities that encourage strong character development. The students will be recognized for their display of valuable character traits.

Student Behavior and Discipline

Helping children to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of the school and the home. Certain laws, rules, and regulations are necessary in any societal group and serve as guidelines to acceptable behavior. Students must follow rules/procedures and manage their behavior so that they and others around them may safely learn and perform.

The teacher will handle most minor discipline situations. If an unacceptable behavior persists, the parent will be notified by telephone, in writing, or in a conference.

When serious offenses occur or misbehavior becomes persistent, the principal or assistant principal will be notified. Their judgment, along with teacher input and reference to the Student Code of Conduct, will determine the most appropriate measures for correcting the situation. The parents will be notified of the misbehavior and the school consequences.

Students must not engage in harassment, behaviors motivated by race, color, religion, national origin, or disability. Likewise, students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or district employee. Students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to do so. A student who believes he or she has been harassed is encouraged to report the incident to a teacher or administrator. The allegations will be investigated and addressed. A substantiated complaint will result in disciplinary action according to the nature of the offense and the Student Code of Conduct.

Safe & Civil Schools Initiative and Character Program

Valley Ridge is part of the district's Safe and Civil Schools Initiative. As a result, students will be expected to obey all school-wide rules and procedures. In addition, students are under the supervision of ALL teachers and staff members.

While each teacher and classroom will develop individual class rules and behavior reward and incentive plans, a school-wide goal is the "3 R's". The purpose of this goal/motto is to be able to offer the students of Valley Ridge a model for behavior that will be consistent throughout the school and will relay appropriate expectations for behavior.

The “3 R’s”

All Valley Ridge students will exhibit the following manners at all times to promote safety, character and good behavior.

1. Be Respectful
2. Be Responsible
3. Do the Right Thing

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, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.



Prayer

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Special Programs

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

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 teacher, one of our counselors, one of our administrators, or our diagnostician 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 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 Susan Heintzman, Valley Ridge 504 Coordinator, at (469) 713-5982.

Grades, Progress Reports, Report Cards and MakeUp Work

Computerized report cards will be issued following the end of each six week grading period. A progress report will be sent home at the midpoint of each grading period. Frequent parent/teacher conferences and phone calls are encouraged.

Report card grades reflect student achievement and are not reduced for disciplinary reasons except in cases of late assignments or academic dishonesty. Generally, students will have one day for each excused day of absence to complete work assigned during the absence.

The district's re-teach/re-test policy is: 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. Both the grade for the initial TEKS assessment and the grade (no higher than 70) given after the re-teach/re-test will be recorded in the gradebook. The highest grade recorded in either circumstance will be used in calculating the six-week's grade. Not every failed assignment has to be given the opportunity to be corrected—IF the TEK in the failed assignment will be taught in a future assignment. Also, re-teaching and re-testing is done according to "reasonable opportunity." This is on the teacher's schedule and is at the teacher's discretion. Daily assignments are not for mastery. Assessments determine mastery. Every assignment does not need to be re-taught or re-tested. This is also at the teacher's discretion. Our goal is to give each student an adequate opportunity to master essential skills and concepts. Tutoring is available for students who are failing a particular subject. Tutorials will be scheduled with you by the teacher and may be held before, during or after the school day.

Students may be promoted from grade level to the next only on the basis of academic achievement and, in certain grade levels, passing of the state achievement test (refer to state testing section for more information). To be promoted, each student must 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, the student must attain a yearly average of 70 or above in three of the following areas: combined language arts, mathematics, science, and social studies.

Questions about grade calculation should be first discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

Valley Ridge Late Papers and Points-Off Guidelines

Late Papers:

The following chart lists the amount of points taken off for lateness on each grade level. The "third day" line or "after one week" line states the **maximum** number of points that will be taken off for lateness. Depending on the individual student situation, a **lesser** number of points may be taken off. (This will be determined by the teacher.)

Additional points may be taken off of a student's grade for missed items or errors.

Kindergarten:	Behavior chart note, no treasure box (teacher discretion)
First Grade:	2 days late – 5 points off
	3 days late – 10 points off
	1 week late – 15 points off
	After one week late – a zero on the assignment
Second Grade:	1 day late – 5 points off
	2 days late – 10 points off
	3 days late – 15 points off
	After the third day late – a zero on the assignment
Third Grade:	1 day late – 5 points off
	2 days late – 10 points off
	3 days late – 20 points off
	After the third day late – a zero on the assignment
Fourth Grade:	1 day late – 10 points off
	2 days late – 20 points off
	3 days to 1 week late – 25 points off
	After 1 week late – a zero on the assignment
Fifth Grade:	1-5 days late – 25 points off
	After 1 week late – a zero on the assignment

General Points-Off Papers:

First Grade:	1 point off for Capitalization and Punctuation
Second and Third Grade:	1 point off for Capitalization and Punctuation
	1 point off for misspelled words
	2 points off for Capitalization and Punctuation
Fourth and Fifth Grade:	2 points off for Capitalization and Punctuation
	2 points off for misspelled words

No Name Papers:

No points will be taken off for "no name papers". Students will be given three days to claim their paper. If not claimed in three days, the students will redo the assignment. The assignment will then need to be turned in no later than the following day. If not turned in, it is considered a late paper.

Homework

Valley Ridge Elementary views homework as an opportunity for students to reinforce skills taught at school. Every child is different and works at his or her own pace. Homework will be assigned to each grade level as is developmentally appropriate for the age of the students in that grade. If a child does not finish his/her daily work, this work will occasionally be sent home as additional homework. Guidelines for the time of daily homework are below. **Please remember that this will vary depending on the individual child.**

First Grade	10 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes
Fifth Grade	50 minutes

State Mandated Assessments

In order to comply with the Student Success Initiative, students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement.

Grade Three:	Reading and Math
Grade Four:	Reading, Math and Writing
Grade Five:	Reading, Math and Science

In addition to the passing standard established by the district, the following state promotion standards apply:

- In order to be promoted to grade 6, fifth grade students must meet minimum performance standards on both the Fifth Grade Math and Reading TAKS.
- Third grade students **no longer** have to pass the Third Grade Reading TAKS to be promoted to grade 4. They will still be involved in remediation following results of the test.

If a fifth grade student does not perform satisfactorily on the required portions of the state assessment, parents will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. After a third attempt, the student will be retained in the current grade level. However, the parent may appeal this decision to the grade placement committee (specific information to be provided if necessary).

Please note that some students with disabilities and some with Limited English Proficiency may be eligible for exemptions, alternative assessments, accommodations or deferred testing.

Bacterial Meningitis

State law requires the District to provide the following information:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common; most people recover fully. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

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

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

**In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.*

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils or cigarettes). The germ does not cause meningitis in most people. Instead most people become carriers of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and

causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstance. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Meningitis Bacterial

¿Qué es la meningitis bacterial?

La meningitis es una inflamación de la cobertura del cerebro y la médula espinal. Puede ser causada por virus, parásitos, hongos o por bacterias. La meningitis viral es común y la menos seria. La meningitis bacterial es una infección bacterial muy seria con el potencial para complicaciones a largo plazo. Es una enfermedad poco común, pero requiere de un tratamiento urgente con antibióticos para prevenir el daño permanente o la muerte.

¿Cuáles son los síntomas?

Una persona con meningitis se pondrá muy enferma. La enfermedad puede desarrollarse en uno o dos días, pero también puede empeorarse rápidamente, en cuestión de horas. No todas las personas con meningitis tendrán los mismos síntomas.

Los niños (mayores de 1 año) y los adultos con meningitis pudieran tener: dolores de cabeza severos, temperaturas altas, vómito, sensibilidad a luces brillantes, rigidez del cuello o dolor en las coyunturas, y somnolencia o confusión. En ambos los niños y adultos, puede haber un salpullido de pequeñas manchas roji-moradas o moretones en cualquier parte del cuerpo causados por derrames debajo de la piel. Esto puede ocurrir en cualquier parte del cuerpo.

El diagnóstico de la meningitis bacterial se basa en una combinación de síntomas y resultados de estudios de laboratorio del líquido espinal y la sangre.

¿Cuál es el riesgo de contraer la meningitis bacterial?

El riesgo de contraer la meningitis bacterial en personas de cualquier edad es de 2.4 por cada 100,000 personas por año. El grupo con el mayor riesgo es el de los niños de 2 a 18 años de edad.

¿Qué tan seria es la meningitis bacterial?

Si se diagnostica temprano y se trata inmediatamente, la mayoría de las personas se recuperan completamente. En algunos casos, puede ser fatal o las personas pueden quedar con discapacidades permanentes.

¿Cómo se propaga la meningitis bacterial?

Afortunadamente, ninguna de las bacterias que causan la meningitis son tan contagiosas como las del resfriado común o gripe, ni se propagan por el contacto casual ni simplemente con respirar el aire donde una persona con meningitis haya estado. Los gérmenes viven naturalmente en la parte posterior de nuestras narices y gargantas, pero no viven mucho tiempo fuera del cuerpo. Se contagia cuando la gente intercambia saliva (tal como besarse; compartir envases, utensilios, o cigarrillos).

En la mayoría de las personas el germen no causa la meningitis. En cambio, se convierten en portadores del germen por días, semanas, o hasta meses. La bacteria raramente vence el sistema inmunológico del cuerpo para causar la meningitis u otra enfermedad grave.

¿Cómo puede evitarse la meningitis bacterial?

No comparta alimentos, bebidas, utensilios, cepillos de dientes, ni cigarrillos. Limite la cantidad de personas a las que besa.

Aunque hay vacunas para otros tipos de meningitis bacterial, se utilizan solamente en circunstancias especiales. Estas incluyen cuando hay un brote de la enfermedad en una comunidad o para personas viajando a un país donde hay un alto riesgo de contraer la enfermedad. También algunos grupos recomiendan la vacuna para jóvenes universitarios, en particular estudiantes de primer año que viven en dormitorios o residencias estudiantiles. La vacuna es segura y eficaz (el 85-90 por ciento). Puede causar leves efectos secundarios, tales como enrojecimiento y dolor en el sitio de la inyección que puede durar hasta dos días. La inmunidad se desarrolla de siete a diez días después de que se da la vacuna y dura hasta cinco años.

¿Qué debe hacer si cree que usted o un(a) amigo(a) pueda tener meningitis bacterial?

Debe buscar atención médica de inmediato.

¿Dónde puede conseguir más información?

Su enfermera escolar, médico familiar, y el personal de las oficinas locales o regionales del Departamento de Salud son excelentes fuentes de información sobre las enfermedades comunicables. También puede llamar a su departamento de salud local o la oficina regional del Departamento de Salud de Texas [*Regional Texas Department of Health*] para preguntar sobre la vacuna meningococcal. También hay información adicional en los sitios del Internet de los Centros para el Control y la Prevención de Enfermedades [*Centers for Disease Control and Prevention*] www.cdc.gov y el Departamento de Servicios de Salud Estatal www.dshs.state.tx.us.

Privacy Notice

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 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, school bus drivers, student teachers, and nurses are covered by the procedures and guidelines governing district personnel.

Parents/guardians 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 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 in order to protect the health and safety of the student or other persons during investigations or 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.

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 and 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 (469) 948-8104.

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

1. UIL participants – 7th grade through 12th grade – Maximum \$25,000 per injury
2. 5th grade camp participants – Maximum \$10,000 per injury
3. Summer sports camp participants – Maximum \$10,000 per injury

Any student that is injured as a 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 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 (469) 948-8104.

Computer Resources

To prepare students for an increasingly computerized society, LISD has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers are not private and may be monitored by district staff. Please refer to the following Network Access General Use Policy.

Network Access General Use Policy for Students

Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources

The Lewisville Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Lewisville ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Lewisville ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy.

DEFINITION OF DISTRICT TECHNOLOGY RESOURCES

The District's Technology Resources include all computer systems and networks and any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, electronic gradebook, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

ACCEPTABLE USE

The District's technology resources will be used only for learning, teaching and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Executive Director of Technology or designee.

Other issues applicable to acceptable use are:

1. **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. **Supervision and permission:** A staff member only allows student use of the computers and computer network when supervised or granted permission.
3. **Attempting to log on or logging on to a computer, electronic gradebook or email system by using another's password is prohibited:** Assisting others in violating this rule by sharing information or passwords is unacceptable.
4. **Improper use of any computer or the network is prohibited. This includes the following:**
 - Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
 - Using the network for financial gain, political or commercial activity
 - Attempting to or harming equipment, materials or data
 - Attempting to or sending anonymous messages of any kind
 - Using the network to access inappropriate material
 - Knowingly placing a computer virus on a computer or the network
 - Using the network to provide addresses or other personal information that others may use inappropriately
 - Accessing of information resources, files and documents of another user without authorization

SYSTEM ACCESS

Access to the District's network systems will be governed as follows:

1. Students will have access to the District's resources for class assignments and research with their teacher's permission and supervision.
2. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with anyone.
3. With the approval of the immediate supervisor, district employees will be granted access to the District's system.
4. Any system user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.
5. Any system user having been denied access rights may be reinstated with a limited access account to reduce the level of security risk to the system. Limits on this type of account may include time limitations, station access limitations, file access restrictions, and a revocation of Internet access privileges.

CAMPUS LEVEL RESPONSIBILITIES

The campus principal or designee will:

1. Be responsible for disseminating, collecting signed permission forms, and enforcing the District Acceptable Use Guidelines for the District's system at the campus level.
2. Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's computer network systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.
3. System users may not use another person's system account.
4. System users are asked to delete electronic mail or outdated files on a regular basis.
5. System users will be responsible for the care and maintenance of their systems. Maintenance issues should be reported to the campus computer facilitator.
6. System users will be responsible for following all copyright laws.

VANDALISM PROHIBITED

Any attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Intentional attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses, system break-in utilities such as Sub-7 or system hacking programs.

Vandalism as defined above will result in the cancellation of system use privileges and possible prosecution. The party will be responsible for restitution of costs associated with system restoration, hardware, or software costs.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

INFORMATION CONTENT/THIRD PARY SUPPLIES INFORMATION

System users and parents of students with access to the District's system should be aware that use of the system may inadvertently provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material. The District will maintain an Internet filtering software package to attempt to minimize the access to objectionable material. Any attempt to circumvent the filtering software will be viewed as an attempt to disrupt the system.

A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. This could result in loss of credit for students or termination of employment for employees.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette (also known as netiquette):

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
2. Pretending to be someone else when sending or receiving messages is prohibited.
3. Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

SUSPENSION/REVOCAION OF SYSTEM USER ACCOUNT

The District will suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

CONSEQUENCES OF IMPROPER USE

Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District's. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

TERM

This policy is binding for the duration of the student's enrollment in Lewisville ISD

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's technology resources. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. It is important that you read the Guidelines for Acceptable Use of Lewisville Independent School District Technology Resources, and the agreement form. Ask questions if you need help in understanding the documents.

Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE:

You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.

The account is to be used only for identified educational purposes.

You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

INAPPROPRIATE USES:

Using the system for any illegal purpose

Disabling or attempting to disable any Internet filtering device

Encrypting communications to avoid security review

Borrowing someone's account without their permission

Creating an account for the purpose of accessing another student's grades

Posting personal information about yourself or others (such as addresses and phone numbers)

Downloading or using copyrighted information without permission from the copyright holder

Intentionally introducing a virus to the computer system

Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal

Wasting school resources through the improper use of the computer system

Gaining unauthorized access to restricted information or resources

CONSEQUENCES FOR INAPPROPRIATE USE:

Suspension of access to the system

Revocation of the computer system account; or

Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws