

2020-21

ETHRIDGE ELEMENTARY

**Addendums to the LISD Elementary
STUDENT & PARENT
HANDBOOK**

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Important Telephone Numbers

Ethridge Elementary 469-713-5954

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Ethridge Elementary School

6001 Ethridge Dr.

The Colony, TX 75056

469-713-5954

Dear Students and Parents:

Welcome to school year 2020-21!

Education is a team effort and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Ethridge Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the LISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the LISD website at <https://www.lisd.net/site/Default.aspx?PageID=360>.

The Ethridge Elementary Addendums to the LISD Student Handbook is a campus specific document and is designed to be in harmony with LISD board policy and the LISD Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practicable under the circumstances. Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

By signing the LISD Student & Parent Handbook Acknowledgement form online, you are also agreeing to the Ethridge Elementary Addendums

If you or your child has questions about any of the material in this handbook, please contact the school principal.

Addendums for Ethridge Elementary School

AM Arrival Locations and Procedures: The purpose of this plan is to provide procedures for a safe and orderly arrival of Ethridge students to school. The arrival areas are designed to divide the school population in order to minimize congestion at entrances and exits to the school.

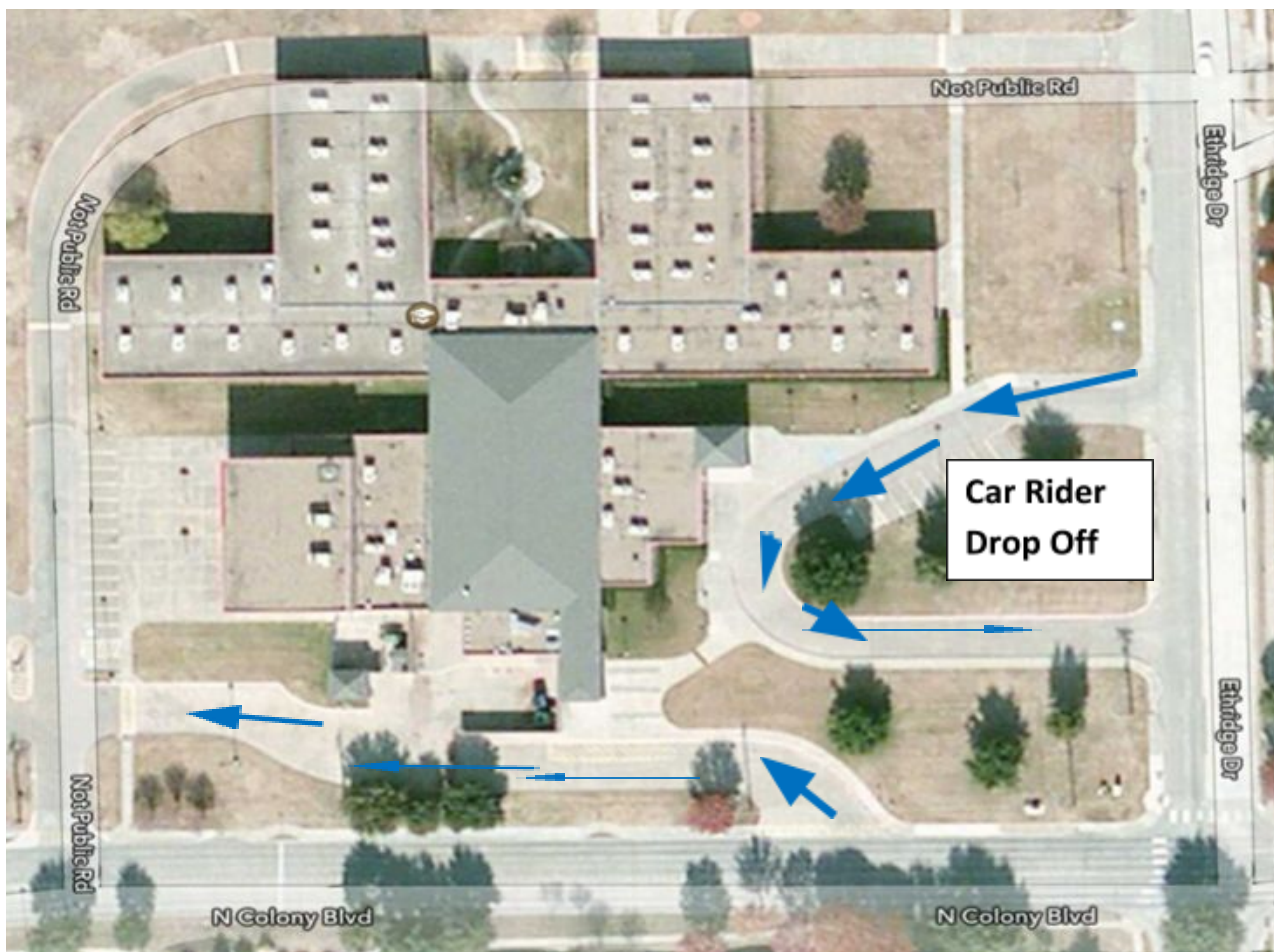
7:15 Front entrance and Cafeteria entrance doors unlocked by attendance clerk/custodian

7:35 All classroom teachers pick up their classes from designated areas

A Front Entrance—students who walk/ride bike/scooter/ or arrive by car in the front drive-thru will enter through front entrance no earlier than 7:15 am.

B Gym— 3rd, 4th and 5th will go directly to the classroom.

C Cafeteria Entrance/Cafeteria— bus/daycare riders dropped off and enter through side cafeteria entrance. K-2 students report to their classrooms at 7:15. Students eating breakfast at school will eat in the cafeteria and then report to their classroom when finished no later than 7:45.



ARRIVAL on first day of school

During the first day of school, Kindergarten will not report to school until 8:00 am. They will enter the building at the end of the kindergarten hallway that faces Ethridge Drive. One parent will be allowed to walk his/her child to class. Parent must wear a mask to enter the building. Parents may help his/her child get settled and then say their goodbye for the day.

PM Dismissal Locations and Procedures:

The purpose of this plan is to provide procedures for the dismissal of school in a safe and orderly manner. The drop-off and pick-up areas are designed to divide the school population in order to minimize congestion at entrances and exits to the school.

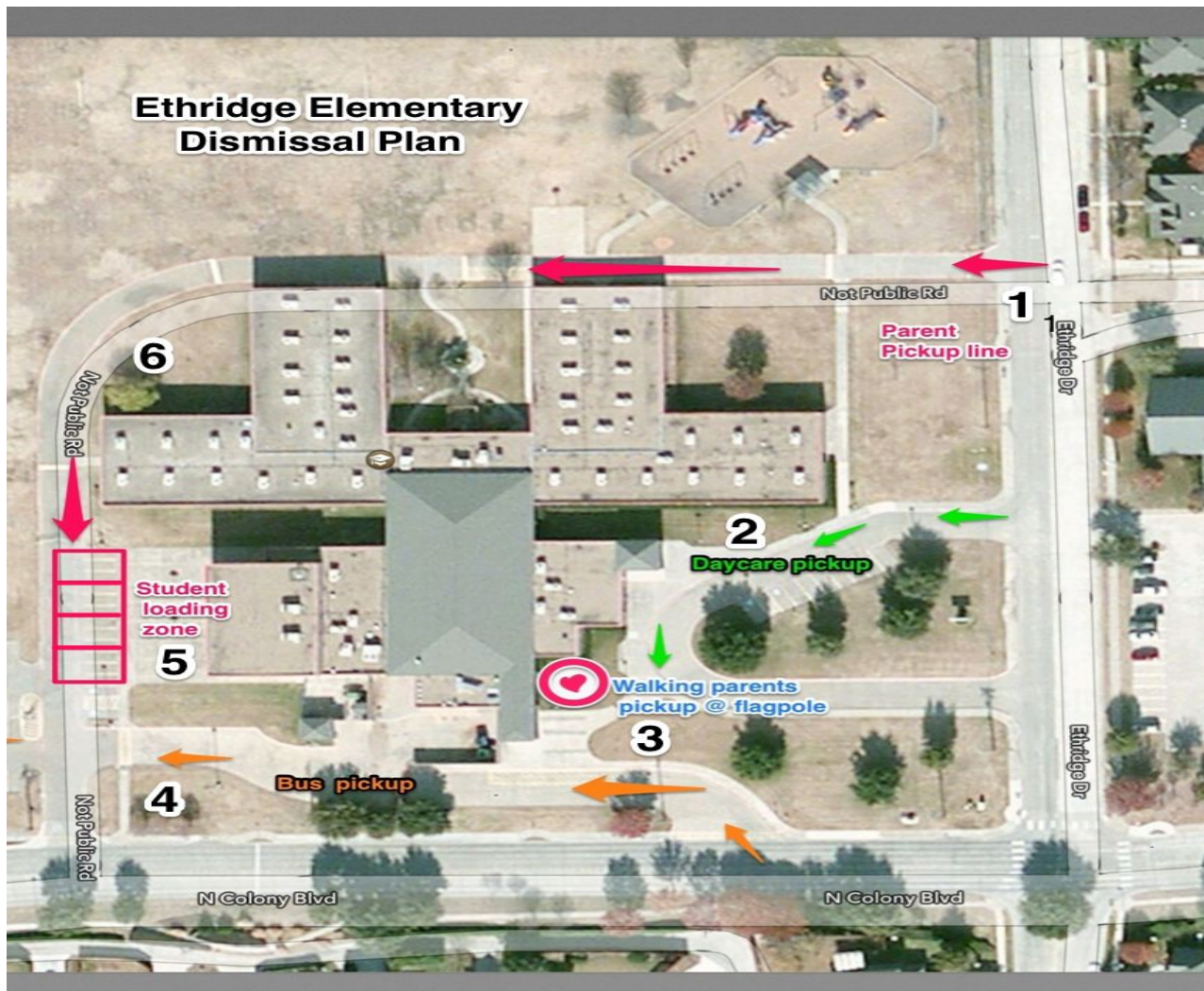
PM Dismissal Procedures:

WALKERS-- Front Entrance—All Parents of walkers are to wait in the grassy areas 2 or 3 (see map). Please social distance. Kinder parents will then pick up any Kinder walkers by the flagpole (look for the heart on the map). Parents (in cars) may not park and pick up walkers along Ethridge Drive. You would need to use the parent pick up lane around the back of the building instead.

CAR RIDERS ---Enter gated drive on Ethridge Dr. (area 1). Drive through to second gate---Parents are expected to stay in their vehicle and remain on the inside lane by the sidewalk. Duty teacher will call the number from the student car tag hanging from the rearview mirror. Teachers will load students in the cars, then drivers exit on North Colony. ***Students not picked up after gates are locked must be checked out in the office by a parent with a photo ID.**

- NO CARS ALLOWED in BUS LANE, NO CARS ALLOWED in CIRCLE DRIVE, DAYCARE vehicles ONLY.
- NO CARS in the FACULTY PARKING LOT or front parking lot to pick up walking students.

*There will be no student pick up in the office after 2:30 unless it is an emergency.



ATTENDANCE & TARDIES for In Person Pathway:

ATTENDANCE

Please have students at school daily and ON TIME. A student can be considered absent if he or she misses all or part of the school day, including late arrival and early pick-up. Under Texas law, a student in all learning environments (In-Person, At-Home remote learning, and Virtual) must be present in each class for at least 90% of the days a class is offered. Students who do not meet this requirement, regardless of the reason for the absence or whether excused/unexcused, will lose credit in the class.

When a student incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The Attendance Committee will send a second letter to request a meeting with the parent and child if unexcused absences reach 7. This letter includes a date/time for a Parent Conference with the Attendance Committee to discuss concerns and revise the preventative plan of action. If a student's unexcused absences exceed 10 or more days within a 6-month period, the school will file Parent Contributing to Nonattendance under Texas Education Code 25.093, which will begin formal truancy proceedings by filing paperwork with the District Court. This paperwork will accompany the 3rd letter about lack of attendance.

- Students are considered tardy after 7:45 a.m. and must stop at the office for a tardy slip.
- Students must be in class by 9:00 a.m. to be counted present for the day. Parents should call the office by 8:30 a.m. to report absences and email the teacher prior to 10:30 am if makeup work is desired
- Send a written/signed or medical note the next day to the office to excuse the absence. A note will not be accepted after the 3rd day and the absence will remain unexcused. A phone call to the school does NOT count as a note for attendance purposes. You may email the attendance clerk for the absence (marting@lisd.net).
- A doctor's statement will be requested by the administration for excessive absences.

**Zeros WILL be given to a student on graded assignments that were done in class on the day of the unexcused absence.

PROCEDURES FOR FREQUENT TARDINESS

The Attendance clerk will send a warning letter after the 7th tardy. If a student receives a 10th tardy, the student's parent or guardian will be contacted by administration. After the 15th tardy, the Attendance Committee will schedule a conference with parent(s)/guardian. If tardiness persists, possible consequences could include the student making up accrued missed time before/after school on a given day of the week or possibly Saturday if the situation warrants.

TRUANCY

- Students who are absent from school without parent/guardian permission are considered truant and shall be subject to disciplinary action. Students absent more than the State law allows are considered truant.

Special / Pre-planned Absence Request

- State law and school guidelines governing attendance require that excused absences pertain to illnesses, medical appointments, funerals of immediate family members, and school sponsored trips.

- In the event of absences caused by an obligation or situation other than those listed above, each student may only be granted up to 6 days (non-consecutive/consecutive) per school year. In order to request permission and to have make-up class work as a result of such an absence, a student must have the district Pre-planned Absence form completed and approved at least **10 days prior** to the absence and returned to the office for Principal approval prior to the absence.

- Consideration of approval for special request absence(s) will include the status of current attendance in class, grades, and other extenuating circumstances. Absences will not be granted during state mandated assessments. A student must be in compliance with Attendance laws for the current school year; a planned absence causing a student to be out of compliance would be cause to deny this request.

BEHAVIORAL EXPECTATIONS

Ethridge is a Safe & Civil school

Students must be listening and attentive in order to learn in school. If a student is distracted by the inappropriate behavior of other students, he or she is not learning. As partners in education, cooperation between home and school is vital. Individual classroom and campus behavior guidelines will be reviewed with your child during the first weeks of school.

Campus wide Expectations:

- 1. Level 0** –no talking while walking in line with class in halls. **Quiet voices** -in the hallways at all other times - classes are learning.
- 2. Walking feet** – inside the school. Students should not ride wheeled items on campus, i.e. scooters, roller shoes, skates, sliding in socks, etc.
- 3. Respect others physically** – hands, feet, objects, toys, etc. must be kept to self. Ethridge ES has a school-wide climate of non-tolerance of bullying behavior.
- 4. Respect authority** – students are expected to follow directions given to them by ANY staff member or parent serving in a volunteer capacity at Ethridge. If the child has a concern with the directive he or she has been given, the concern should be expressed in a respectful manner. If the issue is still not resolved, the student may discuss it further with his/her classroom teacher and/or the Ethridge ES office staff. Students are strongly encouraged to respond to authority figures using “Yes Ma’am” and “No Sir”.
- 5. Respect peers** – speak to ALL students in a kind, positive manner.
- 6. Items at school** – Students should not bring toys, trading cards, or large quantities of money which may result in educational time being used to settle disputes regarding ownership of the item.
- 7. Rough horseplay** and/or other inappropriate activities are not permitted.
- 8. Throwing objects** – playground rocks, sticks, pencils, etc. is not allowed.
- 9. Weapons of any sort** – knives, guns, etc., - whether real or toy are prohibited.

10. No pets--animals are not permitted to be brought to school without specific permission from the student's teacher/principal.

Individual grade levels will have behavioral expectations specific to the age and maturity level of its students. Student and staff safety is a primary concern in Lewisville ISD. Students who do **NOT** behave appropriately place themselves and others at risk of physical, emotional, and academic harm. Disciplinary action will be implemented based upon individual circumstances.

BIRTHDAYS

No outside birthday treats are allowed while we are still practicing COVID safety protocols. Students will be recognized by his/her classmates and teacher in the classroom.

BUS TRANSPORTATION

Bus transportation is offered to students living two or more miles from their zoned school. Riding the bus is a privilege. Improper behavior is a safety hazard as it may distract the driver. Video surveillance may be used to promote safety on the buses.

Riding the school bus is a privilege! Warnings may be given for minor offenses; serious offenses or repeated offenses will result in a bus referral. 1st Bus referral will result in disciplinary warning and call home by the administrator. The second offense will result in a bus suspension. The number of days suspended will increase with additional offenses. Multiple suspensions may result in removal of bus riding privileges. Students who do not attend school due to a bus suspension are considered truant. *Additionally, only regularly scheduled bus riders are permitted to ride the bus. Special circumstances might include a situation where a non-bus rider is riding home with a friend on the bus. In this instance, both students will need a permission note from their parent/guardian. The note will need to be sent to the office for an administrator to sign and shown to the bus driver when boarding. The non-bus rider will only be allowed to ride the bus with their friend if there is adequate room available.*

Kindergarten and 1st grade students must be met by an adult at the bus stop when being dropped off. If the student has an older sibling who rides the bus, a note can be sent that the Kinder/1st grade student may get off the bus with their older sibling. If there is no one to meet the student, the student will be returned to Ethridge for the parent to pick up. If this occurs 3 times, the student will receive a 1 week suspension from the bus. If it happens a 4th time, the student will be suspended from the bus the remainder of the year.

Bus concerns and information regarding routes/times, etc. may be directed to Texas Central School Bus

CAFETERIA

- Breakfast is served in the cafeteria from 7:15-7:40. Students must be seated in classrooms by 7:45.
- Lunch is served for students at the assigned grade level time. (see **Schedules** for times)
- For online meal payments visit the main LISD website at www.lisd.net. Then choose the Menu icon at the top right of the LISD homepage.
- Once visitors are allowed in the building again, parents may eat in the cafeteria with their child **AFTER** signing in at the office and getting a name tag. No other student may join them at the Parent Lunch table area.

DISCIPLINE

Ethridge Elementary School shall foster a climate respecting the rights and privileges of other students, teachers and district staff. Students shall exercise their rights and responsibilities, in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline (LISD Student Code of Conduct posted on the LISD website) are established to achieve and maintain order in the school. Students who violate the laws of the state of Texas, who

violate the rights of others, or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence to the responsibilities of citizens in the school community.

Each campus has classroom specific policies and procedures established by the classroom teachers and students at the beginning of the year. Please refer to your child's teacher website for this information. Disciplinary matters that result in an office referral will be dealt with in accordance to the LISD and campus policy.

DISMISSAL

Students will be dismissed no later than 3:25 p.m. Due to Covid, we will need to stagger the dismissal groups to avoid high traffic in the hallways and in dismissal areas. All students will leave the building and grounds promptly unless meeting with a teacher for tutoring or other meetings. Parents will be notified in advance if a student needs to stay. **No supervision will be available after 3:35 p.m.**

Make sure that after school arrangements have been made ahead of the school day. Students should know what he/she is expected to do after school. **Students may not alter their after school plans without a NOTE from parent or guardian.** Students will not be permitted to use the office phone unless it is an emergency. Dismissal procedures can be found on the Ethridge Website at www.lisd.net/ethridge.

DISMISSAL, INCLEMENT WEATHER (see also Emergency Procedures)

The decision to close school based on inclement weather is made by 6:00 am. You will receive a callout and/or email from LISD. You may also check with the following for closings:

- Channels 4,5,8, and/or 11
- www.lisd.net
- LISD or Ethridge Twitter/Facebook page

DRESS CODE (LISD Dress Code Administrative Rules)

The district's dress code guidelines are established as a point of reference for parents, students, and administrators in regards to dress. All students must be clean and neatly groomed. The administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment or may interfere with normal school operations. Please refer to district student handbook for specific details for student dress code.

EMERGENCY PROCEDURES

Emergency Situation	Student Release Information
Lockout	<ul style="list-style-type: none">● Students return in side● Campus locked● Learning continues
Lockdown	<ul style="list-style-type: none">● Students move away from site and maintain silence● School and classroom doors locked● All windows covered● Lights out/locked doors

Winter Storm*	<ul style="list-style-type: none"> ● If a winter storm starts during school hours: Parents may pick up students / Buses will run at the discretion of district administration / Walkers will be released at the discretion of the principal.
Evacuation	<ul style="list-style-type: none"> ● If students are evacuated from the building or moved to another location a system is in place to safely reunite students and parents. Photo I.D. will be needed to pick up your child. Please bring your patience, do not block driveways, and follow the instructions you will be given for picking up your child.
Shelter (tornado)	<ul style="list-style-type: none"> ● Take cover in hall for tornado ● Sit in duck and cover position with head toward wall ● Remain silent to hear instructions

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. Only selected parent chaperones that have completed a volunteer/background check are eligible to attend the field trip. Please see Volunteer information in this handbook for more information on the background check.

In order to ensure the safety and security of our students, no adult may be allowed to walk with a group or be in the vicinity of the class, unless they are a designated chaperone.

Chaperones may not bring any other individual along, including children, as this takes the focus away from the chaperoning duties.

Students may be required to stay on campus due to disciplinary and/or safety concerns as determined by the campus administrator.

We appreciate your support as we strive to ensure an educational and safe field trip experience for all students.

HOMEWORK/MAKEUP WORK

Homework is an educational experience which occurs outside the school hours and is directed by the school. In the elementary setting, homework is not intended to be graded but instead allow for additional practice/reinforcement of learned skills. Some parts of larger projects and assignments might be sent home as homework that will be graded. **Make-up work may be requested only after the student is absent. Please place your request by 10:30 am in order to have it ready for pick up by 3:00pm that day.** Work requested AFTER 10:30 am may not be available for pickup until the following day.

LOST AND FOUND

Items that have been found and turned into the office or classroom teachers will be placed in the Lost and Found cabinet in the cafeteria. Valuable items will be stored in the office. Please make sure to check on a regular basis. All items will be donated at the end of each semester. Notice will be given in advance.

MONEY

There will be times that you will send money to the school to pay for various things such as lunch, field trips, class fees, pictures etc. Consider placing the money in a sealed envelope with the student's

first/last name, the teacher name, and reason for payment. The office or the cafeteria is unable to provide change, so please send the correct amount needed.

PARENT DELIVERIES/MESSAGES

While Covid restrictions are in effect, no deliveries can be made to school. This includes forgotten lunches, homework, technology, etc.

To minimize disruption to the educational process, Ethridge does not allow delivery of items/messages to the classrooms during the school day by parents or other parent authorized individuals. In case of emergency, messages will be delivered immediately. Otherwise, the message/item will be delivered to the teacher during non-instructional time. If you have a timely message like a change in transportation, please contact the office instead of emailing the teacher since he/she may not have the opportunity to see the email.

PARTIES

There will be three parties at school: Winter holiday, Valentine's Day and end of school. Food for parties or celebrations must be store bought. During Covid, parties will be held in the classroom without volunteers. Food and other party items will be addressed at that time.

Birthday Party invitations **may not** be given out in class unless there is one for **every** child, or **all boys or all girls**.

PERSONAL PROPERTY

All personal items should be marked. The school is not responsible for personal possessions at school. Weapons, or any item resembling a weapon, are strictly forbidden. Strict consequences will result if this policy is broken.

PETS

Animals are not permitted to be brought to school without specific permission from the student's teacher/principal.

Pets are not permitted on school property between the hours of 7:15-3:30 unless confined to a vehicle. This includes walking your dog to school to pick up your child.

SCHEDULES

2020-21 Ethridge Daily Conference/Lunch Schedule is as follows:

Fine Arts Schedule/teacher
conference time:

Kinder	1:15-2:05
1st	12:15-1:05
2nd	8:35-9:25
3rd	9:35-10:25
4th	10:35-11:25
5th	2:25-3:15

Lunch Schedule:

Kinder	10:00-10:30
1st	10:40-11:10
2nd	11:20-11:50
3rd	12:40-1:10
4th	12:00-12:30
5th	1:20-1:50

SCHOOL CLUBS/ORGANIZATIONS

Ethridge Elementary offers a variety of clubs/organizations that change from year to year. Please see the Ethridge Website for current offerings. Students participating in after school clubs should be picked up on time in order to remain in the club. Clubs are on hold while we are under Covid restrictions.

SKYALERT

Skyalert is the calling/email notification system the district utilizes to pass information to large groups of people at one time. Ethridge makes use of this system on several occasions throughout the year. The primary phone number and email that you input into the Skyward, when completing online forms, is the number/email used by the system. Please be sure you **keep this information updated** and accurate not only for this system to be effective, but more importantly **in the case of an emergency**. Skyward is where we find the students' information for contacting you as quickly as possible.

TECHNOLOGY USE ON CAMPUS

Bring Your Own Device/Technology (BYOD)

For safety purposes, the district permits students to possess personal mobile telephones; however, these phones must remain on silent or turned off during the instructional day, including during all testing. Other devices may be used during classroom time for approved instructional purposes as requested by a teacher.

Upon arrival at school, students will be asked to put their technology aside in the cafeteria/gym and engage in conversations with their peers until class time begins. Additionally, technology should be put away during hallway transition times. These policies are for the safety and social/emotional development of our student's ability to effectively communicate with each other.

Additionally, 4th and 5th grade students/parents will be asked to sign an iPad Use Agreement each year. This agreement can be found in Skyward when completing the yearly online forms.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student repeatedly uses a personal technology device without authorization during the school day, the device will be confiscated and given back at the end of day. In the case of repeated offenses, the parent will be contacted and if the problem continues, the device will be confiscated and given to the office and administrative action will be taken.

Confiscated technology devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]Any disciplinary action will be in accordance with the Student Code of Conduct.

The district is not responsible for damaged, lost, or stolen telecommunications devices.

TELEPHONES

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

TOYS

Toys may be brought to school for special occasions with teacher permission and will remain in backpacks until requested by a teacher for the project/event. All other toys should be left at home or in a backpack until arriving at the student's after school care.

TUTORIALS and Interventions

Before and After school tutorial sessions are offered to students as needed. Tutorial sessions include a 20 to 40 minute program held in the mornings or afternoons, at least twice weekly (on for grade K-2 usually on Tuesday and/or Thursday and as determined by grade level for grades 3-5) for any student needing extra help with specific academic concepts. This program begins in September and runs through May as needed. A signed parent permission slip must be returned to the school prior to implementing tutoring. Some students receive interventions during Eagle Time. It is important that students are picked up on time. If a student is repeatedly left at school past pick up time, the tutorial may have to be discontinued.

VISITORS: No visitors on campus while Covid restrictions are in place.

PROCEDURE (Campus) per district guidelines:

http://intranet.lisd.net/ourpages/dept_operations/files/forms/VisitorProcedure_E_.pdf

Procedures after Covid restrictions are lifted:

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Lunch with Students

After Covid restrictions are lifted, parents will be welcome to eat lunch with their student(s). Parents may purchase a cafeteria lunch or bring food for their student and themselves. Parents may only bring food for their student. Relatives of students are welcome for lunch when accompanied by the parent/guardian or with written parent permission. Parents should sit with their student in a designated area. Other students will not be permitted to eat in the designated area without their own parents.

Non-family visitors who have a legitimate interest to visit students during lunch must:

- Provide written permission from the parent of the student(s) they wish to visit (kept on file). Non-family visitors may only sit and visit with students for which they have received parental permission.

- Contact campus administration at least 24 hours prior to your visit.
- Sign in through the Main Office and present a current ID for the Raptor system to receive a visitor's pass.
- Parameters for these visits will be determined by the campus administration based on factors such as the nature of recurring visits, pre-planning, and the number of students.

VOLUNTEERS

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please visit <https://lewisvilleisd.voly.org/index.html> to learn more and enroll in Voly. You can also find the info by clicking visiting lisd.net and clicking on the Parent tab to look for volunteer information on the parent directory. When you enroll in Voly, LISD's volunteer site, be sure to favorite Ethridge and any other LISD school your children may attend. Processing times will vary based of the number of submitted applications.

This policy does not apply to those who, by law, are not permitted to visit with children.

All visitors are expected to demonstrate the highest standards of courtesy/conduct and appropriate dress for elementary; disruptive behavior will not be tolerated.

During the time of Covid restrictions, we are not permitted to have volunteers on campus. Please feel free to complete your Voly form now so it will be complete by the time restrictions are lifted.

WITHDRAWAL FROM SCHOOL

A student who wishes to withdraw from school for whatever reason must initiate the withdrawal process with the attendance clerk. Please give the school office **at least one day's notice** to complete all the necessary paperwork for withdrawal.