

# Central Elementary



**Today's Learners...  
Tomorrow's Leaders!**

## **Central Elementary School**

**Fred Bush, Principal**  
1300 Paradise, Vernon, TX 76384  
940-553-1859

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**This Student Handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ Room # \_\_\_\_\_

## Dear Parents,

Effective learning requires a team approach. Every member of the team—the student, the parent, and the teacher—must be fully equipped to set forth and reach educational goals.

All students can learn, but not all understand that “If I plan to learn...I must learn to plan”. This concept of planning to learn is one that Central Elementary School is emphasizing. To challenge and improve, students will be taught to plan and organize.

This handbook is an organizational tool that will assist students on their way to success. For this program to work, all partners need to be involved. The old saying, “It takes a whole village to raise a child” illustrates that it is an atmosphere of cooperative learning—where the school, the parents, and community interact together in a supportive way that learning goals and objectives will be best met.

We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and parents/students. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. ***Please take time to read this handbook thoroughly.***

This handbook is a method of communication between the school and home. This student handbook is also designed to provide a quick reference for basic information that you and your child will need during the school year.

To some people, good organizational skills come naturally. Many of us, however, find ourselves struggling to manage our affairs and complete our tasks. Establishing good routines involves self-discipline and hard work. Central Elementary School supports this process by providing Student Handbooks to our students.

**THANK YOU FOR YOUR SUPPORT.**

*Fred Bush, Principal*

*Central Elementary School*

## PARENTS

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs, and initiate conferences with your child's teacher, the counselor, or the principal whenever you feel it is necessary. We are very happy to have you and your child in Central School.

### Parental Rights

- You may have your child "opt out" of participating in surveys, displaying of child's work or photographs on school websites or publications.
- You may request information regarding professional qualifications of your child's teachers, review teaching materials and assessments, and review any of your child's student records.
- You may request that your child not participate in activities including saying pledges to flags due to religious beliefs.
- You may request the transfer of your child to another classroom if your child has been the victim of bullying.

## GENERAL INFORMATION

**Accommodations for Children of Military Families;** Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

**Advanced Academics;** Students identified as Gifted & Talented will receive instruction through differentiation in the classroom. Parents with questions regarding this program should contact the school counselor.

**Asbestos Management Plan;** The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Superintendants office. If you have any questions, please contact 940-553-1900.

**Assignment Notebook;** Teachers will be instructing students to record their assignments in their assignment notebook. Teachers will also send notes to parents when necessary in the assignment notebook. This system is an effort to establish an open line of communication. By consulting your child's assignment notebook regularly, you will stay well informed about daily assignments and school activities.

Each child will receive an assignment notebook and is responsible for this book throughout the year—like a textbook. There is no initial charge to the students for an assignment notebook; however, should the book be lost, the student will be required to purchase a new one for \$3.50.

**Attendance;** An individual who is required to attend school under section 25.085 of the Texas Education Code commits an offense if he or she “fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.” Please remember that a written note explaining the absence is required after a student has been absent. Written notes and doctor’s notes must be turned in to the office within 5 school days of the absence to be considered valid. A complaint against the parent may be filed in court if a student is absent from school for 10 or more days or parts of days within a six month period. **A student shall not be given credit for a class if he or she has been in attendance less than 90% of the days the class is offered, unless an attendance committee appointed by the Board gives credit because there were extenuating circumstances for the absences.**

**Bus Transportation Policies;** Bus rules include: following the driver’s directions, enter and leave the bus in an orderly fashion, remain seated on the bus, do not deface the bus, do not have feet, hands, or objects in the aisle or outside the windows. It is a privilege for you to ride the school bus. If you violate the regulations, your privilege to ride the bus may be forfeited. The bus driver will notify the principal of the problem involving a student and the principal will take disciplinary action.

**Cafeteria;** The district participates in the National School Lunch program offering nutritionally balanced lunches daily. All **students** are expected to eat lunch in the school cafeteria. Students may purchase a five or twenty day lunch ticket or may pay cash on days when they choose to eat in the cafeteria. Students may not charge more than five meals in the cafeteria. Students who bring their lunch will also eat only in the school cafeteria.

**Citizenship and Conduct;** Students are expected to maintain high standards of citizenship and conduct themselves in a manner which will bring credit to themselves and their community. Some of the factors involved include respect for fellow students, respect for property of others, obedience of rules and regulations, and respect for authority of teachers and administrators.

**Corporal Punishment;** Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment is limited to spanking or paddling the student, and occurs only in accordance with the following guidelines:

1. Parent has signed consent to allow corporal punishment for their child.
2. Parent is notified by phone before corporal punishment is applied the reason for the corporal punishment.
3. The student is told of the reason corporal punishment is being given.
4. Corporal punishment may be given by the principal or assistant principal
5. The instrument to be used shall be approved by the principal.
6. Corporal punishment shall be done in the presence of one other District professional employee out of view of other students.
7. A record shall be maintained of each incident of corporal punishment.

The District shall honor a **written parent request** that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

**CHILD SEXUAL ABUSE;** The district has established a plan for addressing child sexual abuse, which may be accessed at [www.vernonisd.org](http://www.vernonisd.org). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at

<http://www.txabusehotline.org>).

**COMPLAINTS AND CONCERNS;** Usually, student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

**Dress and Grooming;** The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Hair

No hair picks, comb

No nets

No sideburns below the earlobes

Clean, well groomed

No pins, curlers

Not to cover eyes

No unusual or distracting hairstyles or colors

No symbols/initials cut into hair

Footwear\*\*

Acceptable footwear that does not create a health or safety hazard or does not disrupt the learning environment

No house shoes

Hats\*\*

Hats or head coverings, including head bands, may not be worn during school hours and must be left at home or in vehicles.

Shirts\*\*

Collared, polo, or crew neck shirts with sleeves are required.

No clothing, advertising playboy, tobacco, alcohol, prohibited substances/items, vulgar, obscene topics or implications of above list.

Tops must overlap waist bands so no midriff is showing at anytime.

Clothing that reveals underwear or cleavage is prohibited.

*With young men, excessively long shirts are not permitted and will be required to be tucked in their pants.*

*Individual campuses may require all students to tuck in their shirts.*

#### Other Clothing

Pants and shorts will be worn at the natural waist line, no sagging.

Large bulky coats and hood sweatshirts must be stored in the student's locker during school hours.

Clothing that is torn or ripped or larger than one size extra is prohibited.

Chains of any kind on billfolds, checkbooks, belts, or pants are prohibited.

Sunglasses are not to be worn in school unless medically prescribed.

#### Earrings/piercing

Body piercing other than the ears is prohibited

Young men may wear only one stud type earring per ear.

#### Other hair

Facial hair must be clean, neatly trimmed and well groomed.

#### Odor

Students are required to keep themselves clean and free of body odor.

#### Shorts/Dresses\*\*

Skirts/dresses must be at or below the knee, with no slits above the knee.

Pants and shorts must be at or below the knee.

#### Tattoos

Tattoos with lewd writing, gang related, obscene or offensive pictures or emblems will be covered.

\*\*Exceptions:

Designated school events by the principal.

**Dismissal;** Classes will be dismissed at 3:05 and 3:08 for car students. All bus students will be dismissed at 3:10 p.m. Students still on campus at 3:20 p.m. must be picked up by their parent in the principal's office. Please plan to be punctual when picking your child up.

### **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS;**

**School Materials;** Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school newspaper, and the yearbook, are available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

**Nonschool Materials...from students;** Students must obtain prior approval from the Office before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated Office Bulletin Board as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed. Nonschool Materials...from others; Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Office for prior review. The Principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

**Dyslexia Services;** VISD provides dyslexia screening beginning in the first grade. Students meeting eligibility requirements are provided instruction utilizing MTA (Multisensory Teaching Approach). Parents with questions regarding this program should contact the school counselor.

**Early release of students;** Because class time is important, doctor's appointments should not be scheduled, if at all possible, during school hours. If a student becomes sick during the school day, the teacher will send the student to the school nurse. The nurse will decide whether or not to send the child home.

**Emergencies / Illnesses;** If a child is injured or becomes ill at school, we will notify the parents, and render simple first-aid only. ***Students who are ill or have fever must be picked up immediately by parents or a person designated by the parent.*** Therefore, it is mandatory that we know where to

reach parents (home, business, neighbor's phone number) and the name, address, and phone number of your family doctor.

**In-School Suspension;** The principal may assign students to In-School Suspension for such reasons as *insubordination, truancy, excessive tardiness, fighting, abuse of school property, and other disciplinary offenses*. In-School Suspension is used as a means to correct serious or chronic disciplinary problems. It is conducted at a neutral site under strict supervision. Students will not be allowed to participate in any extra activities while in In-School Suspension.

### **HEALTH-RELATED MATTERS; Bacterial Meningitis**

State law specifically 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 most common and the least serious. 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 a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and 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. The bacteria rarely overcome the body's immune system and cause 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 circumstances. 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?

You should seek prompt medical attention.

- Where can you get 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 Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

**Other Health-Related Matters;** Physical Fitness Assessment. Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the Superintendent's Office to obtain the results of his or her child's physical fitness assessment conducted during the school year.

**Homework;** Home study is a necessary part of each pupil's educational program. Each student will be required to spend some time studying each day at home, in addition to scheduled class instruction time, to achieve satisfactory success in school.

**Honor Roll Program;** The staff feels it is very important to recognize those students who have demonstrated outstanding achievements in their academics. At the conclusion of each six week grading period, those students who have earned a 90 or above will have earned the privilege of making the "A" Honor Roll for that six weeks. Students who have earned an 80 or above will earn the privilege of making the "B" Honor Roll.

**Immunization Records;** State laws require certain immunization and health clearances of all students attending public schools. Current laws require a valid record from a physician or public health agency. Parental statements will not satisfy these requirements. Current Texas law requires that all children entering Texas public schools must have been immunized against the following diseases

diphtheria, rubeola (measles), rubella, tetanus, Haemophilus influenzae type B, hepatitis A, hepatitis B, varicella (chicken pox), poliomyelitis, and mumps. Students are required to have proof of the measles (rubeola) record before they will be allowed to enter school. Students will be provisionally enrolled if the other required immunizations have been started and continue to be received as "rapidly as is medically feasible." A student not immunized must have a certificate that is renewed yearly signed by a U.S. licensed physician.

**Inappropriate Items;** Whistles, radios, tape-recorders, pagers, CD players, electronic devices or games, water guns or any type of "toy" will serve no useful purpose at school and will not be allowed at school. Students bringing such items to school will have them taken up and turned in to the principal's office. The principal will determine whether to return the items at the end of the day or whether parents will be contacted to pickup the items. Students may not wear caps on school property. Such items worn by students will be taken and turned in to the office.

**Library;** Students are encouraged to use the library. There are special rules for reference books, magazines and reserved books. Learning the use of the library and observing its rules help develop good citizenship. The librarian will be available to assist those who need help. There will be a fine for each day a library book is overdue. If a book is lost, the full price of the book must be paid.

**Lost and Found;** The "Lost and Found" articles are kept in the cafeteria and students having lost personal or school materials should check there to see if the materials have been turned in. Parents should check for lost articles in the cafeteria before or after school.

**Medications;** The dispensing of drugs and medicine will be under the direction and supervision of the school nurse, teacher, counselor, or principal. The drug or medicine must be in the original container (information indicating student's name, doctor's name, name of drug, dosage and prescription number). The school must have a written permission from the parent, guardian, or person having lawful control of the child to administer the medication. This permission notice must also contain the time of day the medicine is to be dispensed and be signed. Any change in dosage from that appearing on the medicine will not be made without written authorization from the physician. A student with asthma may be permitted to possess and use an asthma inhaler with written authorization from parent and physician.

**Migrant Special Programs and Services;** Children who have moved within the past three years with their families or to join a parent due to agriculturally related jobs may be identified as migratory children. These children are entitled to receive special instructional and support services to help them be successful in

school. Support available for students includes school supplies, tutorials, health benefits, classroom assistance, free lunches, and summer school.

**Parents of Students who speak a Primary Language Other than English;** A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

**Pest Management Plan;** The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Bus Shop 940-553-4922.

**Physical Activity for Students in Elementary and Middle School;** In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

**Promotion Policy;** The student shall attain an overall average of 70 for the year in all courses, and in addition attain an average of 70 or above in weighted language arts and math. Also, in order to be promoted to grade 4, students must have performed satisfactorily on the reading section of the grade 3 TAKS assessment.

**Report Cards;** Students will receive an academic achievement and conduct grade at the conclusion of each six weeks period. One report card is given to the student for all classes. The report card is to be taken home to the parents to be signed and returned to school the next day. Notice of Concern or Progress Reports will be sent home to parents of all students who are not making satisfactory progress at the mid-point of each six weeks grading period.

**Requesting Classroom Assignment for Multiple Birth Siblings;** As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

**School Health Advisory Council (SHAC);** During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available from the Superintendants Office. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

**School Property;** Central School students take pride in the care of their building and equipment. Abuse of school property will result in disciplinary action against those involved. Any student who destroys school property will **be held responsible** for the damage and will be required to repair or pay for the damage, as well as being subject to disciplinary measures.

**School Safety Transfers;** As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the [board or its designee] to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the [superintendent or designee] for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- To request the transfer of your child to another campus [or a neighboring district] if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

**School Sponsored Trips;** Students participating in school sponsored trips are required to use transportation provided by the school to and from the event. An exception may be made if the parent makes a written request that the student be released to the parent or another designated adult.

**Special Education;** If a child is experiencing learning difficulties, the parent may contact the special education director to learn about the district overall general education referral or screening process. At any time a parent is entitled to request a special education evaluation. Within a reasonable time, the district must decide if the evaluation is needed. If declined, the district must provide written notice with an explanation and inform the parent of his or her rights in the case of disagreement. For more information contact Rita Collier, Special Education Director, at 940-553-1900.

**STAAR (State of Texas Assessments of Academic Readiness);**

Grades 3–8. In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived. STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

**State Mandated Testing;** Second grade students are required to be administered an assessment to measure reading skills at the beginning, middle, and end of the school year. Third grade students will be given a state mandated test (TAKS) in both math and reading.

**Storm Weather Information;** VISD personnel will be on alert for dangerous conditions by using radios which scan the Nation Weather Service, Law Enforcement and Civil Defense frequencies. Buses have two-way radios so drivers may also be informed. If severe weather is rapidly approaching, students will be held at school *until* the danger *has* passed. When sirens have sounded, students will be moved immediately to the safest places as recommended by safety experts. All elementary schools have specially designed storm shelter areas. Buses within the city will go to the NEAREST school for shelter. **Other Weather Conditions;** Please listen to **KVWC** radio station or local TV stations during snow, ice, or flood for information concerning delay of starting time or cancellation of classes. The radio station will have the correct information concerning school, so please do not call the school or principal.

**Surveillance video taping;** Surveillance video taping will occur on school busses as well as in common places within this school building. Signs of this notification will be posted.

**Tardiness;** *A LITTLE LATE IS TOO LATE.* If you arrive late to school, report to the office to sign in and print a tardy slip. Repeated tardiness in a 4 week period will result in penalties and may require a parent-pupil-principal conference.

**Telephone;** In case of emergency the office telephone may be used by students. Students are required to have a note stating they have the teacher's permission to use the phone. Do not ask to use the phone for matters which should have been arranged prior to school. Students will not be called out of class to talk on the phone.

**Textbooks;** All textbooks used in our school are the property of the State of Texas and are to be treated as such. Book covers are furnished free of charge and all textbooks must be properly covered at all times. The student is also subject to a fine for any damage that occurs to the textbook while in his possession. Students are responsible for all textbooks issued to them. If a book is lost, it must be paid for within a reasonable amount of time.

**Tobacco Prohibited;** The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

**Vending Machines;** The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the [school official]. [See policies at CO and FFA.]

**Visitors;** Parents are welcome to visit the school at any time. Parents wishing to request a conference with teachers should do so through the office. All visitors, upon entering the building, must check in at the main office. Visits to individual classrooms during instructional time are permitted only with approval of the principal.

**Withdrawals;** Students withdrawing from school must clear textbook records with each teacher and turn in any supplies issued. Textbooks and all other debts to the school should be cleared before records may be forwarded to another school. The parent/guardian must initiate the request for withdrawal.

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Rita Collier at 940-553-3377.

*Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education*

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling 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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation.

The district must complete the evaluation and the report within 60 calendar days of the date 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 his or her rights if the parent disagrees 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 Rita Collier at 940-553-3377.

***If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services***

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling 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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district.

The district is required to give parents the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***.

Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, ***A Guide to the Admission, Review, and Dismissal Process***.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Rita Collier at (940) 553-3377.

Thank you for taking the time to read this document.

*Fred Bush*

Central Principal