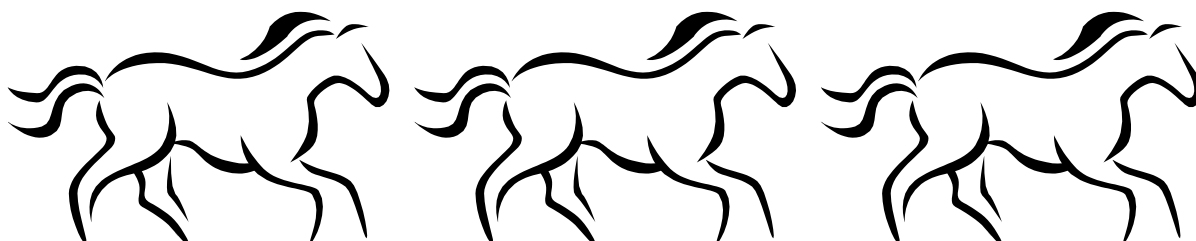


**Morningside Elementary School**

**Home of the Mighty Mustangs!**



**Student and Parent  
Campus Specific Handbook**

**2019-2020**

**Morningside Elementary School  
6350 Paige Road  
The Colony, TX 75056**

**469-713-5970**

**<https://www.lisd.net/morningside>**

# **Morningside Elementary School**

## **Mission Statement**

It is the mission of the community of Morningside Elementary to create a safe educational environment where students are able to reach their full potential academically, socially, physically and morally. We are committed to maintaining high standards of excellence and dedicating our efforts so that our students obtain life-long skills and positive attitudes, which will empower them to be successful, life-long learners and respectful, responsible and productive citizens.

## **Office Staff**

**Principal:** Rita Bacque, [BacqueR@lisd.net](mailto:BacqueR@lisd.net)

**Assistant Principal:** Holly Shelton, [SheltonS@lisd.net](mailto:SheltonS@lisd.net)

**Secretary:** Trish Withrow, [WithrowJ@lisd.net](mailto:WithrowJ@lisd.net)

**Attendance Clerk:** Melissa Denman, [DenmanS@lisd.net](mailto:DenmanS@lisd.net)

**Office Clerk:** Adriana Corona, [CoronaA@lisd.net](mailto:CoronaA@lisd.net)

**Nurse:** Allison Hutchins, RN, [HutchinsA@lisd.net](mailto:HutchinsA@lisd.net)

**Counselor:** Gloria Gibson, [GibsonGK@lisd.net](mailto:GibsonGK@lisd.net)

## **Important Phone Numbers:**

**Morningside Main Office: 469-713-5970**

**Morningside Fax Number: 972-350-9117**

**Lewisville ISD Main: 469-713-5200**

**Lewisville ISD Student Services: 469-713-5206**

**First Student Bus Services: 469-383-8616**

**Extended School Day (ESD): 469-713-5997**

## **General School Information:**

**School Colors: Red, White and Blue**

**School Mascot: Mustang**

**School Hours: 7:45 AM to 3:00 PM**

**Office Hours: 7:15 AM to 3:45 PM**

## **Social Media:**

### **Campus:**

**Campus Website: [morningside.lisd.net](http://morningside.lisd.net)**

**"Like" us on Facebook - MorningsideES**

**"Follow" us on Twitter - @MorningsideES**

### **PTA:**

**Facebook: MorningsidePTATC**

**Twitter: @Morningside\_PTA**

# MORNINGSIDE ELEMENTARY STUDENT HANDBOOK

## 2019-2020

### ARRIVAL AND DISMISSAL

- School hours are from 7:45 until 3:00 each day.
- Students should plan to arrive at school between 7:15 and 7:35 a.m. in order not to be tardy for class.
- All students arriving between 7:15 and 7:35 will either go to the gym for Smart Time where staff members will supervise them or they may eat breakfast in the cafeteria from 7:15-7:40 a.m. where a staff member also supervises them.
- Children should NOT arrive on school grounds earlier than 7:15 a.m. as all our doors are locked and there is no adult supervision before that time.
- Students should plan to leave the school building and grounds promptly at our 3:00 PM dismissal time unless detained for a school reason. Likewise, we ask that parents pick up students promptly and exit school grounds quickly so personnel may help all students begin their journey home in a timely manner. Parents will be notified in advance if a student is to be detained at school.
- Students who are still at school after 3:15 will be brought to the office. Parents will be called to come and get their children. Parents will have to come into the building after 3:15 as they will be required to sign-out their child at that time.
- An Extended School Day (ESD) program is available for students. Information for the ESD program may be obtained by calling the LISD Community Services Department at 469-713-5997.
- Students may not remain after school to play on the playground.
- If you walk your child to school or meet your child at dismissal time, for safety reasons we must insist you leave your pet(s) at home. Even the most mild-mannered animal can be a safety issue if alarmed or hurt. Many children also have allergies and/or fears of some types of pets.
- If your child needs to travel home a different way than what is normal on any given day, the child **MUST bring written permission** from home and give it to his/her homeroom teacher **first thing** in the morning. Do not wait until sometime during the day to let the school know as teachers may not always receive the message on time.
- In the event of an unplanned emergency that occurs after the child is already at school, a parent may call the school office to request their child go home a different way. However, there are the following stipulations:
  - Any person picking up the student will need to be listed on the child's enrollment card whether the student is being picked up, walking or riding home with the other person.
  - That person **WILL** have to show identification so we can prove who picked-up the student. We will also make a copy of the identification. There are no exceptions to this rule.
  - Our office is incredibly busy in the afternoons between the hours of 2:00-3:00 p.m. Therefore, ALL alternate travel arrangements **MUST** be solidified by 2:00 p.m.
  - **If alternate travel plans are not made by 2:00 p.m., the student will go home via his or her normal mode of transportation.**

## ATTENDANCE

- Students must attend school regularly and be on time in order to benefit from the instructional program. Students are expected to develop habits of punctuality and self-discipline. Students who have good attendance generally perform better and have a better attitude toward school. Recognizing the positive relationship between good student attendance and student achievement, Morningside teachers have made high student attendance a school-wide goal.
- Attendance is recorded for state purposes based on the students present at 9:00 a.m.
- If a student has been present, but leaves before 9:00 a.m., they are considered absent for the day.
- The law requires students to be in attendance at least 90% of the required number of days during the school year in order to receive credit for a class.
- For further clarification, please see the Texas Education Code (TEC) for:
  - Compulsory School Attendance - TEC Sec. 25.085
  - Parent Contributing to Non-Attendance - TEC Sec. 25.093
  - Failure to Attend School - TEC Sec. 25.094
  - Warning Notices - TEC Sec. 25.095
- Parents will be notified by letter during the year when the number of partial day absences (tardies) and/or absences become a concern. Attendance committees will hear petitions at the end of the year for class credit from students not meeting attendance requirements.
- Students who must be absent from school for the purpose of observing a religious holy day when it is a tenet of their faith, will not be counted absent as long as the religious holy day is identified in the LISD Religious Observances brochure. Please notify the school in writing prior to the absence.
- School board policy lists the following as the only reasons for an excused absence:
  - Personal illness**
  - Death in the family**
  - Quarantine**
  - Weather or road conditions making transportation to school dangerous**
- There may be extenuating circumstances that will result in an excused absence with **PRIOR APPROVAL** from either the principal or assistant principal. Please set up a conference with the principal or assistant principal to discuss your request prior to the upcoming absence. (See next item)
- LISD has instituted a form for "Special/Pre-Planned Absences". This form is located in the appendix and has an explanation at the top to inform you how the request form works and will be used. **(See Appendix)**
- When your child is absent from school and needs his/her work, please telephone the school office by 9:00 a.m. Missed assignments can be picked up in the office at the end of the day or sent home with another child, if requested. Please note: while work will need to be completed, credit will be given for assignments at the teacher's discretion.
- Assignments may or may not be given prior to a student's extended absence depending on the length of time teachers have or need to prepare the needed assignments.
- Students who will be out in the morning due to a doctor's appointment must notify the school by 8:00 a.m. Students returning the same day will not be counted absent as long as they return to school with a doctor's note in hand.
- Parents are asked to call/email and notify the school and teacher of a child's absence. Parents may call the school and leave a message to register an absence. Please leave your child's name,

grade, teacher's name and the reason for the absence. We still require written notice of the absence upon the student's return to school.

- For an absence to be excused, it must meet the above stated requirements and must be documented in writing and given to the school within 3 days of the student's return to class. While we appreciate phone calls as stated above, written documentation is what is accepted as evidence of the absence. Please include your child's name, grade, teacher's name as well as the reason and date(s) of the absence.
- If your child attends an afterschool day care which usually provides bus service to and from the elementary school, be sure to notify them on any day your child is absent or checks out of school due to illness, appointments, etc. That way the personnel for that day care will know who they are/aren't picking up that day.

## **BRINGING LUNCH TO YOUR CHILD**

- Parents are allowed to bring lunch for their children as needed. However, we request that parents not drop off lunches on a daily basis. Students should have their lunches with them in the morning when they arrive. This will help instill responsibility in your child.

## **BUILDING LEADERSHIP TEAM**

- The Building Leadership Team (BLT) is the site-based decision-making committee, which acts in an advisory capacity to the principal. Its membership is comprised of faculty, staff, parents, and community members. It develops, monitors, and evaluates the annual Campus Improvement Plan, the implementation of the Strategic Design Plan and various events and activities on campus. Each campus member is elected by its representative group.
- Parents and community members are urged to contact the principal if they are interested in serving on the committee.

## **BULLYING**

**Definition:** Engaging in written or verbal expression through electronic means or physical conduct that occurs on school property or a school related event that (1) has the effect of physically harming a student or student's property, (2) places a student in reasonable fear of harm to the student or of damage to the student's property and/or (3) Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

All reported incidents of alleged bullying will be fully investigated and an oral report of the investigation will be shared with all parties involved via a telephone call or a conference in person.

### **Tips for Parents:**

- The time to teach children about bullies and bullying is when they first begin to interact with others. Give them words for their feelings, limit and change their behavior when they are very young and teach them better ways to express their feelings and wishes (i.e. "I" messages and assertiveness).
- Talk to your child about what it means to give respect and the importance of respecting differences.
- Model how to give respect by treating others respectfully.
- Help your child develop bully resistance skills. Role-play with your child what to say and do when confronted by a bully: 1) Stand up straight, 2) look the bully in the eye and 3) say in a firm,

confident voice, "Leave me alone!" or "Stop that! I don't like that!" 4) Stay calm, 5) walk away and 6) tell an adult.

- Report any bullying concerns to your child's teacher or school administrators.

### **Cyber Bullying**

- Know what your child is doing online
- Keep the computer in a central location of your home.

### **BUS SAFETY**

- Transportation services are offered to those students living two or more miles from the school to which they are zoned. This year, LISD is providing bus service to all students living east of Morningstar Drive between Memorial Drive and Baker Road (Bus 116). Additionally, there is bus service in the new neighborhood south of Highway 121 and west of Raising Canes and In and Out Burgers (Bus 113).
- Our buses are operated by First Student Bus Services. The Transportation Office can be reached at (469) 383-8616.
- The school bus safety rules are designed to protect student passengers, to enable the bus driver to operate the vehicle safely, and to help keep the maintenance costs as low as possible.
- Students whose actions threaten the safety of others on the bus may lose their privilege to ride the bus. The bus driver will file a formal written report with the principal when there is a recurring problem. **Recurring problems may result in a student being placed on probation or suspended from bus transportation for a designated period of time. Parents will assume responsibility for transporting a student who is put on bus suspension.**
- Bus capacity is an important factor in the safe transportation of students. Because our buses run at the fullest capacity deemed safe, we will be unable to allow students to ride buses other than the one they are scheduled to ride. Please make other arrangements for transportation when your child will be going home with another student.

### **CAFETERIA**

- The school cafeteria is maintained as a vital part of the health program of our school.
- Students may bring their lunch from home or purchase a tray from the school cafeteria.
- Menus will be posted online at the beginning of each month.
- Daily menus are shared during morning announcements.
- Parents may join their children for lunch once a month during our designated Parent Lunch Weeks (see information in Appendix). Parents who come to school to eat lunch with their child will sit at the designated table with their child. No other students are allowed to join you. We ask that parents respect the cafeteria rules (see Appendix) and the directives of the teachers on duty. We expect parents to be positive role models for our students while visiting with them for lunch and are expected to model positive behavior and respect for teachers on duty at all times.
- Breakfast is served from 7:15 until 7:40 each morning.
- If a student forgets his/her lunch, a lunch will be provided and charged to the student's account. The student will be asked to pay for the lunch the following day.
- After two unpaid charges have accrued, a substitute lunch of milk and a sandwich will be provided for the child until the account is paid in full.
- Student lunches can be paid for and monitored online. All you need is your child's student ID number to set up the account.

- "A la carte" items such as snacks, extra sides, extra milks, etc. may be blocked from purchase from a child's account by parent request to the cafeteria manager.
- While no child is ever forced to eat, neither is any child left without a meal.
- A free or reduced-price lunch and breakfast program is available to those students who qualify. Applications for this service are now available online.
- Those who previously qualified for free or reduced lunch and breakfast must still re-apply each year. You will have a 30-day grace period to continue with last year's free or reduced lunch prices. Each person who applies will be notified of their status for the current year.

## **CAFETERIA RULES**

- We use our CHAMPS system of voice control in all areas of our campus.
- We will use appropriate table manners.
- We only touch and eat our own food. (We have several students who have severe allergies, especially peanut allergies, so please impress upon your child the need to eat only their own food).
- We use quiet, whispering voices.
- We will stay seated until dismissed.
- Dismissal time is a no talking time.
- All parents and their child(ren) will sit at the guest table.
- See Appendix for CHAMPS poster/expectations. Visiting parents are expected to adhere to all expectations and rules of the cafeteria.

## **CELL PHONE USE / ELECTRONIC DEVICES**

- Due to safety reasons, many students have cell phones in order to phone home upon their arrival at school or to phone parents as they walk home from school.
- Morningside will permit students to possess cell phones provided they adhere to the following:
  - Cell phones must be used prior to entering the building in the morning or after the student exits the building in the afternoon.
  - Technology Devices will be permitted for use as long as students fully understand our district acceptable use policy and they are used for educational purposes only under direct teacher supervision.
  - Students who take out and/or play with their phones/devices or use their phones/devices inappropriately during the school day will have them picked up by the reporting teacher or administrator.
  - The student's parents will be called so that the parents can come and pick up the phone/device in person.
- Toys, electronic games and devices, virtual pets, trading cards, etc. are not permitted at school unless your child's teacher designates a special occasion or lesson which would permit those items to be brought to school.

## **CHANGE IN STUDENT INFORMATION**

- It is crucial that the school office be notified immediately of a change of address, home phone, cell phone, or office telephone number, or a change in emergency information during the academic school year.
- Additionally, it is the parent/guardian's responsibility to update all information online in the Skyward Family Access portal.



- Parents must provide at least 2 working telephone numbers in order that the school be able to contact you quickly.
- This will ensure that appropriate and timely communication occurs as well as provide prompt notification in case of an emergency.
- Parents must notify the school office at least two days in advance of the intent to withdraw their child. This will provide time for the necessary withdrawal forms to be completed.

## **CHECK ACCEPTANCE POLICY**

- In the event that a check written to any Lewisville ISD campus, club or organization is returned unpaid by a person's bank, Lewisville ISD or its agent will redeposit your check electronically.
- Additionally, the parent understands and agrees 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 ACKNOWLEDGMENT and ACCEPTANCE of this policy and its terms.

## **CLASSROOM PARTIES - STUDENT BIRTHDAYS**

- We will continue the practice of having three designated class parties during the school year...Winter/Christmas party, Valentine's Day party, and the End of the Year party.
- Classroom parties are under the joint direction of grade level teachers and room parents.
- Grade level teachers will confer with room parents to review guidelines and to plan party activities. Room parents may only request a maximum of \$5.00 per student per party.
- **Per district policy, all food distributed during school hours must adhere to the guidelines for Foods of Minimal Nutritional Value with the exception of the 3 designated parties per year. For further clarification, see your child's teacher or the Room Representative.**
- Teachers and parents should work together to offer nutritious food choices for parties whenever possible, while keeping in mind the needs of all students and their diverse diets and allergies.
- It will be recommended that food for parties be pre-packaged and come with a nutritional label so we can keep all students safe.
- It is further recommended that only one food item be of minimal nutritional value for each child. This will increase awareness in our children and parents and eliminate a potential life-threatening danger from food allergies.
- **Suggestions for non-food items that could be used as party favors, etc.:**
  - Mascot or school pencils, pens
  - Notepads, crayons, markers
  - Books - children love to read!
  - Water bottles with the school logo or name
- A mutual respect will be displayed for all cultural and religious diversity in our school. Alternative activities designed by the teacher will be available to those students unable to participate in any school sponsored celebrations or activities. We ask that parents notify the teacher at least one week in advance so that sufficient time is given to the teacher to make alternative arrangements.

## **Student Birthdays**

- As you know the future health of our children is important. Therefore, we no longer allow anyone to bring treats to school to celebrate their child's birthday.

- When we consider food allergies, diversity of diets, obesity and its related health conditions and the overall safety of our students, we feel this decision is in the best interest of all our students.
- We want our focus to be on the children's health and wellness because we believe healthy, stronger bodies equal healthy, stronger minds.
- We ask that children not bring invitations for private parties at any grade level unless invitations are given to every student in the class. Those children who do not receive invitations do not understand why they are not included if they don't receive one.

## COMPUTER RESOURCES

- To prepare students for an increasingly computerized society, the District 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 their parents will be asked to sign a user agreement (AUP) regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.
- The user agreement will be online and is part of the information parents complete for enrollment in school each year.
- Students and their parents should be aware that electronic communications (i.e. e-mail) using District computers are not private and may be monitored by District staff.

## CRIMINAL BACKGROUND CHECK (see also Volunteers)

- If a parent/volunteer completed a volunteer background check in **2016-2017 or before, then you are up for "renewal" and must complete a new application before you can volunteer, go on a field trip, assist in classrooms, have lunch with your child, etc.** If a parent/volunteer completed a background check in **2017-2018 or 2018-2019** you do not need to complete another one at this time. The background checks are good for 3 years.
- If you have never completed a background check for any LISD school and/or are new to LISD/Morningside this year, you must complete the check. If you become an approved volunteer then your background check will be good for 3 years beginning with this school year, 2019-2020.
- **Background checks are now completed through VOLY, which is our online volunteer system. Look on the LISD website for more details and directions on how to complete this application.**
- There is a required three week waiting period for the volunteer application to clear before any parent or other volunteer can have lunch in the cafeteria, work in the building/classroom, at a school-sponsored event or accompany a class on a field trip.
- Any questions regarding the background checks must be addressed with the principal or assistant principal.

## CURRICULUM

- Our curriculum is broadly based on the core proficiencies as defined in the Texas Essential Knowledge and Skills (TEKS). We use a variety of teaching approaches that keep the students engaged in learning and make them active participants in the classroom. The district curriculum overview is available on the LISD website at [www.lisd.net](http://www.lisd.net).

## DANGEROUS ITEMS

- Children and adults are not permitted to bring firearms, knives (including small pocketknives, Scout knives, and Swiss army knives), chains, bullets or ammunition, boomerangs, slingshots, swords, spears, laser pointers, and other potentially dangerous items to school.
- It is also recommended that thin glass containers not be used to bring collections or specimens to school. All incidents will be taken seriously and dealt with through our discipline management plan.

## DISCIPLINE

- The goal of discipline is to develop the character and civic responsibility of each student. Our goal for each student at Morningside is for his/her behavior to reflect responsible, safe, and respectful attitudes. The Morningside staff is dedicated to working with each student individually to ensure that his behaviors and actions are those of a person with character and that they are in line with school rules and procedures. Such development involves the collaboration and support of both the home and the school.
- Appropriate behavior will be taught, reinforced, and assessed through the school-wide use of Restorative Practices.
- We also emphasize positive character traits such as: **Citizenship, Caring, Kindness, Fairness, Perseverance, Respect, Responsibility and Trustworthiness.**
- Our campus has also adopted a "CHAMPS" plan for appropriate voice levels in and around our building. (See appendix)
- Our campus follows the LISD Student Code of Conduct when dealing with all matters of student discipline.
- The LISD Student Code of Conduct is on our district website. It is available when you access online forms through Skyward Family Access. Once you have read the Student Code of Conduct, there is an acknowledgment form, which should be signed electronically acknowledging that you and your child agree to the Code of Conduct.
- Should a student's behavior require collaboration of the classroom teacher and an administrator, necessary interventions will be considered and implemented, a phone call to parents will be made and the student will serve an appropriate consequence for his/her misbehavior.
- Students will respect the property of others, including school property. School buildings are public property. Destroying or defacing public property is a violation of the law. Any student who shall deface the property of the Lewisville Public Schools shall be liable as provided by stated law for such offenses.
- Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.
- Students will respect each other, themselves and all adults with whom they come in contact. Bullying, harassment, and/or disrespect of any kind will not be tolerated from anyone, including parents and community members, at Morningside Elementary. Parental contact and remediation tactics will be implemented to ensure the well-being of all students and faculty members.
- For further clarification, please refer to our district's Student Code of Conduct online for specific behaviors, consequences and definitions of terms such as "bullying".

## DRESS CODE GUIDELINES

- The students and parents may determine the student's personal dress and grooming standards, provided that the student's dress and grooming adheres to the following guidelines:

- ❖ Clothing must not lead school officials to believe that dress or grooming will disrupt, interfere with, disturb, or detract from classroom and/or school activities.
  - ❖ Hats or bandanas may **NOT** be worn to school, unless it is for a designated theme day.
  - ❖ Shorts and skirts should be of an appropriate and modest length where no undergarments can be seen. A good rule of thumb is no shorter than 2-3 inches above the knee.
  - ❖ **Unusual hair color (ie: pink, purple, etc.) and hair styles (ie: Mohawks) are not permitted at any time.**
  - ❖ A new trend of wearing feathers in hair has begun. While we prefer students not wear them, as long as they are not unusual colors (ie: pink, purple, red, blue-colors which hair does not naturally occur in) they will be permitted. However, if at any time, they become a distraction, school officials will have the right to insist they be removed.
  - ❖ Clothing must not create/pose a health hazard or other safety hazard to the student's safety or to the safety of others.
  - ❖ **Clothing cannot advertise scary (skulls, crossbones, bloody pictures) or sexual themes, drug or alcohol items, promote gang activity, or show disrespect in any form. Imprinted writing on shirts should send a respectful message. For example, a shirt that states "I am with stupid" or "Parents for sale" is not acceptable.**
  - ❖ Clothing must maintain a sense of modesty and age-appropriateness.
  - ❖ Shoulder straps should be three inches wide for older students and/or relative to the age of the student and body size.
  - ❖ Clothing with spaghetti straps, bare backs or halter-tops are not permitted at any time.
  - ❖ No midriff can be showing, make sure all shirts/tops are long enough that they could be tucked in. If they can be tucked in, then they will most likely be long enough not to show a midriff.
  - ❖ **Tank tops/muscle shirts are NOT allowed.**
  - ❖ Shoe wear for recess must be rubber-soled and closed-toed (ie: tennis shoes).
  - ❖ **Flip flops are NOT allowed at any time.** This is a safety issue, especially on the playground and in PE.
  - ❖ **We will also expect all parents to adhere to the dress code guidelines when volunteering at school or on school related field trips.**
  - ❖ **Positive and respectful representation of our campus and district is of utmost importance.**
- School administrators reserve the right to determine any inappropriate dress or accessory they feel is disruptive to the school environment.
  - If there is a dress code violation, students will be given a warning first and a note or phone call to parents informing them of the violation.
  - If there is a second violation, the student will call home for a change of clothes and parents will be expected to adhere to the request of the teacher/administrator by coming to school with the change of clothes for their child.
  - If there is a third infraction, the student will be sent to the office for disciplinary action due to the dress code infraction.
  - For safety purposes, a dress code has been established for physical education class and recess.
    - ❖ The dress code requires students to wear tennis shoes (no cleats) on gym days.
    - ❖ If shoes have eyelets, they must be completely laced and tied.
    - ❖ No sandals or open-toe shoes will be permitted.
    - ❖ Girls are required to wear shorts under their dresses or skirts.

- ❖ Clothing worn on gym days should be loose fitting, allowing for movement during various activities.

## EARLY DISMISSAL FOR APPOINTMENTS

- If it is necessary for a student to leave school during the school day, parents must come to the office to sign-out their child. (Beginning this year, this will affect perfect attendance)
- Students will be called to the office for dismissal once the parent has arrived. Do not request that your child wait in the office at a specific time. Sometimes plans change or a parent is later than expected and we don't want students missing instructional time until it is absolutely necessary.
- Students will not be released to anyone other than the parent, guardian or those persons documented on the student's enrollment information without prior written notification from the parent or guardian.
- You will be asked to provide a picture ID before a student will be released to you.

## EDUCATIONAL FIELD TRIPS

- Properly supervised and planned educational field trips are an important part of the instructional program.
- A signed permission form from a parent or guardian is required from students for all field trips.
- Parents who wish to chaperone field trips are required to complete a Criminal Background Check online through VOLY at the LISD website. Keep in mind it takes approximately 3 weeks for this process to be completed. Do not wait until the last minute to take care of this.
- Parents are expected to drive their own cars for field trips as we order only enough buses to transport the students and teachers.
- Due to safety issues, we reserve the right to limit the number of adult chaperones on each school field trip. Keep in mind these are educational opportunities for students and an extension of lessons taught in class.
- Outdoor field trips or those to a large venue (ie: Zoo, ELM FORK, LISDOLA, Camp Briarwood, museums, Science Place, etc.) will be allowed 1 parent for every 2-3 students.
- Indoor field trips or those to a small venue (ie: play, movie, IMAX, etc.) will be allowed 1 parent for every 4-5 students.

## EDUCATIONAL TERMS

- **ARD COMMITTEE** Admission, Review and Dismissal Committee for Special Education students
- **BLT** Building Leadership Team (Site-based Decision Making committee)
- **BRIARWOOD CAMP** The 5th grade 2-day environmental camp in Lewisville
- **ELM FORK** One day outdoor field trip attended by 3<sup>rd</sup> grade students
- **GT** Gifted/Talented Program
- **LISDOLA** Lewisville Independent School District Outdoor Learning Area (2<sup>nd</sup> and 4<sup>th</sup> grade attends)
- **MTA** Multi-sensory Teaching Approach to Reading
- **RTI (Response to Intervention) TEAM** Pre-referral committee to discuss student needs and possible special education testing
- **SDI** Specially Designed Instruction (typically for students receiving special education resource or inclusion support)
- **STAAR** State of Texas Assessments of Academic Readiness (replaces TAKS tests)
- **TAPR** Texas Academic Performance Report (formerly AEIS)

- **TEA** Texas Education Agency
- **TEC** Texas Education Code
- **TEKS** Texas Essential Knowledge and Skills (daily objectives taught by teachers)
- **UIL** University Interscholastic League

## EMERGENCY DRILLS

- We have regularly scheduled emergency drills consisting of Evacuation (fire drill); Shelter in Place (tornado or bad weather drill); Lock-down (in the event of intruders) and Lock-out (in the event of something going on near the school, but we conduct business as usual inside the building).
- Should a school visitor enter the building during a drill or emergency situation, that person is expected to follow school personnel's safety instructions.
- **STUDENTS WILL NOT BE REMOVED FROM THE BUILDING DURING THESE TIMES BY ANY PERSON OTHER THAN AUTHORIZED SCHOOL PERSONNEL.**
- We are interested in protecting the safety of your child. Should you need additional information regarding emergency drills, please contact a staff member or administrator.

## FASTING

- If your child is observing a fast, the parent/guardian must send a written note/email to the school stating the beginning and ending date(s) of the fast along with a description of the type of fast. It is up to the student to maintain the fast.
- If alternate arrangements need to be made for your child during their fasting time, you will need to set up a conference with an administrator to determine what alternate arrangements are available for your child's specific needs.
- While we will do everything to accommodate a parent's request, other factors within the scope of what we are allowed to do will have to be taken into consideration. We will offer as many alternate arrangements as possible and parents and students will need to choose from those offered.

## FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

- The Department of Agriculture has mandated new healthy guidelines for schools. The FMNV policy states the following:
  - ❖ An Elementary School Campus may not serve or provide access for students to FMNV **at any time, anywhere** on school premises until the end of the last scheduled class.
  - ❖ Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time, anywhere on school premises until the end of the last scheduled class.
  - ❖ Such foods and beverages may not be sold or given away to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parent or parent groups, or any other person, company or organization.
  - ❖ An elementary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until the end of the last scheduled class. This does not pertain to food items made available by the school food service department.
  - ❖ A competitive food is defined as foods or beverages sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program and/or After School Snack Program. This definition includes, but is not

limited to, food and beverages sold or provided in vending machines, in school stores, or as part of school fundraisers.

- ❖ Snacks are defined as either competitive foods or "a la carte", depending on whether or not they are provided by the school food service department.

**\*\*Foods of minimal nutritional value are composed of four basic categories:**

- ❖ Any type of carbonated beverages
- ❖ Water ices (commonly referred to as Popsicles); water ices that include fruit or fruit juices are not included
- ❖ Chewing gum
- ❖ Certain candies which include hard candy (sour balls, fruit balls, candy sticks, lollipops, blow-pops, skittles, starburst, starlight mints, peppermints, after dinner mints, sugar wafer, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops); jellies and gums (gum drops, jelly beans, jellied and fruit flavored slices); marshmallow candies; fondant (corn and soft mint); licorice; spun candy (cotton candy) and candy coated popcorn.

**\*\*Non-restricted foods:**

- ❖ Ice-cream, ice milk, water ices that include 100% fruit juices or fruit, tea, water, sport drinks, chips, candies that contain the following ingredients: nuts, peanut butter, caramel, coconut, nougat centers, milk-based fillings or other similar ingredients.
- ❖ Exemption: Students may be given one FMNV item during the school day on the 3 designated party days.
- ❖ We encourage parents to support this important initiative by providing lunches and snacks that fit healthy eating habits.

## **FORGOTTEN ITEMS**

- Forgotten lunches, jackets, and such items can be dropped off in the front office and we will get those items to your child. Forgotten homework that is dropped off after school begins will be put in the teacher's mailbox and will be considered late work.

## **GRADING POLICY**

Reference: EIAB (Local), EIA (Legal), EIA (Local), EIC (Local), EIE (Local), TEC 28.0216

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### **Purpose of Grades/Grading Guidelines**

The primary purpose of grades is to measure and communicate what a student knows, understands, and can do as a result of the student's learning; a secondary purpose for grades is to provide teachers with information for instructional planning. Additionally, grading guidelines promote consistency in grading practice throughout the district. The following guidelines will be in place at every campus. Utilizing the following guidelines, campus leadership will meet with each department and/or grade level to establish further grading best practices that focus on student learning (EIA Local) These campus meetings ensure consistency throughout departments and/or grade levels and standardization throughout on-level coursework. Guidelines for grading shall be clearly communicated to teachers, students, and parents.

### **Grades reflect student work**

Grades must reflect a student's relative mastery of a concept/learning goal. There must be a sufficient number of grades taken to support the grade average assigned (EIA Legal/Local). Grades entered for academic work must reflect student achievement and communicate progress to parents. Grades should NOT be given for returning signed papers, attending school functions/events, bringing supplies, etc.

In LISD, no "minimum grade" will be assigned regardless of the quality of student work, product, or demonstrated mastery. Teacher shall record the actual grade a student earns; there is no minimum grade (EIA Legal/TEC 28.0216). Grades will not be reduced for disciplinary reasons. Grade penalties are specifically covered in the "Grade Penalties" section below.

### **Frequency/Number of Grades**

The sufficient number of grades for each reporting period is defined in the "Elementary School Information" and "Secondary School Information" sections below. The minimum number of grades required is differentiated for elementary, middle, and high schools.

### **Student Expectations**

Each student is expected to:

- Attend all classes: regularly and on time.
- Prepare for each class. Take appropriate materials and assignments to class.
- Maintain honesty and integrity in all issues regarding school work and interaction with teachers and administrators.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. (EIA Local)

### **Grade Penalties**

Late Work: (EIAB Local)

- Teachers may assign a late penalty to any assignment turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

Absences and Suspensions:

- Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. (EIAB Local)
- An "M" for "missing" shall be recorded for absences, whether excused or unexcused, and students will be given a reasonable amount of time to learn the missed material and demonstrate mastery. It is recommended that the length of absence should determine the amount of time given for make-up work. For example 3 days of absence equals 3 days to make up work. A teacher may make exceptions for extenuating circumstances.
- The grade for make-up work after an unexcused absence shall be zero. (EIAB local)
- The District shall not impose a grade penalty for make-up work after an absence because of suspension. (EIAB Local)

Failing to Follow Procedures:

- Grade penalties may not be applied for failing to follow procedures, except in the case of Late Work as described above and in compliance with campus Late Work policies.

Academic Dishonesty

- Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct (EIA Local).



## ELEMENTARY GRADES (PRE-K/K -5)

### **Pre-K/Kindergarten/First Grade**

Standards Based Grading provides the foundation for reporting student progress and achievement in Pre-Kindergarten, Kindergarten and First Grade. Student learning is based on standards established by the Texas Pre-K Guidelines and Texas Essential Knowledge and Skills. Assessment of student learning occurs through teacher observation of students engaged in individual, partner, small group, and whole group activities that occur throughout authentic classroom experiences. Multiple samples or photographs of student work, anecdotal notes and/or skill checklists are reviewed by teachers at the end of each grading period for comparison to end of year criteria established in the LISD Grading Continuum.

### **Grades 2-5**

- **Major Grades** - A minimum of three major grades per nine week grading period in each of the following: Reading, Language Composition, Math, Science/Health, and Social Studies.
  - Performance tasks/performance based assessment
  - Content exams (including performance based content tasks/assessments)
  - Research projects/papers (final product)
  - Special projects (performances, speeches, presentations,
  - Multi-media student created work
  - Written compositions
  - Portfolios
- **Minor Grades** - A minimum of three minor grades per nine weeks grading period in each of the following: Reading, Language Composition, Spelling, Math, Science/Health, and Social Studies
  - Group/individual projects and assignments
  - Running Records
  - Hands-on activities/labs
  - Class/group work learning (cooperative learning, etc)
  - Fluency probes
  - Learning Centers/Workstations
  - Lab reports
  - Computer Activities
  - Notebooks
  - Vocabulary/spelling tests and/or assignments
  - Interim work for projects/papers
  - Quizzes
  - Journals
  - Writing process (prewriting, drafting, revising, editing, publishing)
  - Informal Compositions
  - Portfolios
  - Speech/communication/presentation skills
- **Homework** assigned, that is not defined in the major or minor grade categories, will not be included in the nine weeks grade. Please note there may be opportunities when major or minor assignments originating at school may need to be completed at home for children to demonstrate depth and understanding. In these circumstances, those assignments could be graded.

- Re-teach/Re-Assess/Re-Grade
  - If a student earns a grade below a 70 on a major grade, the teacher must re-teach, then re-assess.
  - After the re-teach/re-assess the higher of the two grades will be assigned, with the maximum possible score of 70.
  - In order to receive re-assessment options, students must turn in major grade assignments by the actual due date.
  - Students must be re-taught through small group, tutoring, peers teaming, etc, before re-assessment. Re-teaching strategies include, but are not limited to: use of alternate and differentiated materials, collaborative/cooperative learning, hands-on and subject appropriate manipulative materials, computer-assisted/online instruction, multi-sensory teaching techniques, and presentation of materials in a modified modality (visual aides, taped reading materials, etc).
- Skyward Family Access
  - Parents are able to create their own accounts in Skyward Family Access in order to complete online forms, access students' grades and update enrollment information. If you have any questions regarding this process, please phone our office.

## **GT - Gifted and Talented Program**

- Morningside offers a variety of programs to meet the special needs of students.
- One of these programs is the Gifted and Talented Program - GT.
- This program is designed to meet the learning and affective needs of students demonstrating general intellectual giftedness on the indicator provided.
- There are many kinds of "giftedness". All children have special gifts, talents, and abilities. However, the GT program is serving one kind of giftedness as identified through learning potential tests, achievement tests, creativity products, and parent and teacher observation.
- Students served in the gifted program should demonstrate on the majority of given indicators that their ability falls above the 95th percentile.
- The GT program is not an acceleration program. The curriculum emphasis is on higher order thinking skills and their application.
- Students who qualify are pulled out of their classroom anywhere from 1½ to 6 hours per week depending on the grade level of the student. Our GT teacher also serves as a support to all our classroom teachers by providing inclusion lessons in the general education classroom throughout the year.

## **GUIDANCE COUNSELING**

- The Lewisville ISD's guidance curriculum component provides a means for helping students learn skills that the State Board of Education has identified as priority needs of students.
- Through the guidance curriculum activities, students develop self-esteem, motivation to achieve, decision-making skills, goal setting and planning skills, problem solving skills, interpersonal effectiveness, communication skills, and responsible behavior.
- These activities are taught through classroom presentation, small group interactions and individual counseling.
- The counselor, as a member of the instructional team, is a vital resource to students, parents, teachers, and administrators in helping to build the skills needed to meet the dynamic forces of our society.

- The Lewisville Comprehensive Guidance Program is an integral part of each school's total educational program. The basic goal of school guidance is to enhance the student's educational development. Morningside's guidance counselor may be contacted at the school's phone number or through email.

## HEALTH REQUIREMENTS

- Students will be given temporary care in the case of illness or injury during school hours.
- If your child has a medical problem, please make sure the school is informed. It is important that correct and working telephone numbers (home, work, and emergency contact) are on file in the school office and Health Room at all times.
- Our school nurse will be at Morningside from 7:30 a.m. to 3:30 p.m., Monday through Friday to assist you with your needs and questions.

### **Attendance is not permitted and/or students will be sent home for the following reasons:**

- Temperature of 100.4 degrees or above
- Undetermined rash over any part of body
- Pain and/or swelling at angle of jaw
- Scaly patches on scalp which may indicate ringworm
- Live lice on hair/scalp
- Nausea, vomiting, diarrhea
- Red, itchy, draining eyes
- Intense itching with signs or symptoms of secondary infection
- Open draining lesions
- Signs of jaundice
- Communicable diseases listed by Texas State Dept. of Health
- Excessive coughing, especially that which disrupts the educational environment or the health room and office area.
- The above reasons will ensure the protection of all students.
- **A student must be fever-free for a full 24 hours without medication before returning to school.**
- **There will be no prescription drugs given to students unless we have written authorization from the parent and the medicine is in the original bottle with instructions on the bottle.** These medications will be stored in and dispensed from the health room for one week.
- A doctor's authorization form must be completed for additional dosage and timeline guidance.
- Over the counter medications must be given to the nurse in their original container with a note from the parent for appropriate administration. This includes, but is not limited to Tylenol, allergy medications, cough drops, etc.
- Students are not allowed to carry medications with them unless they are carrying an asthma inhaler or allergy Epi-pen with written documentation on file in the nurse's office.
- **Elementary students are not allowed to transport any medications to and from school.**

### **Vision and Hearing Screenings**

- Vision and hearing screening is mandated for new students and students in grades PK, K, 1, 3, 5 and 7. Screening for Acanthosis Nigricans will be in grades 1, 3, 5 and 7. Other screenings such as blood pressure and dental will be done on an as needed basis.

## **Immunizations**

- All immunizations should be completed PRIOR to enrollment. A list of required immunizations can be obtained from your school nurse or from the LISD website at [www.lisd.net](http://www.lisd.net). Click on departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services. Please refer specific questions to your campus nurse.

## **HOMEWORK**

- The teachers and administrators at Morningside Elementary feel that our first obligation is to teach the fundamentals of reading, writing, mathematics, history, and science, and their application in all subject areas.
- These fundamentals, at times, may need to be reinforced with additional practice, which the students will complete outside the classroom.
- Homework can be a vital part of the learning process, however we are moving toward a more streamlined approach to homework and class work, therefore you may notice changes from years past to this year.
- When students in grades 2-5 do have homework, they should record their daily, weekly, or long-term assignments every day in their Student Planner (if applicable). This will help students manage their time and homework assignments.
- Listed below you will find the average amount of homework time that is appropriate for students in each grade level should they have homework. The time span should be inclusive of paper and pencil type homework as well as additional reading that is required in all grade levels.

Kindergarten 5 - 10 minutes

First Grade 10 - 15 minutes

Second Grade 20 - 30 minutes

Third Grade 30 - 40 minutes

Fourth Grade 40 - 50 minutes

Fifth Grade 50 minutes to 1 hour

- Please note that the above listed times represent AVERAGE time to complete nightly homework. Your child may need more or less time depending on his/her work habits and ability levels.
- Homework can include, but is not limited to the following:
  - Additional reinforcement
  - Book reports and/or special projects
  - Technology related projects/assignments
  - Unfinished class assignments
  - Test preparation
- Children who do not return homework on time and/or do not complete it on time can expect to have grade level appropriate consequences at school (see your child's teacher's late work policy).

## **INCLEMENT WEATHER**

- When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety.
- The LISD administration office will make any decision which might impact the schedule of a normal school day and then notify the radio and television stations, send a Skylert message, post it on our district and campus websites and on Facebook and/or Twitter.

- It is the parent's/guardian's responsibility to monitor news reports via the various modes of communication listed above as well as the TV and Radio Stations listed below.
- Please, do not call the school as there may not be anyone there to answer the phone.
- The decision to close Lewisville schools because of inclement weather will be made by 6:30 AM on any given morning there could potentially be a weather issue which effects school.

#### **Radio Stations**

KLIF (570 AM)  
WBAP (820 AM)  
KRLD (1080 AM)  
KPLX (99.5 FM)  
KWRD (100.7 FM)  
KVIL (103.7 FM)  
KHKS (106.1 FM)

#### **Television Stations**

KDFW (Channel 4)  
KXAS (Channel 5)  
WFAA (Channel 8)  
KTVT (Channel 11)  
KUVN (Channel 23)  
KXTX (Channel 39)

## **INJURIES**

- The Texas Tort Claims Act states that school districts in the State of Texas are immune from any liability because of bodily injury or property damage which occurs as the result of the operation of the school district **except** for the operation of motor vehicles - 101.051 Civil Practices & Remedies Code.
- As a result, Lewisville ISD is not financially responsible for any injury to a student, parent, volunteer, or visitor that occurs on any property owned by Lewisville ISD, or while the injured party was under the supervision of the District, unless the injury was the direct result of the District's use of a motor vehicle.
- If you have questions concerning an injury or property damage that occurred on property owned by Lewisville ISD, please contact the District's insurance office.
- Lewisville ISD does maintain student accident insurance for students involved in some off campus activities approved by the district. The insurance office will have specific information on this topic should you need more detail.
- Any student that is injured as the result of participating in off campus activities is covered on a secondary basis by a policy purchased by Lewisville ISD.
- Parents must first file on their own insurance. The District's accident policy will only pay after the parent(s) has filed on their own policy and submits proof.
- **In addition to the accident policy purchased by Lewisville ISD to cover students that participate in specific activities, Lewisville ISD makes available each year a voluntary accident policy that parents can purchase for their children. This information is available online at the LISD website.**
- 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.

## **LATE WORK POLICY**

- **Make-up** work is the term used for work missed due to an **excused** absence.
- Students will get the same number of days they were absent to complete any missed assignments. If a test was missed or planned on the day of return, the student will be given a choice to make up the work that day or have another day in which to study and then take the test.

- A parent can request make-up work by calling the school or contacting the teacher by 9:00 a.m. on the first day of an absence.
- **Late work** is the term used for work that has not been completed and turned in within the allotted time as a result of procrastination, lack of student organization, work avoidance, or other reasons apart from illness and after adequate time, opportunity, and guidance have been given or taken place.
- The Morningside teachers and administrators believe that the completion of assignments is essential to student learning. Please refer to your child's teacher's guidelines to see how student work will be graded when the student turns in work late.
- **Severe Cumulative Late Work Strategies:** Any student who is not able to get all work completed and turned in with the above assistance (because of multiple late assignments) will need additional assistance which may include but is not limited to: after school supervised study/work time with teacher; parent/teacher student conference and study/work time during grade level lunch/reward/reinforcement activities.

## **LIBRARY MEDIA CENTER**

- Our school library media center is a source of pride and is a vital part of our instructional program.
- Through regularly scheduled class times and open library times, students are encouraged to explore many books, research materials, audio-visual material, and computers/software that our library media center contains.
- In order to maintain an adequate collection, students, teachers, and parents must be responsible for returning materials in good condition.
- If materials are damaged or lost, a charge equal to the current replacement price will be assessed.
- The library also welcomes book donations for birthdays, special honorees or events.

## **MOVIES IN THE CLASSROOM**

- Teachers shall preview all movies, clips or videos including short clips or segments in venues such as You-Tube or PBS before using in a classroom. Teachers must then obtain approval of all films and videos from a campus principal or designee, such as an assistant principal or department chair. The District expects that only clips or segments will be used to emphasize or illustrate subject content; however, in the rare instance when a movie might need to be shown in its entirety, regardless of rating or grade level, the campus principal must approve.
- "R-rated" movies or clips: Under no circumstances at elementary, middle or high school should a film that is R-rated be shown. For high schools only, campus principal may approve segmented clips if pre-viewed and proposed from a teacher; otherwise, R-rated movies will not be shown. At the high school level, a film or video that is rated "PG-13" and that is related to the instructional program may be shown only with prior written permission from the parents.
- "PG-13" movies or clips: For middle school if related to the instruction, a film or video that is rated "PG-13" may be shown only with prior written permission from the parents.
- At the elementary school level, a film or video that is rated "PG" and that is related to the instructional program may be shown in its entirety only with prior written permission from the parents as well as the building principal. Short clips or segments of "PG" films used for instructional purposes do not have to be pre-approved.
- "G" films will only need principal approval if planning to show entire movie.

## **NON-SCHOOL AGE CHILDREN**

- Non-school age children are not permitted to be in our building, teacher workroom, hallways, etc., while school is in session and students are being instructed.
- Due to liability issues, please make arrangements for offsite child care of your non-school age children when volunteering at school or on field trips.

## **NOTIFICATION OF RIGHTS under FERPA - Elementary & Secondary Schools**

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

## **PARENT/TEACHER COMMUNICATION**

- Communication between teacher and parent is a vital part of a student's success. It is important that each parent knows what is going on with his/her child.
- Phone calls to the teacher during the teacher's conference period or after school, e-mail messages, written notes, Take-home folder communication and conferences are all effective communication methods, which we utilize at Morningside.
- Weekly classroom updates can be accessed by going to the grade level's website.
- To keep abreast of PTA and school-related updates, go to [www.morningsidepta.org](http://www.morningsidepta.org)
- If there is a need for a conference, please schedule it through your child's teacher by either leaving a phone message for them, e-mailing them, or by sending a note with the student.
- Conferences may be scheduled during the teacher's conference period or before or after school upon mutual agreement from the teacher and parents.
- If issues remain unresolved or further help is needed **after** the conference between the teacher and parents, then a conference with an administrator can be requested through the office.
- **Administrators will not conference with parents until a conference between parents and teacher has occurred first.**

## **PERMANENT RECORDS**

- According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student. Items which may be reviewed are: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral

patterns, state assessment instruments that have been administered to your child and teaching materials and tests used in your child's classroom.

- No other persons may access a student's confidential files at any time.

## **PERSONAL PROPERTY/LOST ITEMS**

- Children should be encouraged to be responsible for articles of clothing and personal belongings.
- **PLEASE** place name tags on all articles of clothing, supplies, lunches boxes, etc.
- Lost items will be placed in our Lost and Found located across from the library near A Wing.
- At the end of each semester, parents will be notified of a date in which all unclaimed items will be provided to charity if not claimed beforehand.

## **PESTICIDE TREATMENTS**

- The LISD is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:
  - The LISD periodically applies pesticides indoors at our school after school hours.
  - Information on the application of the pesticides is available from the principal upon request.
  - Notices are posted at least 48 hours in advance of any pesticide treatment.
  - Pesticides are applied so that a minimum of 12 hours elapses between the application and the time students return to school.
  - Further information may be obtained from the LISD Administration Building at 469-713-5200.

## **PHYSICAL EDUCATION**

- Physical Education is an integral part of the instructional program.
- All children will be required to participate in PE unless a doctor's note is presented.
- If, on a particular day, your child cannot participate in PE, please send a signed note to your child's teacher.
- If your child cannot participate in PE, then it will be assumed that outdoor recess will be limited on that day also. By the same token, if your child cannot participate in outdoor recess then he/she will not participate in PE.
- A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's note is required to excuse a student from PE or recess.

## **"PRIME TIME"**

- "Prime Time" has been established as a 25-minute tutoring time, which will occur within our daily schedule in all classrooms.
- All auxiliary personnel will be joining in to assist classroom teachers during this time.
- We developed this idea in order to be able to tutor all students, as some aren't always able to remain after school or come early before school.

## **RAPTOR VISITOR SYSTEM - FAQ'S (See Appendix)**

## **RECESS**

- Recess is considered an important socialization opportunity for students.
- Except for cases involving health concerns, all students will receive a 30 minute recess daily.



- In good weather, students will normally go outside. Students need to come prepared with sweaters and jackets as Texas weather can change quickly.
- Students will not go outside for recess when the temperature, including the heat index in The Colony is 104 degrees or above.
- Likewise, the students will also stay inside when the temperature, including the wind chill is 33 degrees or below.
- Recess occurs over a two-hour period and weather conditions can vary widely during that time. Therefore there will be days where some students will have inside recess while others will go outside. It will just be dependent on the weather and how it does or does not change throughout the day.
- Due to safety and security reasons, only students and staff are allowed on the playground at recess time. No parents, relatives or siblings may participate in recess.

### **RE-ENTERING THE SCHOOL BUILDING AFTER 3:00 PM**

- Students are not allowed to re-enter the building after 3:00 PM for forgotten items, such as homework, books, technology, etc. This is the responsibility of the students and we will emphasize that students learn to be responsible for getting items to and from school as expected.
- The same expectations will be followed for parents. Parents should not expect that they can come and retrieve forgotten items for their child(ren).

### **SAFETY - SCOOTERS/ROLLERBLADES/BICYCLE**

- Students may ride bicycles to school.
- However, the school will not accept responsibility for the safety of the bicycles.
- Locks are recommended for all bicycles brought to school.
- Students should dismount their bikes and walk them on the school grounds when arriving at school and walk them off the school grounds before mounting when leaving campus in the afternoons.
- Motorized bikes, scooters, skateboards/roller blades, skates and "heelies" are not permitted unless there is a special event occurring at school and you have received notification from the classroom teacher or administrators.

### **SAFETY AND SECURITY - VISITING THE SCHOOL BUILDING**

- We have a new security system in place at all elementary schools in LISD.
- When you want to visit campus, you must initiate the "Ring" doorbell at the front entrance.
- It will call the office and someone from the office will ask you to please hold your ID up to the camera and ask the nature of your visit.
- Once you state the reason for your visit and produce your ID for viewing, you will be permitted to enter the foyer.
- Once in the foyer, please go to the office window, where personnel will greet you and help you with whatever business you have to complete during the day's visit.
- If you need to enter the building, you will be asked for your ID so that it may be put through our RAPTOR system. If you are cleared, then you will be given a visitor badge and you will be on your way.
- The campus reserves the right to deny entry into our building if the above steps are not fulfilled. All visitors MUST have an ID with them when entering our building.

## SENATE BILL

*As added by Senate Bill 891, 81st Texas Legislature, 2009*

(l) A school district shall require a student enrolled in full-day prekindergarten, in kindergarten, or in a grade level below grade six to participate in moderate or vigorous daily physical activity for at least 30 minutes (150 minutes per week) throughout the school year as part of the district's physical education curriculum or through structured activity during a school campus's daily recess.

... If a school district determines, for any particular grade level below grade six, that requiring moderate or vigorous daily physical activity is impractical due to scheduling concerns or other factors, the district may as an alternative require students in that grade level to participate in moderate or vigorous physical activity for at least 135 minutes during each school week.

- In an effort to comply with the above Senate Bill and to maximize our instructional time each day, we have moved toward a different schedule, which incorporates some of our required physical activity to occur during the first 10 minutes of recess each day.
- We will take a 10-minute walk at the top of each recess period to comply with this state mandate. During the walk, students will be allowed to visit with friends and walk in groups, clusters, etc. The main objective is to get in the physical activity, which is required.
- Directly after the students complete their walk, they will be released to the playground for the remaining 20 minutes of recess.
- Many schools in our district have used this approach and it has proven to be quite successful. Additionally, the maximization of instructional time is an obvious, added bonus to our very busy and rigorous school day.

## SEVERE WEATHER DISTRICT GUIDELINES

**See district information below.**

<b>SHELTER INSIDE - TORNADO / SEVERE WEATHER – COMPLETE GUIDELINES</b>
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**Level 1: A Tornado Watch** has been issued / Conditions are right for a tornado / Thunder Storm

**Level 2: A Tornado Warning** has been issued for your location.

**Level 3: A funnel cloud is sighted close to your location or conditions are deteriorating.**

### Administrator-in-Charge Responsibilities:

- On a daily basis be aware of weather patterns in your area and monitor your NOAA Weather Radio.
- Keep all communications devices in working order and report any problems immediately.
- Conduct campus weather drills twice a year. Review results with your responder team and staff.
- Determine the best places to shelter students in your building:
  - Shelter areas should be 30 feet or more away from exterior glass doors.
  - Avoid sheltering in cafeterias, gyms, or large areas with high walls and large-span roofs.
  - The best shelter is on the first floor, against load-bearing walls, away from exterior windows.
- Have someone trained to turn off electricity and gas if school is damaged.
- At the first sign of lightning, all students should be moved inside the building.

- In an emergency do not wait for instructions - take action.

**Level 1:** A **Tornado Watch** has been issued / Conditions are right for a tornado / Thunder Storm

- Assume, or assign the role of Incident Commander and activate your Campus Emergency Operations Plan.
- Alert your storm watcher(s).
- Be aware of changing conditions by visually monitoring the skies and tracking updates using available devices: NOAA Radio, TV, computer, iPad, phone.
- Check for district instructions via email, phone, Skylert (School Messenger).
- Stop outdoor activities; at the principal's discretion bring students from portables or other outbuildings into the main building.
- Alert staff that there is a Watch and that they should be prepared to move to shelter quickly if instructed.
- Consider having students/staff with disabilities take cover early before arrival of impending severe weather.
- Student release guidelines while under a Watch: car riders & day care will be released, buses will run at the discretion of the Executive Director of Student Services, walkers will be released at the discretion of the principal [or designee].

**Level 2:** A **Tornado Warning** has been issued for your location.

- Direct staff and students to move to pre-planned shelter area.
- Continue to check for district instructions via email, phone, Skylert (School Messenger). If power is out calls can be received/made on the RED phone in the health clinic.
- For the safety and security of students and staff no students will be released while under a warning.
- Buildings will be open for entry only. There will be no exit until the "All Clear" is given by the administrator-in-charge. Parents and other adult visitors on campus will be sheltered as necessary and appropriate.
- Student release guidelines while under a Warning: students will remain in designated shelter areas, buses will not run, walkers will not be released.
- PARENT NOTIFICATION: SIGNS ON DOORS / SKYLERT MESSAGE WILL BE SENT OUT AT THE DISTRICT LEVEL

**Level 3:** A funnel cloud is sighted close to your location or conditions are deteriorating.

- Instruct staff and students to take the protective posture, duck and cover.
- You and your response team must also take shelter, duck and cover.

If the storm seems to have moved from your area:

- Check available communications to see if the Warning has been lifted.
- If still under a Watch go back to Level 1 guidelines.
- Continue to check for district instructions via email, phone, Skylert (School Messenger).
- Announce when it is safe for students/staff to return to the classrooms.
- After the "All Clear" is given by the administrator-in-charge normal activities may resume.

- Student release guidelines: if it is normal dismissal time, buses will run at the discretion of the Executive Director of Student Services; car riders, day care and walkers will be released at the discretion of the principal [or designee].
- SKYLERT NOTIFICATION WILL BE ISSUED ON THE DISTRICT LEVEL REGARDING STUDENT RELEASE OR RETURN TO NORMAL SCHOOL ACTIVITY. REMOVE SIGNS FROM DOORS.

If your campus is hit by a tornado or high winds:

- If there is a medical emergency call 911.
- Notify LISD administration, Executive Director of Student Services, and report if help is needed from Facility Services, Sodexo, or if transportation is needed to evacuate to an alternate site.
- Use caution. Watch for debris and downed electrical lines.
- If evacuation is necessary have staff prepare students so they are ready when buses arrive.
- If no evacuation is necessary, activate your student/parent reunification plan.

### **Staff Responsibilities:**

- Take shelter when Administrator-in-Charge directs. Move to pre-designated safe areas or take shelter in classroom as planned.
- Seat students in one row whenever possible. Wait for instructions from the Administrator-in-Charge.
- Keep the Class Roll, Go Kit, and classroom emergency procedures guide with you.
- Take roll if you have moved to a pre-designated safe area. Make a list of missing students and a list of extra students or visitors.
- If you are notified that a tornado has been sighted in the immediate area, have students and staff assume a protective posture--1) kneel facing the interior wall with head down and hands protecting the back of the neck and head or 2) sit with back to wall and knees to chest, head on knees and hands protecting the back of the neck and head.
- Wait for further instructions from the Administrator-in-Charge.
- Be prepared to indicate status. If sheltering in hallway and all students are accounted for, hold up the **GREEN** side of the guide. If all students are not accounted for or there is a medical emergency, hold up the **RED** side of the guide. If sheltering in the classroom, slide the **GREEN/RED** status card under the door.
- If the building is damaged and relocation is necessary, account for students as they leave the site and again when they reach the alternate location.
- The Administrator-in-Charge will direct the evacuation. Use caution. Watch for debris and downed electrical lines.
- Telephones (including cell phones) should not be used by staff or students unless communicating critical information to the Grade Level Chair or Hall Captain.
- Make no comments, public or private.

### **Evening Custodial Staff Responsibilities**

- Monitor developing weather conditions.
- In the absence of an LISD administrator, if a tornado warning is issued for the immediate area (siren, etc.) or a funnel cloud is sighted, notify after-hours users and take shelter.
- Call the Custodial on-call supervisor for directions. That person will contact LISD administrators.

- If there is a medical emergency, call 911 EMS.
- If damage has occurred to the building, evacuate the affected areas.

## **SPECIAL EDUCATION**

- If a child is experiencing learning difficulties and the teacher and parent have been in communication regarding the learning difficulty, then the parent may contact our assistant principal or 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 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 persons to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: Holly Shelton (AP) or Michelle Whitecotton (Diagnostician) at 469-713-5970.

## **STATE ASSESSMENT (STAAR Test, DRA and Universal Math Screener)**

- Students at certain grade levels will take the state assessment tests in the following subjects as well as routine testing and other measures of achievement. The STAAR test is the State of Texas Assessments of Academic Readiness and replaces the TAKS tests.
- STAAR Mathematics will be given every year in grades 3-5
- STAAR Reading will be given every year in grades 3-5
- STAAR Writing will be given every year in grade 4
- STAAR Science will be given every year in grade 5
- The DRA2 (reading inventory) and the K-2 Universal Math Screener will be given in Kindergarten through 2<sup>nd</sup> grade 3 times per year unless a child reaches mastery before that.
- The DRA2 (reading inventory) will be given to a student in any grade level if they are becoming "at risk" of failing.
- Students in 5<sup>th</sup> grade must pass the reading and math portion of the STAAR tests in order to be promoted to the next grade.
- If a 5<sup>th</sup> grade student does not pass the first administration of the STAAR test, he/she is provided two more opportunities for meeting minimum expectations and tutoring will occur in between testing to help with the student's success during the next testing window.

## STATEMENT OF ASSURANCE (Office of Civil Rights-OCR)

- In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Lewisville ISD assures that no person in this district shall, on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.
- The following District staff members have been designated to coordinate compliance with these requirements:
  - Title IX Coordinator, for concerns please contact: Dr. Joseph Coburn, Chief Schools Officer, 1565 W. Main Street, Lewisville, TX, 75067, 972-350-4760.
  - ADA/Section 504 Coordinator, for concerns please contact: Dr. Kathy Talbert, Executive Director of Special Education, 136 W. Purnell Street, Lewisville, TX, 75057, 469-713-5203.
  - Custodian of Records, please contact: Rita Bacque, Principal, Morningside Elementary, 6350 Paige Road, The Colony, TX 75056, 469-713-5970.

## STUDENT PERFORMANCE AND EVALUATION

- Report Cards will be issued at the end of each nine-week period one week after the nine weeks ends.
- A progress report will be sent home every 3 weeks for all students.
- Conferences for each student will be held in the fall and in the spring to make individual goals, address concerns, and discuss progress. These conferences provide a better understanding of the student's progress and are very helpful to both teacher and parent.
- If a parent wishes to schedule an additional conference at any time, he/she should contact the teacher directly via telephone, email or note sent with student. Please do not rely on only one mode of communication, especially if your needs are urgent.
- Telephone calls to the teachers will be returned after the school day or at another time convenient during the day.
- Teachers will not be asked to accept phone calls during instructional time.
- A 24-hour return time is reasonable for teachers to return an email, phone call or note that was sent to school. If for any reason, a parent needs information before the school day is completed or before the 24-hour period allowed, the parent needs to indicate that in the original correspondence. Otherwise, it is assumed that a 24-hour period is sufficient in obtaining information requested.
- Parents are not allowed to "drop by the classroom" before school for a conference (unless there has been a prior arrangement made with the teacher). This time before school begins is used to prepare for the instructional day.
- Texas Essential Knowledge and Skills Requirements (TEKS): In grades 1-8, promotion to the next grade level shall be based on an overall average of a 70 on a scale of 100 based upon course-level, grade-level standards (essential elements) for all subject areas and a grade of 70 or above in three of the four following areas: language arts combined, mathematics, science, and social studies.
- For students with disabilities, promotion standards, as established by the individual education plan (IEP), or grade-level classification of students eligible for special education or for Section 504 services shall be determined by the ARD committee or by the Section 504 committee respectively.
- The state law requires mastery of 70% of the grade level TEKS with 70% (grade of C) mastery.

- Should a student fail to master a TEKS on formal testing, the skill will be re-taught in a smaller group using a different method. After a suitable re-teaching period, the TEKS will then be re-tested at school and the student will have the opportunity to earn no higher than a grade of 70 on the re-test.

## **STUDENT SUCCESS INITIATIVE**

- The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.
- Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 5 STAAR reading and mathematics tests to be promoted to sixth grade.
- Beginning in 2007-2008, the grade advancement requirements also applied to students who took the Grade 8 reading and mathematics TAKS/now STAAR test.
- Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard.
- A grade placement committee, consisting of the principal, teacher and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success.
- A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction the following year.

## **TAKE YOUR CHILD TO WORK DAY**

- LISD does NOT participate in "Take your son or daughter to work day". If a parent chooses to participate in this practice, the child's absence will be unexcused and any work assignments for that day will receive a zero.

## **TARDINESS (Partial Day Absences)**

- If a student arrives at school after 7:45 AM, he/she will need to go by the office and get a tardy slip before going to the classroom.
- A tardy is considered a partial day absence as explained in the absence and tardy policy.
- This year 2019-2020, the perfect attendance policy has changed to say that in order for a student to receive perfect attendance for the year, he/she must be at school from bell to bell without any tardies, late check-ins or early check-outs.
- Students must have a tardy slip in order to be admitted to the classroom.
- Exceptions may be made on days when bad weather delays student arrival. This will be determined at the administrators' discretion.
- Due to our rigorous academic program, excessive tardies are a concern at Morningside.

## **TELEPHONE USE**

- The use of the telephone by students for out-going calls is restricted to emergencies.
- Students will not be called from class for telephone calls except in cases of emergencies.
- Children must be told in advance of arrangements to be made on 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 from the office or from their iPads, for forgotten homework, folders, projects, library books, textbooks, lunch, lunch money, clothing, etc.

## TEXTBOOKS

- The student, parent, and/or guardian will be responsible for the proper use and care of any and all textbooks.
- Textbooks should be covered at all times. Paper book covers are provided through the district.
- Students are responsible for stolen, lost, or damaged textbooks and are required to pay the school for any replacements or fines. (Education Code 31.104)
- **Fines are as follows:**

**\$5.00 Fine:** for replacement of the barcode that was defaced or removed if the student can verify the book was issued to him/her.

**\$10.00 Fine:** for minor damage to the binding, outer cover or writing on the outer edges of book pages and for damaged pages to include but not limited to: torn, soiled or written on.

**\$17.00 Fine:** to replace a textbook cover that has been extensively damaged (this includes discoloration and damage to the cover caused by using book covers not provided by the district).

**Full Price** of book for water damage, graffiti, excessive markings, missing pages, lost, stolen, broken binding, removing the tracking number or barcode if the student cannot verify the book was issued to him/her or any book deemed unusable by Campus Coordinator.

## TRAFFIC SAFETY

- Please help us prevent the risk of serious injury by carefully adhering to all rules of traffic safety.
- **Each of our parking lots is a ONE WAY.** Many people are seen each day going the wrong way in our parking lots. Please pay attention to the signage and drive accordingly.
- ALL students should be dropped off and picked up according to the stated arrival and dismissal procedures.
- Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. This rule is intended to prevent serious injury and to ensure the SAFETY OF ALL STUDENTS.
- When dropping off or picking up a child, always PULL TO THE CURB. We will NOT dismiss students to parents who are not in the appropriate lane near the curb.
- Do not stop in the middle of the street to pick up or drop off a child. He/she may be killed or injured by walking into the path of another vehicle.
- Do not stop to pick up a child until you have driven as far forward in the pick-up lane as possible and directly behind the car ahead of you.
- Please maintain ONE LANE OF TRAFFIC in the school driveway. This allows other access to the pick-up area and parking lot. Otherwise, traffic will back up into the street.
- Do not park in the bus loading zones.
- Children are not permitted to cross the driveway unless accompanied by an adult.
- Always cross the driveways using the crosswalks.



- Acknowledge and obey the school safety patrols. Walking students have the right of way.
- Bicycles may be ridden to school by students and parked in the proper place. Upon entering the school zone, a student must get off his/her bicycle and walk it inside the school area. Likewise, when leaving school, bicycles must be walked out of the school zone.
- Drop off time in the morning begins at 7:15.
- Pick up time in the afternoon begins at 3:00.

## **TUTORIALS**

- Tutorials will begin no later than the beginning of the fourth week of school.
- Tutorials will be held within the school day (Prime Time). Additional tutoring may be held before or after school, depending on the teacher's availability and schedule.
- Students attending tutorial sessions should be those students who are failing a particular subject, or students who need review of a concept or extra help and support.
- Teachers will document the need for tutorials and take attendance at tutorial sessions in their grade book or tutoring log.
- Parents must be notified at the end of each third week period of any nine weeks grading period if their child is failing or in danger of failing.

## **VACATIONS and SCHOOL HOLIDAYS**

- Be sure to check the LISD School Calendar **BEFORE** making vacation plans. Extended vacation days are considered unexcused. Students will not be able to make-up the missed work on these days and will be given zeros for those grades.
- Students are required to attend school until the last day of the school year. Students taken out of school prior to the last day will receive unexcused absences and will be given zeros on all work missed. Also, truancy charges may be filed and the student and parents may go before the Attendance Review Committee.

## **VISITORS TO THE BUILDING (Campus Guidelines)**

- Parents and others are welcome to visit district schools.
- We encourage parents to visit school and to actively participate in the education of our children.
- The safety of your child is of utmost importance. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office upon entering the building to receive a visitor's badge and to sign the visitor's log. (See section on Safety and Security – Visiting the School Building)
- Visits to the individual classrooms during instructional time are permitted only with the approval of the principal and teacher but will be limited to 45 minutes, so that their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.
- We request that parents schedule conferences with teachers rather than conferencing during visitations.
- If you need to get items to your child during the school day, please go to the office to drop off the items. We must limit disruption to the learning environment.
- Faculty and staff members wear name badges for easy identification.
- Entrance to the building will only be through the front doors after 7:45 AM.
- All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted nor tolerated.
- Thank you for your continued compliance throughout the year.

## **Campus Visitors Procedure (District Guidelines)**

Parents are always welcome at Morningside Elementary. The safety of our students is of utmost importance. All visitors, including parents, are required to report to the Main Office to sign in. All visitors must present a current driver's license or state ID in exchange for a visitor's pass. LISD schools utilize the RAPTOR Visitor sign-in system which works with the National Sex Offender Registry. **All visitors should be prepared to present their photo ID at each school visited.** A visitor, at the discretion of the principal, may be required to present photo ID on subsequent visits. On subsequent visits, the receptionist will ask the visitor to either scan their ID or enter their name into the computer.

**NOTE:** Since all visitors will be screened by RAPTOR, there is no administrative requirement to escort parents and volunteers unless determined by a campus administrator.

- Lewisville ISD employees must present their badge upon entering a building.
- Current students who are visitors participating as part of a cooperative secondary/elementary school function, must present a school ID but are not required to be scanned for Raptor.

### **Parent's Classroom Visitation Policy**

LISD wants parents/guardians to feel welcome in our school and to witness the engaging activities taking place in our classrooms. If you choose to visit your child during class time, the following procedures apply:

- Campus administration and the teacher must be notified at least 24 hours in advance and approve the timeframe in which a parent intends to visit their student's classroom.
- Parents must sign in through the Main Office and present a current ID. No person, other than the student's parent/guardian will be allowed to see the student without the parent/guardian's written permission or the parent/guardian being present.
- Classroom visits or observations are limited to two 45 minute visits per eighteen weeks.
- Classroom visits or observations will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal.
- This policy does not apply to those who, by law, are permitted to visit with children.

### **Lunch with Students**

- Parents are 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, unless the visitors are relatives of the student(s).

**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.

### **Elementary Campus Playgrounds**

- Only school employees and elementary students are allowed on the playground during bus arrival/dismissal time, during school hours, and during the Extended School Day program.

### **Volunteers**

- Volunteers must complete a criminal background check. This can be completed through VOLY, which is the district's volunteer program. This may take a minimum of 2-3 weeks to process at high volume times of the year. Volunteers must reapply every three years.

### **VOLUNTEERS - PTA (Campus)**

- Morningside is fortunate to have the support of a strong PTA and community family.
- All parents and teachers are encouraged to join PTA and become active members of this important organization.
- The most successful school experiences are a result of a team effort by students, parents, teachers, and administrators.
- Information will be sent home with your child regarding PTA membership.
- **All campus volunteers must complete a criminal background check prior to volunteering in our school.**
- **This background check is good for 3 years once you have been approved.**
- There is a required three week waiting period for the volunteer application to clear before any parent or other volunteer can have lunch in the cafeteria, work in the building/classroom, at a school-sponsored event or accompany a class on a field trip.
- Any questions regarding the background checks must be addressed with the principal.

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## **WHAT YOU CAN DO TO HELP YOUR CHILD LEARN**

- Start each day right; a calm beginning at home makes the school day much better.
- Encourage your child to have a good breakfast and lunch.
- Make certain that your child sleeps at least eight hours each night.
- Praise your child each day for something he/she has done. Have a special place to put your child's schoolwork or whatever is brought home.
- Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day.
- Stress attendance. If the child is ill, home is the best place to be; otherwise, your child needs to take advantage of every school day.
- Keep the lines of communication open between you and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
- Take your child to the library and encourage reading for pleasure.
- Stress organization of school notebooks, materials, etc.
- Provide pencils, glue, scissors, paper, etc., for your child to use.
- Work at home with skills taught at school.

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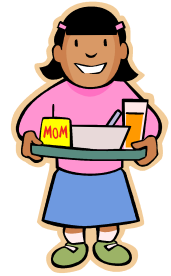
Our student handbook is an ever-changing document based on the various needs of students, parents and teachers that may arise during the course of the school year. Additionally, as district policies are updated, we will add them to our handbook as soon as possible. Therefore, remember to refer to this document frequently for the most up-to-date information available.

**Last Updated August 25, 2019**

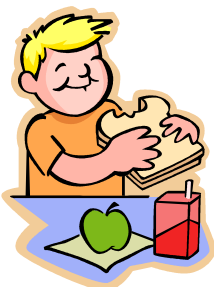
**APPENDIX PAGES FOLLOW**

# APPENDIX

# Campus Wide Cafeteria Rules



1. Students enter cafeteria silently.
2. Students stand in single file and remain silent while they go through the lunch line.
3. Students will get all necessary items for lunch/treat when they go through the line the first time-NO going back through the line once seated. This includes students who bring their lunch boxes.
4. Once seated, students are to sit 3 to a table with their bottoms on the seat and feet on the floor. Encourage courteous behavior (ie: please, thank you, use of napkins, no talking with mouth full, no kicking table, wheels, others, etc.)
5. Students need to sit at tables in an orderly manner. Routine will assist students in knowing what is expected every day. This will help when teachers are absent or at staff development.
6. Students will remain silent while their grade level is in line getting their food. Once all students are sitting, children may begin whispering with each other at the table. We also want children to start eating immediately so time is not wasted. We don't want any children going hungry throughout the course of a day.
7. Students are expected to raise their hands and wait for teacher permission before standing or leaving the table for any reason.
8. Students are dismissed from their tables in an orderly fashion with teachers on duty to monitor all aspects of students' behavior as they exit the cafeteria.
9. Students will not return to the tables once dismissed. They will line up to exit the building and proceed back to the classroom.
10. Consequences will be applied to students who do not follow any of the established rules.



## \* Mustang Café ~ Lunch Visitation Schedule \*

### 2019-2020

At Morningside, we recognize and support your desire to have a special lunch date with your child periodically. As we work to facilitate that event, we ask that you recognize the impact on school routines and procedures.

Any break in the normal schedule has a reverberating effect on others (students, cafeteria food preparation, staffing, etc.). As we work to accommodate your individual needs balanced with our efforts to maintain structure and consistency, we hope this calendar will provide a solution to meet the needs of both home and school.

We use a staggered schedule in our cafeteria, which means all of our table space is utilized during our lunch periods as we have 2 grade levels of students in the room at the same time. Therefore, we invite you to have lunch with your child during the designated week of each month to ensure we have enough space for everyone. You do not need to attend each day, once during the week is encouraged. Keep in mind some weeks are only 4 days (Mon.-Thurs. or Tues.-Fri.) due to early dismissal days on Fridays or Monday holidays. **Our first "Lunch Visitation Week" isn't until September 23-27.** By following the schedule below, you allow us the time we need to get our students in a good routine so in the event there is a minor change in the future, they are still aware of expectations and the routines we put in place. Additionally, this allows us to prepare extra food and recognize you at a special guest table, which will be located on our stage.

On the remaining weeks, we will continue to focus our training on restaurant manners and etiquette and student safety during their brief lunch period.

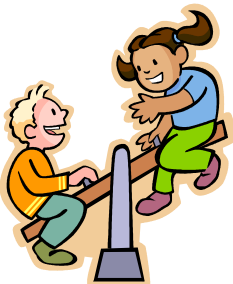
Thanks in advance for your support and cooperation as we work to recognize you as our special guest while efficiently feeding about 400 children.

	<b>Children</b>	September 23-27
<b>M</b>	<b>And</b>	October 21-23, 25 (Stampede is 24 <sup>th</sup> )
<b>U</b>	<b>Families</b>	November 18-22 (November and December
<b>S</b>	<b>Eating</b>	are combined this year)
<b>T</b>	<b>Together</b>	January 21-24 (Tues.-Fri. only)
<b>A</b>	<b>Enjoying</b>	February 18-21 (Tues.-Fri. only)
<b>N</b>	<b>Rich</b>	March 23-27
<b>G</b>	<b>Interaction</b>	April 20-24 (20 <sup>th</sup> could be a weather day)
	<b>Altogether</b>	<b>**No Lunch Week in May**</b>

# Campus Wide Playground Rules



1. Each grade level will establish areas for students to place:
  - a. lunch boxes
  - b. jackets/coats
2. Each grade level will establish rules for:
  - a. taking a restroom or water break while on the playground
  - b. lining up, gathering materials/equipment and going back into the building
3. Woodchips:
  - a. No picking up or throwing woodchips
  - b. Remain within woodchip area unless playing on basketball court or in the field
4. Swings
  - a. No twisting
  - b. No standing on swings
  - c. One person to a swing
  - d. Swing front and back only – “pump” yourself on the swing – no pushers
5. Slides
  - a. Slide forward only, do not climb up slides backward
  - b. Slide down on pockets only, not on stomachs
  - c. Slide one at a time and wait for person before you to move before sliding
  - d. No pushing or grabbing on the slide
6. Monkey Bars
  - a. No walking or sitting on top of monkey bars
  - b. Do not pull on a person or their clothes while they are on the monkey bars
7. Playing Tag
  - a. Only tapping each other is allowed
  - b. No pushing, grabbing clothes or tripping others while playing tag
8. Playground Equipment (ie: footballs, basketballs, jump ropes, etc.)
  - a. Students in K-2 are not allowed to bring equipment from home
  - b. Students in 3<sup>rd</sup>-5<sup>th</sup> may bring equipment from home





# Fine Arts, Lunch and Recess Schedules 19-20

Grade	Fine Arts (Planning)	Walk/Recess	Lunch
K	12:15-1:05	10:25-10:55	10:55-11:25
1 <sup>st</sup>	1:55-2:45	10:25-10:55	10:55-11:25
2 <sup>nd</sup>	1:05-1:55	10:55-11:25	11:25-11:55
3 <sup>rd</sup>	10:10-11:00	11:00-11:30	11:30-12:00
4 <sup>th</sup>	9:10-10:00	11:30-12:00	12:00-12:30
5 <sup>th</sup>	8:20-9:10	11:30-12:00	12:00-12:30

Grade	Fine Arts (Planning)
5 <sup>th</sup>	8:20-9:10
4 <sup>th</sup>	9:10-10:00
3 <sup>rd</sup>	10:10-11:00
K	12:15-1:05
2 <sup>nd</sup>	1:05-1:55
1 <sup>st</sup>	1:55-2:45

Alternate way to view fine arts and planning - in time order rather than grade order.

## 2019-2020 FINE ARTS SCHEDULE-1st 9 Weeks

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Fifth Grade</b>					
<b>8:20-9:10</b>					<b>Round-Up 7:50-8:20</b>
			<b>Work</b>		
Keifer	Library	Art	<b>Out</b>	Music	PE
Graham	PE	Library	<b>Wednesday</b>	Art	Music
Stowe	Music	PE		Library	Art
<b>Fourth Grade</b>					
<b>9:10-10:00</b>					<b>Round-Up 7:50-8:20</b>
			<b>Work</b>		
Angelone	Art	Music	<b>Out</b>	PE	Library
West	Library	Art	<b>Wednesday</b>	Music	PE
Green	PE	Library		Art	Music
<b>Third Grade</b>					<b>Round-Up 7:50-8:20</b>
<b>10:10-11:00</b>					
			<b>Work</b>		<b>Flex</b>
Hodnett	Art	PE	<b>Out</b>	Music	<b>Friday</b>
Joseph	Music	Art	<b>Wednesday</b>	PE	See Chart on
Ahearn	PE	Music		Art	Fine Arts Doors
<b>Kinder</b>					
<b>12:15-1:05</b>					<b>Round-Up 7:50-8:20</b>
			<b>Work</b>		<b>Flex</b>
Hogan	PE	Art	<b>Out</b>	Music	<b>Friday</b>
George	Music	PE	<b>Wednesday</b>	Art	See Chart on
Garrett	Art	Music		PE	Fine Arts Doors
<b>2nd Grade</b>					<b>Round-Up 7:50-8:20</b>
<b>1:05-1:55</b>					
			<b>Work</b>		<b>Flex</b>
Mac	Art	PE	<b>Out</b>	Music	<b>Friday</b>
Castillo	Music	Art	<b>Wednesday</b>	PE	See Chart on
Bennett	PE	Music		Art	Fine Arts Doors
<b>First Grade</b>					<b>Round-Up 7:50-8:20</b>
<b>1:55-2:45</b>					
			<b>Work</b>		
Onorato	Art	PE	<b>Out</b>	Music	See Chart on
Keiser	Music	Art	<b>Wednesday</b>	P.E.	Fine Arts Doors
Logsdon	PE	Music		Art	

# Be a CHAMP with your Voice!

**3**

**Outside voice \* Recess \* ball game**



**2**

**Classroom voice \* talking to friends \* talking to a teacher**



**1**

**Soft voice \* library voice \* whisper \* lunch time**



**0**

**NO talking**



# Nine Weeks Dates to Note 19-20

## Nine Weeks Reporting Periods

<u>Nine Weeks</u>	<u>Begins</u>	<u>Ends</u>
1 <sup>st</sup>	Tuesday, August 13	Friday, October 11
2 <sup>nd</sup>	Tuesday, October 15	Friday, December 20
3 <sup>rd</sup>	Tuesday, January 7	Friday, March 13
4 <sup>th</sup>	Monday, March 23	Thursday, May 21

## Progress Reports (3 week intervals during each nine weeks)

<u>Nine Weeks</u>	<u>Progress Reports Sent Home</u>
1 <sup>st</sup>	Wednesday, September 4 Wednesday, September 25
2 <sup>nd</sup>	Wednesday, November 6 Wednesday, December 4
3 <sup>rd</sup>	Wednesday, January 29 Wednesday, February 19
4 <sup>th</sup>	Wednesday, April 15 Wednesday, May 6

## Report Card Days/College T-shirt Days

<i>Nine Weeks</i>	<i>Report Cards Sent Home</i>
1 <sup>st</sup>	Friday, October 18
2 <sup>nd</sup>	Friday, January 10
3 <sup>rd</sup>	Friday, March 27
4 <sup>th</sup>	Thursday, May 21

## LISD

### *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 addition, attendance is part of our gold performance acknowledgements from TEA. In order to request permission to have make-up class work as a result of an absence caused by an obligation other than those listed above, a student must have this form completed and approved prior to the absence. The process of approving this special request absence will include the consideration of attendance in class, grades, and other extenuating circumstances. Absences will not be granted during state-mandated assessments. **Each student may only be granted five [5] days (non-consecutive/consecutive) per school year. A student must be in attendance at least 90% of the days the class is offered. A planned absence causing a student to be in attendance less than 90% of the days the class is offered, would be cause to deny this request.**

All requests must have parental consent and a student must return the completed form to the Attendance Office/Clerk for approval **PRIOR** to the absence occurring, otherwise the absence will be unexcused.

Student: \_\_\_\_\_ I.D.#: \_\_\_\_\_ Teacher/ Grade: \_\_\_\_\_

**Date(s) and reason(s) of requested absence:**

		Exc.	Unexc.
1 <sup>st</sup> day: _____	Reason: _____	<input type="checkbox"/>	<input type="checkbox"/>

Parent signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Attend. Clerk: \_\_\_\_\_

2 <sup>nd</sup> day: _____	Reason: _____	<input type="checkbox"/>	<input type="checkbox"/>
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Parent signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Attend. Clerk: \_\_\_\_\_

3 <sup>rd</sup> day: _____	Reason: _____	<input type="checkbox"/>	<input type="checkbox"/>
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Parent signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Attend. Clerk: \_\_\_\_\_

4 <sup>th</sup> day: _____	Reason: _____	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------	---------------	--------------------------	--------------------------

Parent signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Attend. Clerk: \_\_\_\_\_

5 <sup>th</sup> day: _____	Reason: _____	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------	---------------	--------------------------	--------------------------

Parent signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Attend. Clerk: \_\_\_\_\_

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LISD Board Policy states that students have (1) day for each day of absence to make up work. Unexcused absences and/or work not completed on time will result in zeroes. Make-up work will be given for an excused absence only. Teachers are not required to give students work in advance of absence.

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**[Office use only]**

1 <sup>st</sup> period: _____	5 <sup>th</sup> period: _____
2 <sup>nd</sup> period: _____	6 <sup>th</sup> period: _____
3 <sup>rd</sup> period: _____	7 <sup>th</sup> period: _____
4 <sup>th</sup> period: _____	

# District Raptor FAQ's

## **How does the system work?**

Visitors present a valid state or government issued photo identification card to the school's receptionist. This ID is scanned into the V-Soft system and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by Raptor Technologies, Inc. Within moments, the receptionist will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the V-Soft system will print out a visitor's pass which includes the person's name, photo, date of visit, and destination within the building.

## **What types of identification are acceptable to be used in the V-Soft system?**

The following IDs are known to work within the system: Texas Driver License; State ID Card; Concealed Handgun License; Military ID; Government ID; Mexico Driver License; Mexico Consulate ID; Canada Driver License; and, Alien Registration Receipt Cards. This list is not meant to be exhaustive, or to exclude other forms of valid state or government issued photo identification cards. If another form of ID is presented, we will evaluate its use for the V-Soft system.

## **What Data is Used?**

Public sex offender database information is used to screen visitors to the campus, as well as private alert data entered by the school on custody issues and restraining orders. This is NOT a background search – no other criminal information is searched or provided such as traffic tickets, warrants, felonies, etc.

## **Data Security**

The data entered or scanned into the system is secured by GeoTrust Quick SSL. Sites secured by Quick SSL are utilizing 128-bit SSL certificates hereby offering the highest level of encryption or security possible.

## **Privacy Policy**

The data collected is exclusively for the use of the school, school district and law enforcement only. This information is NOT sold or shared with any outside sources.

## **Does this replace the volunteer criminal background check?**

No, Raptor only checks for sex offenders. The volunteer criminal background check is required every three years.

## **What if I don't have a district-approved photo ID; can I still get into the school?**

It depends on the purpose of your visit. A campus administrator will evaluate the purpose for the visit and make a determination. If granted, the visit will be monitored and limited solely to the area where you need to go. Before entering the school, you will be asked to provide your first and last name, as well as your date of birth; this information will be manually entered into the V-Soft system and scanned against the RSO database. Assuming clearance, a visitor's pass will be issued.

**Do I have to present my photo ID each time I enter a school?**

All visitors should be prepared to present their photo ID at each school visited. A visitor, at the discretion of the principal, may be required to present photo ID on subsequent visits. On subsequent visits, the receptionist will ask the visitor to either scan their ID or enter their name into the computer. It is important to note that even though a visitor may not be asked to provide their photo ID on subsequent visits to the same school, before a visitor's pass is printed out, the V-Soft system will check the name against its updated database of Registered Sexual Offenders. If, for any reason, announced or not, a principal chooses to require photo ID for all campus visitors, this will be strictly enforced.

**What if I'm on the Registered Sexual Offender list? Can I expect to interact with my child and work with the district in educating him/her?**

Yes, assuming you do not have a court-order restricting access into the school. You will need to check in with the receptionist upon arrival. A school administrator will visit with you to confirm the purpose of your visit. After this, you should expect that your visit will be monitored in its entirety, as cited in Board policy GKC Local.

**Board Policy GKC Local:**

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

**REGISTERED SEX OFFENDERS ON DISTRICT PREMISES**

The Superintendent, working with campus administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

Unless legal documentation (i.e., a court order) prohibits a registered sex offender from being on or within a specified distance of school property, the registered sex offender shall be allowed school-related visitation, as provided by this policy.

To ensure student safety, school administrators shall enforce the following precautions while a registered sex offender is on school property:

1. The sex offender must check in at the main office of the school for all visits, whether scheduled or unscheduled.
2. An administrator or designee shall escort the sex offender to and from all destinations within the building, including all common areas.
3. The sex offender shall not be allowed to act in a volunteer capacity for the school.
4. The sex offender shall only interact or communicate with his or her own child, not with other children in the school.
5. The sex offender shall remain in his or her vehicle, or shall check in at the main office, when dropping off or picking up his or her child.

**If a person is identified by V-Soft as an RSO, will that person be allowed into our schools?**

If the system identifies a person as an RSO, administrators will immediately receive an alert message from V-Soft on their cell phone and/or e-mail. The campus administrators and SRO, if applicable, would invite the person into a private office to understand the need for the visit. If the Principal agrees to the visit, the person would receive a visitor's pass and then must be escorted to his/her destination. The entire visit would be closely monitored.

**What about after-school events that are held in the school; can a parent or legal guardian who has been previously identified through the system as a Registered Sexual Offender go to such an event?**

Yes, assuming they have informed the principal of the school that they will be in attendance. It is our expectation that this visitor will be monitored by school administrators while in the school, as cited in Board Policy GKC Local.

**What if a vendor or contractor attempts to gain entrance and is found to be on the Registered Sexual Offender list; will he be given access to the school?**

No. He will be directed to contact Purchasing and/or Human Resources for further instructions.

**What about delivery trucks who deliver to the kitchen dock; will those people have to go through the V-Soft system?**

No, unless they have a need to go beyond the kitchen area; then they would be escorted by kitchen staff to the front office to go through the system.