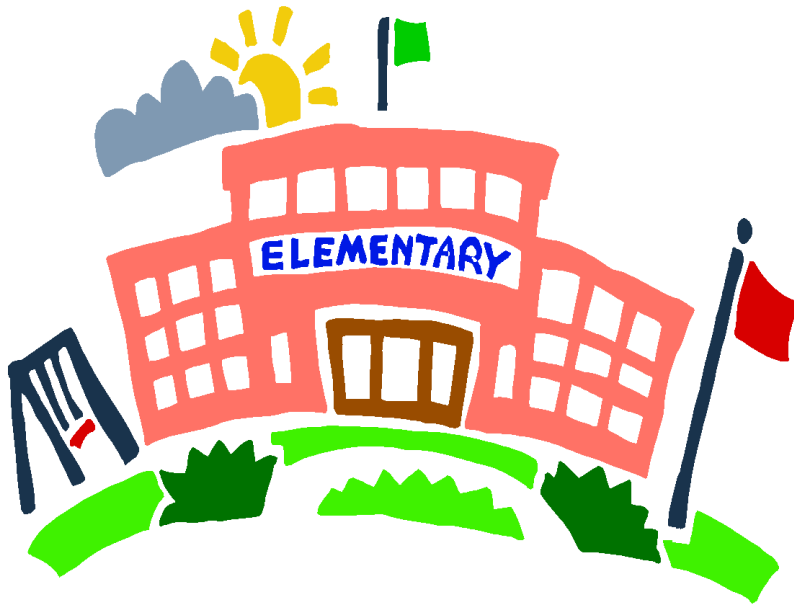


Luther Thomas Elementary



2025-2026
Information Booklet

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FORWARD

This student information book is a guidance bulletin prepared to provide a source of information concerning the educational opportunities offered in Falls City Schools. It is an aid to students and parents in preparing the student's school program. Again, this is only an information booklet. Always refer to the Student Code of Conduct and FCISD Handbook for more information.

This publication contains summarized statements of some School Board Policies, but is primarily comprised of administrative directives approved by the board. Should you ever desire the complete statement concerning any board policy contained in this book, they are on file in the principal's office. If written board policy on a subject does not exist, decisions, and actions of the administration will prevail.

In addition to the policies included in this publication, all applicable county, state, and federal law, regulations from the Texas Education Agency and the University Interscholastic League will be followed in the administration of the school district.

FALLS CITY INDEPENDENT SCHOOL DISTRICT MISSION

Falls City ISD will educate all students to their highest potential in a safe small school setting with highly qualified staff providing infinite instructional opportunities.

FALLS CITY INDEPENDENT SCHOOL DISTRICT GOALS:

- Falls City will strive to exceed the highest accountability standards set by the state
- Falls City ISD will develop/ implement a short and long-range facility plan
- Falls City ISD will recruit and retain highly qualified personnel
- Falls City ISD will continue to maintain financial responsibility

FALLS CITY INDEPENDENT SCHOOL DISTRICT VISION

Falls City ISD's vision is to be an exemplary educational environment fostering excellence in all areas and focusing on academic achievement.

ARRIVAL AND AFTERNOON DEPARTURE

1. Students arriving or leaving by automobile should be picked up or delivered to the front of the building. No arrivals should be before 7:15 a.m. All students will report to designated area until 7:30. Students should be picked up starting at 3:35 p.m. Under no circumstances should the student not be picked up by 3:45 p.m. as school personnel will not be on duty to care for your child.

2. The principal's office or the teacher must be notified in writing or by telephone if there is to be any change in the student's normal means of transportation.

3. The Elementary School day runs from 7:48 a.m.-3:40 p.m. Students will begin loading the buses and cars at 3:35 p.m. Students riding in cars should not be released from class until 3:35 p.m. except for doctor/dental appointment or in the case of a serious family emergency. All students picked up early by the parents must be cleared through the principal's office, and signed out.

ATTENDANCE SPECIFICS

- Attendance will be monitored and taken daily for all students.
- A note is required after each absence from school preferably within 5 days of the absence.
- After 3 unexcused absences, the school's truancy officer will contact you.
- Only 5 parent notes will be excused per semester. All additional absences will require a doctor's note to be excused.
- After 3 consecutive days absence, a doctor's note is required.
- Make immediate contact with teachers to ask for work missed due to absences. Grades will reflect work missed if the work is not made up. Students will be given one day to make up work for each day absent.
- Make up work is the student's responsibility.
- Students have opportunity to make up work before school starts each morning in the Homework Lab and during Fix-it time.

BELL SYSTEM

The bell System on the elementary campus is partly the high school bell system and partly its own. We would please ask all parents to be aware that students on the Elementary Campus are asked to be at school by **7:45 a.m.** (morning work, lunch count, announcements, the Pledges, and any other routine activities in the classroom are done at this time.) **Classes start promptly at 7:48 a.m.; any student not in the classroom will be counted Tardy.** (See consequences under TARDIES)

CHARACTER DAY

The district spends a minimum of 30 minutes a week on student social and mental health. Students participate in various activities and lessons working towards the goal of all students performing their best at school in every way including their mental health.

CONDUCT AT SCHOOL

Students have behavior logs that are issued to them each nine weeks grading period. Consequences will be handled accordingly as to the campus adopted chart based on the number of conduct marks/ "sign-offs" the student receives. The behaviors and consequences will also be documented by the principal. If the student struggles with repeated behaviors, they may be put into an intervention group with the principal.

CONDUCT IN THE CAFETERIA

Student conduct in the cafeteria falls under the overall discipline management plan. Our goal is to provide a pleasant atmosphere for students. Students are encouraged to visit quietly with the person sitting next to them. The staff supervising behavior in the cafeteria will treat misbehavior as it would be treated in the classroom. Examples of misconduct would be a student making excessive noise, throwing food, rude to staff, etc. The classroom teacher will be notified and the infraction will go down as a violation of conduct rules and appropriate consequences will be administered. In severe cases, such as fighting or using offensive language, the student will be sent directly to the principal. Eating in the cafeteria is a privilege and can be revoked at any time.

CONFERENCES - PARENT / TEACHER

Conferences with school staff regarding your child are highly encouraged. The teacher may request the opportunity to formally meet with you to review your child's progress. Parents may initiate a conference by calling the school office at 254-3551, by email, or by sending a note to arrange a conference to be scheduled at the teacher's designated conference time. Teachers may request at least one conference per semester to review student progress. Conferences will be held in the conference room during school hours or if needed in classrooms before or after school, or during teacher conference periods.

DISMISSAL

FCISD dismissal procedures will be consistent daily to assure our students' safety. Buses and parent pick-up will follow the same procedures and guidelines at all events, including early releases, unless prior communication is shared from the district. This includes PEP RALLIES.

DRESS CODE

See FCISD Handbook

- *Shorts no higher than 4 inches above the knee for grades 3-6. (Fingertips when standing)
- *No distracting haircuts and "hair colors that are natural to humans."
- *Students may bring a change of DRESS CODE APPROPRIATE clothes to change into for PE.
- *Coaches may encourage tennis shoes for PE class. Students will be given an opportunity to change shoes before PE if needed.

EMERGENCY AND ILLNESS AT SCHOOL

Should your child have to be dismissed from school early, the parent must come by the office to sign him/her out. The main office must be notified by the nurse if leaving from her office.

Students will not be released from school to anyone other than the parent or guardian indicated on the registration form or the nurse's emergency form without written permission from the parent.

Under normal circumstances, either parent of the student will be allowed to pick up a student at school. In the event the parents are separated or divorced, and the school is furnished with a certified copy of a court order wherein one of the parents who has sole custody. It is the custodial parent's responsibility to bring this matter to the school's attention and to provide the

court order.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form that includes a place for parental consent for school officials to request medical treatment for the student as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary.

GENERAL RULES

1. No running in halls
2. No playing in restrooms
3. No using vulgar language
4. No wearing hats or caps in the building.
5. Do not enter building during lunch, except to use the restroom, or to make up work. Students *may* enter building during inclement weather.
6. Do not go onto the high school level, except to the cafeteria unless instructed and/ or escorted by a teacher.
7. Cell phones, toys, radios, and electronic games should not be brought to school unless they are requested by the teacher in writing. If these objects are brought to school, they will be confiscated by the teacher, taken to the principal, and remain in their care until the parent comes to ask for them. The student **MUST** keep these items in their backpack. The school is **NOT** responsible for any lost or damaged electronic device.
8. Gum chewing will not be allowed on the elementary campus.
9. Students are not allowed to sell any kind of personal items at school. Any organization must have approval from campus principal prior to selling project merchandise.
10. Dress Code will be enforced for grades 3-6 as stated in the Falls City ISD Student Handbook. Hair and grooming for boys and girls will be enforced for all grades Pre-K-6 as stated in the Falls City ISD Student Handbook.

PLAYGROUND RULES

1. Do not throw things (rock. sticks. mud, etc.)
2. Do not stand on equipment
3. Do not cross street running after balls-ask for permission
4. Return playground equipment to proper place. Students will be assigned this duty.
5. Do not play in front of building. Play on the playground.

7. Swings:
- Swing straight no twisting
 - Do not stand on equipment
 - Do not jump off of swings
 - Do not push anyone

GRADING SYSTEM

Grades 1-6: Numerical scores shall be reported for English, Language Arts, Mathematics, Science, and Social Studies. Teachers weigh tests and daily work consistently within grade levels. Grades for Health, Fine Arts, Physical Education, and other subjects shall be reported using letter grades.

Please reference the District Grading Guidelines and Handbook on our website.

DEFINITION OF HOMEWORK OR CLASS PROJECTS

Any assignment outside the classroom that reviews, extends, or goes into depth content previously taught in the classroom with guided and/or independent practice monitored by the teacher.

HONOR ROLL/AWARDS

Students in grades 1-6 are eligible for the honor roll. Superior Honor Roll is 93 and above. All A Honor Roll is 90 and above. A/B Honor Roll is 85 and above.

ISS (In School Suspension)

Pre-Kindergarten – 6th Grade students that are assigned to two or more days of ISS will not be allowed to go on their class trip or participate in field day.

IMMUNIZATIONS

Please see document at end of Information Booklet for schedule

IMMUNIZATION EXCEPTIONS:

- 1) Medical- Physician certification on file. (updated yearly)
- 2) Medical or Religious-affidavit on file.(update every 2 years)

LICE

Parents will be notified if a student in their child's class has lice along with recommendations for dealing with them.

LOADING ZONE

Parent- Loading and Unloading Zone is the area behind the school building entering off of FM 791 or the Bypass FM 887, extending to FM 791. This area is closed to through traffic. Morning unloading and afternoon bus loading will be in front of the school.

LOST AND FOUND

It is advisable to label sweaters and coats that are worn to school. In cooler weather, children tend to wear these to school and take them off as the day grows warmer. If you are missing an article of clothing please ask the office for the location of the Lost and Found.

LUNCH

- Our school cafeteria offers 3 meal options; 2 hot meals and a sack lunch.
- Students may purchase Smart Snacks.
- Cut off balance for snacks, extra servings, and charging lunch is \$25.
- EZ School Pay App is accessible for putting money in student lunch accounts.
- Menu is shared on website and social media. Students also receive a copy to take home for reference.
- Free and reduced lunch applications are accessible on website and in the front office.
- Students are NOT allowed to share food in the cafeteria.
- Students are NOT allowed to purchase food for other students.

MAKE -UP WORK

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regard to the state laws surrounding “attendance for credit or final grade.” A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

MEDICATION POLICY FOR ADMINISTERING MEDICATION AT SCHOOL

As new school laws are being either introduced or enforced, there are laws regarding the dispensing of medicine to the students.

According to school policy and the Texas law, the only medicine a school employee may give your child is one in its original container with a proper label. A note requesting us to give your child the medicine is also required.

There will be NO medicines provided by the school. You must send the medicine with a note to the school.

Properly labeled means that the label- placed on the medicine by the pharmacy is intact or, if it is a non-prescription drug, the label on the container is intact with student's name on the container. If the medication is a non-prescription drug.

PLEASE include in your note the following:

1. The name of the drug.
2. The amount of the drug the student is taking.
3. The number of times you are giving the student the medicine.
4. The last time the medicine was administered.
5. If the medicine is to be refrigerated, there is a refrigerator in the nurse's office.
6. All medications must be the same size and color, and be in the original container.
7. The nurse will provide a signature sheet to the parent that will be used to document administration of the meds.
8. We WILL NOT be testing for COVID. If you suspect you have COVID, please see your Primary Care Physician.
9. If your child has had fever, they must be fever free for 24hrs WITHOUT fever reducing meds. Please DO NOT medicate them for fever and send to school. Please call the nurse for any question/ concerns.

We discourage the student from carrying medicine so that it does not fall into the wrong hands, get lost, ingested by another student or disrupt the class. All medication must be given to the principal or taken to the nurse's office when they are brought to school for grades Pre-K -6. Please do not send medicine to school in plastic bags, foil, envelopes, or glass containers other than THE ORIGINAL CONTAINER.

REPORT CARDS/ PROGRESS REPORTS/ CLASSROOM CORRECTIONS

Report cards with each student's performance and absences in each class or subject are issued at least once every 9 weeks.

At the end of the first three weeks and six weeks of a grading period, parents will receive a paper progress report if their child's performance in any course/subject area is below 75 or is below the expected level of performance. Parent signature is required and progress report must be returned to the teacher. Paper report cards are sent home at the end of each grading period. The district may communicate academic information about a student electronically, including for progress reporting purposes.

Teachers follow grading guidelines that have been approved by the principal or superintendent pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's

relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

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

Allowable classroom corrections vary from class to class or grade to grade. Follow-up with your child's teacher with any questions about corrections.

Report cards go home the Wednesday after the last day of the nine weeks grading period. They need to be signed and returned to the homeroom teacher.

PARTIES

Classes may have three parties at designated times during the year. Parents will be informed of the three times that parties will be allowed. These parties are held the last part of the day and not longer than one hour.

Pre-K-2 will have parties on last day before Christmas Holidays, Valentine's Day, and last day before Easter Holidays.

3-6 will have parties on last day before Christmas Holidays, Valentine's Day, and last day of school.

PROMOTION AND RETENTION

Please see the FCISD Student Handbook.

REGISTRATION

All Students must register at the beginning of the school to ensure all the school's information is up to date. (Contacts, address, Allergies, local forms)

A Student entering Falls City I.S.D. for the first time must meet the following criteria before they will be permitted to enroll. Enrollment is online:

1. At least one (I) parent or court appointed guardian must be present with the student at the time of enrollment.
2. A legal resident of the Falls City Independent School District or accepted under the Falls City ISD transfer policy rules.
3. Have a withdrawal form from the previous school showing courses and grades, or if at the beginning of the school year, have the previous year's report card
4. A copy of the student's health records from the previous school and an up-to-date personal health record validated by a doctor or public health clinic.
5. A certified copy of the child's birth certificate and a copy of the child's social security card.
6. Copy of Parent/ Guardian Driver's License/ Legal ID card.
7. Comply with State and local immunization requirements.
8. A child entering Pre-Kindergarten must be four years of age on or before September 1.
9. Must provide proof of residency.

SCHOOL RECORDS

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. Parents whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned campus. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

SCHOOL TRIPS

These trips are educational and provide experiences some students have never been given, a day of learning away from school. Students must have a signed permission slip from the parents prior to the trip. School personnel will be assigned to supervise students on school trips. Depending on the planned trip and how the location can accommodate, parents/ guardians may or may not be allowed to go. If parents are allowed to attend, we ask that parents/ guardians only attend, as we want the trip to be a special event for the school aged student.

SOCIAL/ EMOTIONAL SMALL GROUPS

Students may be chosen to participate in social/ emotional small groups. These groups are created to strengthen our students social/ emotional/ and mental health.

SPECIAL EDUCATION

See Falls City ISD Student Handbook

STUDENT COUNCIL

Students in grades 3-6 may participate in the Elementary Student Council. Two students out of each class in those grade levels will be elected. Beginning school year, 2024-2025, students that serve one year in grades 3-5, will not be able to serve again until 6th grade. Student will be allowed to campaign with posters and approval from their teachers. Passing out items to fellow students as part of their campaign is not allowed. Representatives will have various duties throughout the school year.

TARDIES/ LEAVE EARLY

Students that arrive after 7:48 a.m. are considered tardy. Students must report to the office to receive a tardy slip before going to their classroom. **Students that leave school before dismissal will also have the same consequences.** The consequences for excessive tardies and leaving early in a 9-weeks period are as follows:

Any tardies or leave early- Loss of "Fun Friday", will participate in "Fix-It Friday."

3 - Lunch/Recess detention -40 minutes

4 - Lunch/ Recess Detention and PE Detention and Parent Conference

5- Reset Room

6 - After School Detention until 4:00

7 - Principal will file with JP on violation of truancy laws. All costs will be paid for by the parents.

VISITING THE SCHOOL COUNSELOR

Parents are invited to reach out to the school counselor at any time. Students are encouraged to meet with our school counselor as they need. The only requirement is for the student's teacher to know where the student is and that the counselor is available. Appointments to visit are preferred to insure the counselor is available at the scheduled time.

WITHDRAWAL OF STUDENTS FROM SCHOOL

A student may be withdrawn from school by his/her parents or guardian. Please notify the school office at least a day in advance of withdrawing to prevent a lengthy waiting period while withdrawal papers are being prepared. This may also save an unnecessary trip to return library books or textbooks. It is desirable that the parent or guardian withdraw the student at the end of the day. Textbooks and all library books need to be turned in and cleared of fines or losses. Lunch charges must also be cleared prior to withdrawing the student.

STUDENTS...WHAT DO I DO IF:

A. You are hurt or ill:

Get a note from the teacher and report to the nurse's office or the principal.

B. You have been absent:

Upon returning to school, bring a written excuse signed by your parent or guardian indicating DATES and REASON for the absence even though parents have talked to the school by telephone. This note must be brought to the principal's office.

C. You arrive at school after 7:48 am:

Go immediately to the office, with a note from a parent explaining the reason for late arrival.

D. You plan to leave school before dismissal:

1. Bring a written note signed by your parent or guardian stating the reason for leaving, time you plan to leave, and telephone number where your parent or guardian may be reached. Give this note to the principal or teacher.

2. A parent, guardian, or person designated in the note from your parent or guardian must come in the office before you will be allowed to leave campus and sign the student out, giving a reason as to why the student is leaving school. If the student returns back during the school day, the parent, guardian, or person designated must come by the office and sign the student back in school.

E. Planned Trip

Planned trips need to be cleared with the office prior to the trip. This is important so arrangements can be made for homework. Absences will be unexcused if not school related.

F. You have found or lost an article or item:

1. Bring the found article or item to your teacher to be placed in the Lost and Found.
2. Check for lost articles or items in the office before or after school. It's most important to have your teacher's permission before coming to check on a lost item if you are going during class.
3. Lost books should be returned to the office. If books are not found, you will have to pay for them. If they are found after you have paid for them, your money will be refunded.

G. You have a visitor

All visitors must present proper ID and sign in at the front office to enter the building. They must have an identification badge present.

H. Change of address, phone number, etc.:

Records in the office need to be exact and current at all times. If the student's address and telephone change, please notify the school principal at once. This includes parents' work numbers, name changes, changes in legal guardianship and / or custody of minor children.

I. Need to call parent

1. Students and parents should have personal plans for the day worked out before the student arrives at school. There are however, emergencies that arise from time to time. In hardship cases or extreme emergencies beyond your control, please come to the school office and ask for assistance.

2. A parent, guardian, or person designated in the note from your parent or guardian must come in the office before you will be allowed to leave campus and sign the student out, giving a reason as to why the student is leaving school. If you bring the student back during the school day, you must come by the office and sign the student back in school

J. Forgot lunch money:

The school is not in the habit of lending money. The school will allow you to charge your lunch for the day.

K. You are planning to eat breakfast:

The cafeteria opens for breakfast at 7:15 a.m. and closes at 7:40.

L. You are an early arriver:

The building opens at 7:15. Please do not come to school before 7:15. All students must go to their designated area upon arrival unless you are eating in the cafeteria.

M. You have invitations to distribute for a party:

Invitations may be distributed at school if:

1. The entire class is invited.
2. It's a boy party and all the boys are invited.
3. It's a girl party and all the girls are invited.

Invitations must be mailed if:

1. Only a few members of the class are invited.
2. There are invitations to students of other grades.

N. You are riding the bus:

If you are a bus student and going to ride a different bus at any time, your parent needs to notify the office as to which bus you are supposed to ride on and the place where you are going. If you are not a bus student and plan to ride the bus, your parent needs to notify the office for permission for you to ride the bus and the bus you are to ride, including the place where you are going. Notice should be given at least one day in advance if possible.

O. What with Covid?-

If you feel sick, notify the school before coming.

P. I'm a car rider:

Parents must stay inside their vehicle and you will have directions for exiting the building to stand by appropriate cone with your siblings. All parents must have a car tag hanging from their rear view mirror in order to pick up students. **If there is no car tag, we will ask parent to park and come into the building with proper identification to check out students.**

Q. I need water:

1. You may still bring your water bottle to school. Just make sure that it is not a cup and does not have a straw.
2. You may get a drink out of the water fountain. The school will not be providing Styrofoam cups anymore.
3. You may purchase a water from the cafeteria before school, during lunch, or before recess or PE. You will not get to go purchase a water during class time.