Boone Elementary Student Handbook 2026-2027

If you have difficulty accessing the information in this document because of disability, please contact the campus at www.hpisd.org or 214-780-4100.

Table of Contents

BOONE CREED 6
ACADEMICS 6
- Class Placement 6
- Field Trips 6
- Grade Placement of New Students 7
- Grades, Progress Reports and Report Cards 7
- Grading Guidelines 7
- Homework 8
- Instructional Materials 9

Books 9
Supplies 9
Testing 9
Tutoring 9
ATTENDANCE 9
Assignment Requests 9
Notification 10
Requirements 10
Student Leaving Campus During the School Day 10
Tardies 10
BEHAVIOR EXPECTATIONS 10
Bullying 10
Campus Behavior Coordinator 11
Campus Code of Conduct 11
Cell Phones and Other Electronic Devices 11
District Code of Conduct 11
Dress Code 11
Harassment 11
Responsible Use Policy 12
Vandalism 12
CALENDARS 12
District Calendar 12
School Calendar 12
PTO Calendar 12
COMMUNICATIONS 12
Campus Communications 12
Weekly eNews and eBlasts- The Boone Barker 12
Boone Website - http://boone.hpisd.org 12
Boone PTO Website - https://boonepto.org 13
Take Home Folder 13
Morning Announcements 13
Student Directory 13
Yearbook 13
Parent Communication to Teacher 13
Parent-Teacher Conferences 13
Problem Resolution 14
School Cancellation and Delayed Openings 14
Telephone Use 14
DAILY PROCEDURES AND GENERAL INFORMATION 14

Arrival and Dismissal 14
Class Schedules 14
Morning Entry 14
Carpool and Queuing Lanes 15
Cell Phone Use By Parents 15
Dismissal Procedures 15
Walkers, Bicyclists and Scooter Riders 16
Lunch Visitors 16
Other Information 16
Building Access After Hours 16
Financial Assistance 16
Forgotten Items 16
Gifts 16
Lockers 16
Lost and Found 17
Pets at School 17
Valuables 17
Pledge of Allegiance and Moment of Silence 17
School Tours 17
ENROLLMENT AND ANNUAL PROCESSES 17
Annual Residency Verification 17
Back to School Sign Up 17
Enrollment 18
Requirements and Policies 18
FOOD AT SCHOOL 18
Cafeteria and Lunch 18
Food and Nutrition 19
Birthday Treats/Celebrations 19
Classroom Snacks 20
Food Allergies 20
Skyward Cafeteria System 20
NOTICES 21
Nondiscrimination Statement 21
Commitment to Inclusion and Respect 21
Gang-Free Zones 22
OPPORTUNITIES FOR INVOLVEMENT 22
Campus Leadership Committee 22
Campus Store 22
Class Parties 22

Classroom and School Visitors 22
Community Activities and Extracurricular Activities 22
Moody Family YMCA 23
School-Sponsored Student Extracurricular Activities 23
Curriculum Night 23
Dads Club 23
Open House 23
Parent Education Committee 23
Parent Volunteers 23
Volunteer Website 23
Classroom Volunteer Opportunities 24
Room Parents 24
Boone Preschool Association 24
Boone PTO 24
SAFETY 24
Parent Reunification Procedures 24
Safety Drills and Procedures 24
SPECIAL PROGRAMS 25
Dyslexia Program 25
English Language Learners 25
Section 504 Plans 25
Special Education 26
Student Support Team 26
Talented and Gifted 26
SPECIALS INFORMATION 27
Fine Arts (Art and Music) 27
Foreign Language in Elementary School (Passport to Spanish) 27
Library 27
Physical Education 27
Medical Excuse from PE 27
Recess 27
Playground Guidelines 28
SUPPORT SERVICES 28
Health Services 28
Attendance Guidelines for Illness 29
Emergency and Other Contact Information 29
First Aid for Illness and Injury 29
Head Lice 30
Immunization Requirements 30

Medications 30
Student Health Advisory Committee 31
School Counselor 31
Request for Private School Recommendation 32
Student Records 32
Withdrawal 32

BOONE CREED

These words will serve as our school creed that we will recite each day:

I am a Boone Bulldog.
I will persevere through challenges.
I will be accountable for my choices.
I will be willing to grow.
I will serve those around me.

ACADEMICS

Class Placement

This process involves a great deal of thought, planning, and collaboration among professional personnel, including the campus principal. We believe that parents have a special lens to their child as a learner. Although requests for a specific teacher are not accepted, parents are welcome to provide special information about their child which they feel would assist school officials in making placement decisions. This process is completed by submitting a parent input form that goes out in April. Individual class assignments can be accessed through Skyward on the day of Meet the Teacher.

Field Trips

Each grade level may plan field trips related to the curriculum each academic year. Parents will be provided advance notice of the trip. A general waiver completed during Back to School Sign Up must be on file in order for a child to participate. Please contact the principal if financial assistance is needed. Field trip guidelines are available for parent volunteers accompanying classes on the trips. In the interest of safety and to support the academic purposes of the field trips, siblings are not able to accompany parent chaperones on field trips with students.

Grade Placement of New Students

Students enrolling in kindergarten must be at least five years old on or before September 1 of the current school year. Students enrolling in first grade must be at least six years of age prior to September 1 of the current school year. Students new to the district in grades 2-4 will be placed initially at the grade level attained outside the district. The principal will then determine final grade placement based on evaluation of prior performance, results of achievement tests, and results of assessments based on the state essential knowledge and skills for subjects within a grade level.

Grades, Progress Reports, and Report Cards

Teachers are required to assess student learning in all academic areas of the curriculum, including special subject areas. Grades are based on student progress and mastery of the Texas Essential Knowledge and Skills (TEKS). Progress is reported formally through a report card that is distributed each nine weeks electronically through Skyward Family Access. The Parent Guide to the Report Card, available at the HPISD Curriculum website may assist in interpreting the standards on which students are evaluated and the criteria for evaluation. Students must meet requirements for promotion as reflected in the Texas Education Code. Parents must electronically sign report cards each nine weeks.

[See Report Cards/Progress Reports and Conferences in the HPISD Student Handbook .]
[See also Grading Guidelines.]

Grading Guidelines

Elementary Grading Guidelines (required by Board Policy EIA(Legal) and (Local))

1. Standards for Mastery

   In kindergarten through grade 4, promotion to the next grade level shall be based upon the student's performance on assessment instruments and determined by the student's parent, teacher, and an administrator, in accordance with administrative regulations.

2. Elementary Grading and Reporting Procedures
   a. Official Grade Reports
      i. Report Cards
         (1) Grade reporting period: Grade reports shall be issued every nine weeks for students in Kindergarten-Grade 4. Parents are required to view the Report Card on Skyward Family Access and electronically sign to document parent review.
         (2) Means of reporting student's mastery of concepts and achievement: Grades reflect a collection of evidence to determine the growth of the student at the end of the nine-week grading period.

Grading Scale		
Level	**Description**	**Meaning**
4	The student consistently demonstrates understanding and application of the standard. Work is accurate, complete, and independent.	Mastery
3	The student demonstrates understanding and application of the standard with minimal errors. Work is generally accurate and complete, showing readiness to move forward.	Meets
2	The student demonstrates partial understanding of the standard but may lack consistency or accuracy. Errors or misconceptions are present, and support is sometimes needed to complete tasks	Approaching
1	The student demonstrates limited understanding of the standard. Work is often incomplete, inaccurate, or requires significant support. The student is not yet meeting grade-level expectations.	Beginning / Needs Support

(3) Re-teaching and reassessing for mastery is an ongoing process.
(4) Grades are not determined by one assessment.

ii. Progress Reports

Students showing insufficient progress at the midpoint of the nine-week reporting period shall be issued a progress report. Interim progress reports may be issued at the teacher's discretion at any time. Students not showing expected progress will be offered tutoring and/or intervention services on the campus.

iii. Grade Book

The grade book represents student growth and performance on the collected evidence throughout the nine week grading period.

Types of Assignments:

- Collection of Evidence
- Class Performance
- Observations
- Conferences
- Work Samples
- Formative and Summative Assessments
- Data Collection
- Digital Portfolios
- Products

[See Grading Guidelines in the HPISD Student Handbook.]

Homework

Homework may be used to enrich or reinforce topics covered in class and should satisfy at least one of the following objectives if assigned:

- To give the student practice or extension of concepts learned in class.
- To extend learning beyond the material that can be covered in class.
- To develop effective study methods.
- To help the student prepare for classroom work.
- To allow the student to make up work after an absence.
- To provide a means of re-teaching essential knowledge and skills.

Research supports that the most effective homework reflects short, frequent assignments that balance practice of past lessons and preparation for future lessons, and balance easy and challenging material. The quality of the assignment is more important than the quantity. If homework is assigned, general time guidelines are used by teachers to design appropriate grade level assignments:

- Kindergarten: 10 minutes
- 1st Grade: 10 minutes
- 2nd Grade: 20 minutes
- 3rd Grade: 30 minutes
- 4th Grade: 40 minutes

Occasional projects may require additional preparation time outside of class.

All students should engage in daily reading practice, which can include reading independently and listening to others read aloud.

[See also Grading Guidelines.]

Instructional Materials

Books

State guidelines require that textbooks be covered at all times. The student is responsible for lost or damaged books and fines may be levied to compensate for loss or damage. The school may not sell state-owned books; however, parents can purchase them directly from local publishers if students wish to have a permanent copy.

Supplies

A supply fee is included in online Back to School Sign Up as a convenience to parents to avoid back-to-school shopping for school supplies. The PTO makes no profit for this service. The PTO is able to take advantage of bulk pricing by ordering supplies for all students. This process ensures all students have the same supplies at the lowest cost. The supply fee includes most consumable supplies requested by the teachers for each student during the school year. Individual supplies will be given to your child in the classroom on the first day of school. Families who need financial assistance for the supply fee should contact the principal. Families may also purchase teacher requested school supplies on their own from a list supplied by the school.

[See Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials in the HPISD Student Handbook.]

Testing

District professional staff members administer The Circle assessment for preschoolers. This assessment tracks progress of pre-kindergarten students in key developmental areas. The STAAR (State of Texas Assessment of Academic Readiness) in grades 3 and 4 and a reading inventory in grade K, 1 and 2 in accordance with state guidelines. Other tests are given to assist in student-level, classroom-level, campus-level, and district-level decisions about student progress toward mastery of learning goals, including MAP (Measures of Academic Progress) in grades K, 1, 2, 3, and 4, and classroom and district curriculum-based assessments. The HPISD maintains a testing calendar that reflects all district-wide assessments that are administered to students. The dates are posted on the Boone Calendar of Events. Parents are notified of testing windows and dates in advance of the tests. Other tests are given as needed for special programs such as dyslexia services, talented and gifted services, or special education.

[See also Standardized Testing in the HPISD Student Handbook.]

Tutoring

Board policy prohibits teachers from receiving compensation for tutoring students from their own classroom. However, teachers are available to provide tutoring for students who need help beyond that which they receive in the classroom. Please talk with your child's teacher to schedule a time for your child. Parents may find that this extra help at school will eliminate the need for after school paid tutoring.

ATTENDANCE

Assignment Requests

Students who are absent two consecutive days or longer may request assignments on the second day. Student assignments should be requested by emailing your teacher. Parents may pick up the assignments in the main office when they are ready.

Students with excused absences have a period equal to the number of days missed to make up assignments. Because teachers often make changes in assignments during the day, a student will not be given assignments prior to his/her absence.

[See Makeup Work Because of Absence in the HPISD Student Handbook.]

Notification

When a student is absent, parents are requested to call the office at 214-780-4100 or email Registrar/Attendance at boattendance@hpisd.org and/or your student's teacher prior to 8:15 a.m. to notify the school of the absence. Feel free to leave a message on the voicemail if you call. All calls will be logged. If you choose to send an email, please include the nature of the absence.

Students arriving after 9:15 a.m. will be marked absent.

[See also Documentation after an Absence and Doctor's Note after an Absence for Illness in the HPISD Student Handbook.]

Requirements

[See Attendance in the HPISD Student Handbook.]

Student Leaving Campus During the School Day

Students are not to leave the school without permission. If students plan to leave school before the regular dismissal time, the parent or guardian MUST check out the child at the office.

Procedure for checking student out during the school day:

- Parent or guardian should send a note with the date, time, and reason for leaving directly to the classroom teacher.
- Student will meet parents or guardians in the main office at the appointed time.
- Parents or guardians are expected to sign out the child in the main office.
- Student returning to school must check in in the office before returning to class.
- Authorization for any person or relative other than the parent or legal guardian to check student out during the school day must be made in writing by the parent or guardian prior to check out. Authorization may also be made on the enrollment card.
- Any special requests for release time for school must be made to the principal.

Tardies

Students arriving late to class can be very disruptive to the academic routines of the classroom as well as to the student's own academic participation and success. Students arriving after 7:55 a.m. are marked tardy and must come to the main office for an admit slip to class. Students coming in after 8:00am must be accompanied by an adult to get checked in. Please help support your student's positive school skills and habits by ensuring consistent, daily, on-time attendance. Excessive tardies may result in a referral to the office and conference with the principal.

[See Tardies in the HPISD Student Handbook.]

BEHAVIOR EXPECTATIONS

Bullying

Bullying is not tolerated by the District, and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the reporting process is a violation of District policy and is prohibited. Students or parents may report an alleged incident of bullying, verbally, in writing or anonymously online, to a teacher, school counselor, principal, or other District employee.

[See Bullying in the HPISD Student Handbook.]

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator for Boone Elementary is Ashraf Mobh, Principal, who can be contacted by email at mobha@hpisd.org or by phone at 214-780-4100.

Campus Code of Conduct

Our campus philosophy of discipline is based on developing strategies and interventions to help students make informed choices to improve their behavior, and to help teachers focus on learning in a well-managed environment.

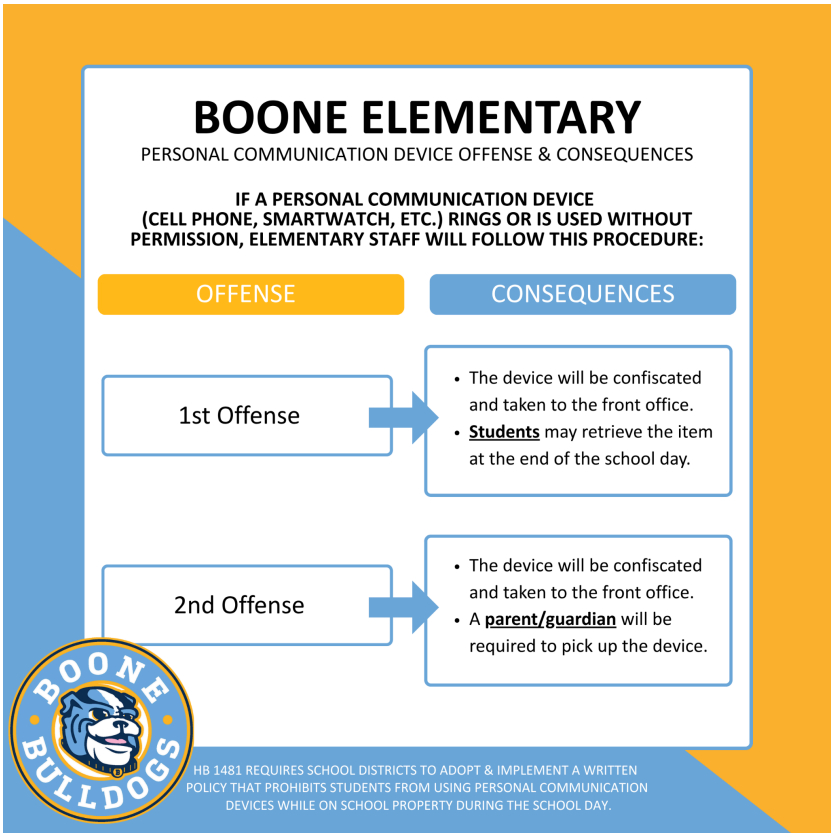
Students are expected to observe the following Boone Code of Conduct:

We will show respect for ourselves and others by:

- Keeping hands, feet, and other objects to ourselves;
- Not disrupting learning in the building;
- Listening and following directions;
- Walking safely in the building; and
- Arriving on time with necessary materials.

Classroom teachers will communicate with parents to help students develop responsible self-managing behaviors. Repeated offenses and behavior that is disruptive to the learning of others may result in removal from the classroom at the discretion of the principal.

Phones and Other Electronic Devices



Cell Phone Use for Students: This policy includes electronic devices such as Apple/Smart watches and other multifunction devices that either take pictures, have the ability to send and receive text messages and/or make phone calls.

- Students may use the office phone in the case of an emergency with a note from their teacher.
- Students may bring cellphones to school for the purposes of safety only. They are to remain turned off and inside backpacks. Cell phones are not allowed to be used while the child is in the custody of the HPISD. This time period starts when the doors of Boone open each school day at 7:30 am and extends to the time the student exits the building. These guidelines will be followed during after school activities, field trips, including time spent on school buses.
- If a cell phone rings or if a student is using one without permission, Boone staff will follow this protocol: confiscate it and send it to the office. After the first

infraction, the student may pick up the item at the end of the school day. After a second infraction, a parent must pick up the item.
- The school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation.

Students with cell phones/electronic watchers should have them stored in backpacks and turned off during the school day from 7:30 a.m. until they exit the building. Student cell phones/electronic watches should never be in use or visible. Student cellular devices such as smart watches, and cell phones ***will not be visible/utilized***

[See Electronic Devices and Technology Resources in the HPISD Student Handbook.]

District Code of Conduct

Click HERE to view the District's Student Code of Conduct.

Dress Code

Students are expected to be neat, well-groomed, and appropriately dressed for school. Tennis shoes are required in physical education classes. Any style of dress or grooming which detracts from the instructional process is not acceptable. Examples of unapproved choices include:

• Tube tops, halter tops, or shirts with large cutouts (no midriff may be shown)
• Lightweight nylon or plastic shorts or pants that can be seen through
• Any garment or accessory with inappropriate pictures or comments
• As a common courtesy, hats and caps are to be removed when inside the building, except on designated "Hat Days."

Final decisions on the appropriateness of school dress rest with the principal. Situations not covered by the guidelines will be evaluated based on whether they disrupt the learning environment or create a hazard.

[See Dress and Grooming on page in the HPISD Student Handbook.]

Harassment

[See Harassment under Dating Violence, Discrimination, Harassment, and Retaliation in the HPISD Student Handbook.]

Responsible Use Policy

[See Responsible Use of District Technology Resources in the HPISD Student Handbook.]
[See also Unacceptable and Inappropriate Use of Technology Resources in the HPISD Student Handbook.]

Vandalism

Students are encouraged to be good stewards of the shared resources of the campus. Textbooks are to be covered, library books returned in a timely manner, and school property treated respectfully at all times. Students will be fined the repair/replacement costs for damaged property.

[See Vandalism in the HPISD Student Handbook.]

CALENDARS

District Calendar

Click HERE to view the District calendar for 2026/2027

School Calendar

School activities and facilities reservations are posted on the HPISD Activities Calendar, which can be filtered for campus specific activities for Boone Elementary. You may subscribe for calendar updates. Information on specific classroom activities is available from the classroom teacher.

Click HERE to access the Activities Calendar.

PTO Calendar

The PTO also maintains a calendar related to PTO events throughout the year. It can be found on the PTO website at https://boonepto.org/events.

COMMUNICATIONS

Campus Communications

A variety of print and electronic communication tools keep our parents informed about the activities and events available to students and families of Boone Elementary. There is no reason to go uninformed. Please take time to familiarize yourself with the following:

Weekly eNews and eBlasts- The Boone Barker

Boone electronically publishes a weekly newsletter called the Boone Barker, which is sent each Sunday by email. Special Editions are also sent at times to distribute additional information to families. These emails contain information relating to school events and reminders of volunteer commitments. Take time to read the Boone Barker so you will stay informed about what is happening at the school. You may subscribe to the weekly email newsletter during Back to School Sign Up or by contacting RodrigCr@hpisd.org

Boone Website - http://boone.hpisd.org

This is an electronic resource at the click of a mouse that is full of information about Boone Elementary. Visit Boone's Homepage for everything you need to know about what is happening at Boone.

Boone PTO Website - https://boonepto.org

This website has additional information about PTO events and volunteer opportunities, as well as the opportunity to purchase tickets to events, spirit wear, yearbooks, sponsorships, and give family contributions.

Take Home Folder

Graded assignments are sent home by classroom teachers as appropriate. Occasionally, flyers or other information about school events may be included as well.

Morning Announcements

We start the day by listening to morning announcements that begin at 7:55 a.m. Campus administrators and students collaborate to provide announcements which include the Pledge of Allegiance and the Texas Pledge, observing a moment of silence, celebrating student birthdays, information about activities in our school, and a thought for the day.

Students are expected to be in their classroom by the start of morning announcements. Students who are still in the hallway should stop to observe the pledge and moment of silence and enter the classroom at the conclusion of the announcements.

Student Directory

The student directory is digital. A PTO membership of $60 includes access to DirectorySpot (Boone's online directory). You must purchase a PTO membership to receive access to DirectorySpot.

Yearbook

The yearbook is published each school year with all of the student class pictures, as well as candid shots taken throughout the year. You may purchase a yearbook in Back to School Sign Up or later in the year on the PTO website. Parents are encouraged to take pictures throughout the year at class parties, events, and school functions and submit them to their Photography Room Parent to be submitted for the yearbook.

Parent Communication to Teacher

Teachers may be contacted by sending a note or email, or by calling the front office to leave a phone message. Teachers are expected to meet with parents during their daily scheduled conference time and return phone calls or email in a timely manner, generally within 24 hours. If a parent needs to get an emergency message to a teacher, they should call the main office, as teachers may not have access to email during instructional time.

Parent-Teacher Conferences

Our staff welcomes the opportunity to conference with parents about their child's educational progress and educational program. In order to protect instructional time, however, conferences should be scheduled during conference periods or after school hours. Impromptu conferences interrupt instruction that is in progress and critical to our students' success.

Teachers will be available for individual conferences for all families during the first grading period. A second opportunity will be provided in the second semester. Parents will be invited to sign up for a conference time with the teacher. Conferences may be scheduled on an as needed basis during the remainder of the school year, except during the last week of each grade period.

To schedule an appointment with the principal, please contact the school office.

Problem Resolution

The philosophy of Highland Park ISD educators is that the needs of students are best served when a cooperative partnership exists among teachers, students, and parents. It is our belief that problems or concerns are best resolved at the point nearest the situation. The three-step process for addressing concerns is as follows:

1. Teacher and child confer. Most problems can and should be resolved between teacher and child.
2. Teacher and parent confer, with the child included if appropriate.
3. Teacher and parent confer, with the principal or counselor included as appropriate.

[See also Complaints and Concerns in the HPISD Student Handbook.]

School Cancellation and Delayed Openings

In the event of severe weather or other emergency conditions that result in school closing or delayed opening, the Highland Park ISD will post information on its website at www.hpisd.org. In addition, the district will attempt to communicate updated information through local media, social

media, email, and through HPISD Text Message Alerts. You must follow the instructions at the link to opt in to text message alerts.

[See also Safety for Emergency School-Closing Information in the HPISD Student Handbook.]

Telephone Use

The office phone is for emergencies only. If a student is ill or injured, the school nurse or office staff will contact parents.

DAILY PROCEDURES AND GENERAL INFORMATION

Arrival and Dismissal

Arrival & Dismissal Procedures with Carpool Map

Class Schedules

Classes in grades Pre-Kindergarten through 4th grade begin at 7:55 a.m. and dismiss at 3:15 p.m.

Attendance

Students arriving after 9:15 a.m. will be marked absent..

Morning Entry

Students may not enter the building before 7:30 a.m. except for scheduled tutorials or scheduled activities accompanied by a teacher. Parents should be advised that students arriving at school before 7:30 a.m. will be unsupervised outside the building.

Students arriving between 7:30 and 7:45 a.m. will be directed to their grade level pods (Kinder- 4th grade) where they will sit and wait while supervised by Boone Staff members.

Teachers are on duty in the classrooms beginning at 7:45 a.m., when students may enter the classroom. Morning announcements begin at 7:55 a.m. All students are expected to be in their seats at that time, or they will be counted as tardy.

Parents who wish to walk their student to their classroom, will be asked to wait in the foyer until 7:45 a.m. Parents who accompany their students to the classroom are asked to depart by 7:55 a.m. to minimize distraction to the academic environment. All school doors will be locked at 7:55 a.m. and will remain locked throughout the school day. Access is permitted through the front door on Durham only. Student and staff safety and security is a top priority. All visitors are required to present identification and sign in at the front office and wear a visitor badge at all times while on campus.

Carpool and Queuing Lanes

Student safety is very important to all of us, and it demands the attention of every driver and student at all times. Please familiarize yourself with the directed flow of traffic around the school, and obey all traffic signs and crossing guard instructions.

Please be a courteous and patient driver and communicate with your student prior to pick-up where you plan to be so that you are not using your cell phone in the school zone.

Please follow these queue lane guidelines: Arrival & Dismissal Procedures with Carpool Map

Cell Phone Use By Parents

Remember that it is against the law to use or text on your cell phone when driving in the school zones in the City of University Park and the City of Dallas.

Dismissal Procedures

Parents should communicate their plan for pickup at dismissal with the teacher. Older siblings will be dismissed with younger siblings. Teachers will release students to parents or other guardians authorized for school pickup. Preschool students will be released only to authorized adults. Students in Kindergarten and first grade must be released to an authorized adult or older sibling. Students in 2nd thru 4th grade may ride or walk home by themselves once released by their teacher. Parents are responsible for supervision of students on school property, on the playground or athletic fields, after dismissal. Students who walk home from school should leave school property immediately after dismissal. Students who are not picked up within 10 minutes of dismissal time will be brought to the main office to make a phone call and wait there to be picked up.

Should there be a change on a particular day, a note or email should be sent to your student's teacher that morning indicating the dismissal change. If a change arises after 12:00 p.m., please call the office to notify staff of the change. The office will communicate the information with the teacher.

Tips:

- Have a rain plan. Traffic is heavier on these days, but the carpool line is the safest and most efficient way to navigate a rainy day pick-up.
- Consider parking a block or two away from prime drop off and pick up spots and walking to dismissal locations to pick up your student.
- Carpooling reduces the number of cars in the queue lanes, which is very helpful. Please consider carpooling if you are not already.

Extended school day parents should check with the extended school day leader to determine which door to use as an entrance for pickup.

[See Conduct Before and After School in the HPISD Student Handbook.]

Walkers, Bicyclists and Scooter Riders

Students and all pedestrians must obey the crossing guards, cross only at designated intersections, and observe bicycle safety rules. Bicycles must be parked in the racks provided and should have locks. The school is not responsible for bicycle /scooter damage or theft. Scooters, in-line skates, and skateboards, if ridden to school, may be stored in the lockers. The City of University Park does not allow motorized scooters to be ridden on the streets or sidewalks, and they should not be ridden to school.

Lunch Visitors

Parents are invited to eat lunch with their student in the cafeteria. Parents should meet their student in the cafeteria when the class arrives, not in the classroom. They may sit at the designated visitor tables inside the cafeteria or outside on the patio. Unfortunately, there is no room at the class table for visitors, and parents may only eat with their own child. Students may not invite friends to eat with them at the visitor tables with their parents. We also ask that visitors not bring snacks, treats, or lunch for any other students.

[See Visitors to the School in the HPISD Student Handbook.]

Other Information

Building Access After Hours

Access to the building is not available after hours, on weekends, or during vacations. To schedule a school sponsored activity requesting school facilities, contact the main office at 214-780-4100. To request use of the facilities for a non-school sponsored event by a community organization, contact the Highland Park ISD district office at 214-780-3016.

Financial Assistance

In order to provide every student with the opportunity to participate in all aspects of the school program, scholarship funds are available to assist students when necessary. The decision to award scholarships is based on financial need determined by the principal. Contact the main office for guidelines and application forms.

[See also Cafeteria Services under School Facilities in the HPISD Student Handbook.]

Forgotten Items

Please bring work, supplies or other items your child forgot to bring to school to the office. We will make every effort to get these items in their hands at an appropriate break in instruction. Help us protect instructional time by refraining from interrupting class.

Gifts

Individual gifts for teachers are not encouraged. However, if you feel that you would like to give your child's teacher a gift, please remember that only small tokens are appropriate. Parties and showers for the teachers are not permitted.

Lockers/Cubbies

A locker/cubbie is issued to each student for storage of school materials and personal belongings. Students are urged not to keep money or valuables in lockers. The school cannot assume responsibility for such items. Lockers are intended for day storage only. Locker decorations are not allowed.

Lost and Found

Please make every effort to label your child's property, e.g., coats, jackets, gloves, backpacks, lunch boxes. Lost items which are turned in are placed in the school's Lost and Found located on the first floor by the main stairwell. Items not claimed by the end of each semester are donated to charity. Boone Elementary is not responsible for items lost/found on the school property.

Pets at School

Pets are not allowed on school grounds. Please refrain from bringing pets on campus during arrival and dismissal times, as well as campus-wide events that draw large crowds of people such as the carnival, field day, and family picnics. Pets should only be on public, perimeter sidewalks. In addition, pets should never be in the playground area or on the playing fields, for the safety of students and staff, and for the safety of the animals.

Valuables

Students should not bring valuables to school. If a student brings a valuable item to school as part of a demonstration for a class project, the student should receive prior approval from the teacher and permission from the parent.

Pledge of Allegiance and Moment of Silence

[See Pledge of Allegiance and Moment of Silence in the HPISD Student Handbook.]

School Tours

We are always happy to welcome visitors to our campus. Campus tours are guided by our counselor or principal. Please call the school office at 214-780-4100 to schedule a tour of Boone Elementary. We are not able to accommodate classroom visits.

ENROLLMENT AND ANNUAL PROCESSES

Annual Residency Verification

Annual Proof of Residency is an online process each family must complete every summer prior to the beginning of school. If the residency paperwork is complete and current from the enrollment process (deed or updated lease in addition to a driver's license at the same address), then you will only be required to submit a new water or electric bill for the address where you reside. If the residency documents on file are incomplete or do not match the submitted utility bill, you will be required to provide new residency documents that match. Requirements and submission procedures will be available on the District's website during the summer. Click HERE for information regarding the Annual Proof of Residency.

Back to School Sign Up

Annual Back to School Sign Up is a process that each family completes online every August. During this annual online process, you will update family information and required documents as well as have the opportunity to pay for supplies, yearbooks, directories, spirit wear, etc. Your Skyward login and password will be used to complete Back to School Sign Up. Click HERE for information regarding the Annual Back to School Sign Up.

Enrollment

The paperless enrollment process begins on HPISD's enrollment page found on the district's website. The enrollment information page guides parents through the steps. First, the parent must create a family account or access their account in Skyward. Second, all online forms must be completed and submitted electronically to the appropriate campus. Third, other documents from the following list must be uploaded to the campus via a Docunav link:

Proof of residency:

- Copy of a contract or deed or current lease of reasonable duration, and
- Original, current electric or water utility bill at the same address, and
- Copy of parent or legal guardian's driver's license at the same address

Additional documents, as applicable:

- Certified copy of the student's birth certificate
- Copy of student's social security card
- Immunization records
- Copy of custody papers, if applicable
- Withdrawal form from former school, if the school year has started
- Most recent report card for students enrolling in grades 1-11

[Click HERE to view information about Enrolling a New Student.]

Requirements and Policies

All of our campuses are accepting new students. An elementary student will be placed in his/her attendance zone school unless the grade level at that campus is full. If there is not

space available, the child's name may be added to a waiting list. However, until space becomes available, the child will be placed at a campus within HPISD that has classroom space available. All of HPISD's elementary schools are excellent, and all have earned the top accountability ratings from the state.

Click HERE to view HPISD's enrollment policies. Enter each of the following policy names: FD(Legal), FD(Local) in the policy code box. Here is a summary of the policies:

- The family must reside within the school district boundaries.
  - To learn about the district definition of "resides," please see FD(Legal) and FD(Local).
  - Click HERE to view the boundaries of the district and the attendance zone for each elementary.
- Tuition for out-of-district students is not permitted except in the limited circumstances described in FDA(REGULATION).
- In order to enter kindergarten, a child must be five years of age on or before September 1. In order to enter first grade, a child must be six years of age on or before September 1.

FOOD AT SCHOOL

Cafeteria and Lunch

Students are provided a 30-minute period for eating lunch each day. Students have the option of bringing lunch from home or making choices from selections available in the cafeteria, which is managed by the PTO in cooperation with the Highland Park ISD. The Boone cafeteria serves delicious, well-balanced meals. Kindergarteners and First Graders are given the choice of a hot or cold plate lunch, while older students make a la carte selections. Meat, vegetables, salads, sandwiches, fruits, milk, and juices are available each day. Current prices are listed on the district website here under Food Services.

A daily menu can be found on the school website at Boone at the Cafeteria link. Parents are urged to review the menu with their children and to help them plan their lunches. Nutritional information is also available on the menu website.

Dessert is offered some days (which day may vary by grade level), and students will be allowed to purchase dessert beginning fifteen minutes after the start of the lunch period.

Students are expected to remain seated and talk quietly at their table during the lunch period. Cafeteria monitors ensure a safe and orderly environment and assist students as needed. Students are expected to clean up around the area where they are seated and dispose of all trash properly at the end of the lunch period. Recycling bins are provided to encourage responsible environmental practices. Students are expected to follow any instructions given by faculty members supervising the cafeteria.

Basic Rules of Conduct for Students:

- Remain seated at tables.
- Be respectful to other students and teachers at all times.
- Keep hands and feet to yourself to keep others safe.
- Use good table manners and eat only from your tray.
- Use quiet voices and speak in a conversational tone.

Food and Nutrition

Schools are in a powerful position to influence children's lifelong dietary habits, and we, in partnership with parents, should work hard to convey the importance of good nutrition and the

development of good eating habits and healthy lifestyles. In addition, nutritious meals and foods can improve students' concentration, academic success and overall health.

The school will follow as a guideline the FMNV policy set forth by the USDA and Texas Department of Agriculture which does not allow the following foods of minimal nutritional value to be sold or given away on school premises by the school, teachers, or any other person or group during the school day:

- Any carbonated beverage
- Water ices--any frozen, sweetened water such as "...sicles" and flavored ice with the exception of products that contain fruit or fruit juices.
- Chewing gum
- Candy

Exceptions to this are special education classrooms, nurses, and school holiday celebrations or special events determined by the teachers and approved by the principal.

Parents may block purchases on their child's Skyward account. On days when the child wishes to purchase the blocked items, the child will need to pay by cash. Please discuss with your child what items have been blocked before the child tries to purchase the item.

Birthday Treats/Celebrations

We celebrate every child's birthday with special recognition on the morning announcements and in the classroom. Because of food allergies and nutritional guidelines, parents are asked not to bring birthday treats to distribute to other students in the classroom or in the cafeteria. Any treats or trinkets that are brought should be individually packed. They will be sent home to allow for parent discretion.

[See Celebrations in the HPISD Student Handbook.]

Classroom Snacks

Teachers may schedule a brief classroom snack in the morning or afternoon not to interfere with instructional time. Students must provide their own snack which must be in accordance with the FMNV policy and must follow the guidelines for any food allergy alerts as informed by the teacher.

Food Allergies

The school nurse will provide information regarding students' allergies to teachers and staff that work directly with those students.

All classrooms and common areas that are food allergen free will be marked with an "Allergy Aware Area" sign. No products containing food allergens may be brought into these areas of Boone.

In the cafeteria, a designated "Allergy Aware" table is available for each class. Students with food allergies should sit in the designated "Allergy Aware Area" of the table assigned to their class; students with any food that may cause an allergic reaction must sit at the other table assigned to the class. The table will be cleaned separately from the other cafeteria tables.

Students are asked to wash their hands before and after eating lunch and snacks.

[See Food Allergies in the HPISD Student Handbook.]

Skyward Cafeteria System

The Boone cafeteria utilizes E-Funds debit system for lunch purchases. (This can be accessed by logging into your Skyward account.) This is an optional program that is a prepaid system, so that your child does not have to carry cash to school for their lunch purchases. A valid credit or debit card is required to open and maintain the account (as an overdraft protection), but the account can be funded by cash, check, or credit card. Parents simply fund the account, then help their child memorize their 6 digit student ID number, and replenish the account as needed. Parents can view their child's daily food purchases and manage the account at any time. Payments may be deposited by giving a check made out to "Boone Cafeteria" to the Cafeteria Manager or parents may make deposits using a credit card online through Skyward Family Access fee management. Follow directions here to add money to your account.

This system is provided as a convenience to our parents and students. Account balances need to remain positive at all times. If an account reaches negative $25, the account will be closed until valid payment is made. If an account reaches negative $25 a second time, the account will be closed for the remainder of the school year.

NOTICES

Nondiscrimination Statement

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:
Susan Bailey, Girls Athletic Coordinator
7015 Westchester Drive, Dallas, TX 75205
baileys@hpisd.org
214-780-3042

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

• For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Dr. Cynthia Hollingshead, Director of Special Programs
8385 Durham Street, Dallas, TX 75225
MarlowC@hpisd.org
214-780-3092

• For all other concerns regarding discrimination, see the superintendent:
Dr. Mike Rockwood, Superintendent of Schools
7015 Westchester Drive, Dallas, TX 75205
RockwoM@hpisd.org
214-780-3002

[See policies FB, FFH, and GKD for more information.]

Commitment to Inclusion and Respect

HPISD is steadfast in our commitment to have a safe environment based upon mutual respect for all students entrusted in our care. We also recognize our important role as educators to demonstrate to both our students and the community that we value all individuals equally, while rejecting all forms of bigotry, hateful rhetoric and hateful actions. HPISD is committed to every student every day. We will not waver from that commitment.

Gang-Free Zones

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest category of offense if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

OPPORTUNITIES FOR INVOLVEMENT

Campus Leadership Committee

A Campus Leadership Council (CLC) shall be established on each campus to assist the principal in accordance with district policy BQB(Local). The council shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal or designee. The council shall serve exclusively in an advisory role except that each council shall approve staff development of a campus nature. The council shall perform duties as described at BQB(Legal).

Campus Store

The PTO sells school spirit items, such as T-shirts, shorts, and caps, featuring the school logo. These items are available in the Boone Store every Friday from 7:30 – 7:55 a.m. They will also be on display and available for sale at the New Families Coffee in the fall, at Meet the Teacher Night, and other special events.

Class Parties

During the school year, classes are allowed for two parties lasting thirty minutes each. Room parents coordinate these parties with the teacher. One party is typically held prior to dismissal for the winter holidays; the second party is typically around Valentine's Day.

Classroom and School Visitors

In the interest of student and staff safety, the main entrance to the building on Durham will be the only point of access to the school after 7:55 a.m. on school days. Students and staff are not

allowed to open the other doors for visitors. Access to the building is not available after hours, on weekends or during vacations.

Visitors to the school must use the Durham entrance, show identification and sign in at the office, and wear a visitor badge at all times in the building. When leaving the school, parents should sign out in the office. Students are not permitted to bring visitors to class.
[See Volunteers in the HPISD Student Handbook.]

[See Volunteers in the HPISD Student Handbook.]

Community Activities and Extracurricular Activities

The PTO website posts information they receive about extracurricular groups. This can be found at http://boonepto.org/community-board. Information on opportunities through Girls Scouts and Boy Scouts can be obtained by contacting the school's main office for scouting coordinator contacts. Information on YMCA activities is available from the Moody Family Website on their website at 214-526-7293. Several local churches, synagogues, and other community organizations also offer social, educational, and recreational programs through the year. Information can be obtained by contacting the organizations directly.

Moody Family YMCA

Sports programs are operated through the Moody Family YMCA. Please do not call the school office for information pertaining to football, basketball, soccer, etc.
Hot Line for Cancellations_____(972) 738-9400
Sports Schedules for Practices & Games _____(214) 526-7293

School-Sponsored Student Extracurricular Activities

Participation in school-sponsored extracurricular activities before or after school is an excellent way to develop interests, receive recognition, and build relationships with other students. Staff will develop extracurricular opportunities for students based on the interest level of students and staff.

Curriculum Night

At the beginning of each academic year, Curriculum Night is generally used as an opportunity to meet your child's teacher, receive information on classroom and grade level expectations, and learn about upcoming class events. In addition, parents can volunteer to assist with events and activities for their child's class. Curriculum Night is an important opportunity for parents to learn more about the curriculum overview for the grade level. Curriculum Night is designed for parents only.

Dads Club

The Boone Dads Club raises funds to supplement our school's budget, takes on campus improvement projects, and helps with other events, such as the school Carnival. In addition, father-son and father-daughter breakfasts are held each year with special guests. Dates are on the school activities calendar, and reminders are sent home in the email newsletter. Membership is open to all interested fathers through online registration during Back to School Sign Up.

Open House

At the Spring Open House, which the students usually attend with their parents, the students have an opportunity to show families the special work that they have done during the school year.

Parent Education Committee

The Parent Education Committee is a district wide committee designed to support families and the healthy social and emotional development of students. Activities include support for Red Ribbon Week and a parent speaker series throughout the year. Events will be posted on the campus and district calendar, and information is available from the school counselor and PTO.

Parent Volunteers

Volunteer Website

Please visit the Boone PTO Volunteer Website to learn about volunteer opportunities on campus. These include regular shifts in the cafeteria, teacher workroom, library, and garden.There are also opportunities to help with special events and be on event committees. Visit http://boonepto.org/volunteer

Classroom Volunteer Opportunities

Volunteer opportunities for your classroom will be communicated through your Communications Room Parent and/or teacher. These opportunities may include readers, scientists, career speakers, assistance with class parties, and other roles as determined by the teacher. All parents are encouraged to participate in these opportunities throughout the school year, and to sign up in a manner that gives all parents the opportunity to participate. In addition, volunteers are prohibited from distributing any food items or other gifts to students during classroom visits, except for during the two designated class parties.

Room Parents

These parents help facilitate classroom communication and organize parties and volunteers throughout the school year. Volunteers for Room Parent sign up during BSSU or through a form provided in the Boone Barker, and are then chosen by the PTO Room Parent Chairs and President.

Boone Preschool Association

The BoonePreschool Association (BPA) welcomes into its membership all parents living in the Boone school zones who have children kindergarten age and younger. They focus on presenting programs that promote training in parenthood and family living and on the healthy development of preschool aged children. They accomplish their mission by providing quality speakers at general meetings, children's parties in the fall and spring, playgroups, social functions for parents, community service projects, and a fundraiser that benefits the school. Learn more and become a member at https://boonepto.org/bpa.

Boone PTO

The BoonePTO operates the Cafeteria, in addition to supplying volunteers for the teacher workroom, library, and garden. The PTO also raises critical funds for the school which help make up the funding gap created by Texas recapture laws. This unique involvement is evidence of the strong tradition of parent participation throughout the Highland Park ISD. For more information about the PTO, visit our website at https://boonepto.org.

SAFETY

Parent Reunification Procedures

If an emergency occurs that requires students to be removed from the school, they will be taken to an alternate safe location. Parents will be notified of the alternate location and given instructions about how to pick up their child. Remember, students can only be released to a

parent, legal guardian, or an adult who is listed as an emergency contact on school records, so be sure to keep that list updated. Anyone attempting to pick up a student must show proper photo identification.

Safety Drills and Procedures

Boone Elementary has a Campus Emergency Operations Plan in place to keep our students safe. In the event of an emergency or disaster situation, our school has two goals:

- To ensure the safety of students and staff
- To keep parents and the community informed with accurate and timely information.

Here are some of the procedures we have in place to keep our students safe:

- Evacuation, fire and lockdown drills are conducted throughout the school year.
- Our campus emergency response plan includes communication with our local police, fire, and medical services and other responding agencies.
- Every classroom teacher and substitute teacher has been trained in our emergency response procedures and there is a quick reference guide in each classroom.

During a shelter response, such as a tornado, students and staff will move to the safest area inside the building.

- We ask that parents do not come to the campus, as the doors will be locked and students will not be released until the incident is over.
- Following the emergency, the school district will work with safety officials to determine the appropriate action, such as evacuation or early dismissal.

During an evacuation, students and staff leave the building to prevent harm or injury due to an emergency inside the school, such as a fire or gas leak.

- If students must leave the building for safety reasons for an extended period of time, parents will be contacted with information about when and where to pick up children.

During a lockdown, all interior and exterior doors are locked and students are secured in their classrooms.

- No one except emergency personnel will be allowed to enter or leave the building.
- We ask that parents do not come to the campus, as the doors will be locked and students will not be released until the lockdown has ended.

[See Safety in the HPISD Student Handbook.]

The district has established a plan for addressing child abuse, neglect, school staff misconduct, trafficking, and other maltreatment of children, which may be initiated by contacting the Department of Family and Protective Services (DFPS)/Child Protective Services (CPS).

School Staff Misconduct: Possible warning signs of school staff misconduct include:
• Inappropriate boundaries or communications with a student, including inappropriate relationships
• Violating school or district communication policies, such as improper use of messaging apps or social media
• Showing favoritism toward certain students in a way that compromises fairness or student well being
Creating, using, or sharing inappropriate AI-generated images involving students or staff
• Neglecting, abusing, or physically harming a student
• Providing alcohol or drugs to a student
• Being under the influence of alcohol or drugs while on school property or during school activities
• Possessing a weapon on school property or during school activities

• Committing a felony
• Engaging in fraudulent or deceptive practices involving the school system or State Board of Education Certification (SBEC)

Child Welfare Information Gateway https://www.childwelfare.gov/

SPECIAL PROGRAMS

Dyslexia Program

The dyslexia program is a regular education program offered for students who need extra support and practice in literacy skills, utilizing the Take Flight curriculum from Texas Scottish Rite Hospital for Children. Participation begins with teacher referral based on educational needs. Students must meet eligibility criteria and receive parental permission prior to placement. Services will be provided after all requirements for participation are met.

[See Students with Physical or Mental Impairments Protected Under Section 504 in the HPISD Student Handbook.]

English Language Learners

This program is offered at University Park Elementary for HPISD students in grades Preschool-4 who meet state eligibility criteria. The focus of the ESL Program is on the development of English language proficiency for students who are speakers of other languages. The ESL curriculum provides a multisensory language arts program and includes activities that promote and develop student proficiency in listening, speaking, reading and writing in English.

[See Students Who Speak a Primary Language Other Than English in the HPISD Student Handbook.]

Section 504 Plans

A committee of knowledgeable persons may be convened to determine whether a child can be identified as an individual with a disability under Section 504/ADA. This means that the student will be entitled to all of the procedural protections provided by Section 504/ADA and the right to have the child's education individually designed so as to meet his or her needs as well as those of non-disabled students. These rights are spelled out in the Notice of Rights and Procedural Protections document. As an individual with a disability under Section 504/ADA, the student may need an individual plan of accommodation and/or services. If so, such a plan will be developed by the 504 team. Questions or requests for more information may be directed to the school counselor.

[See Student with Physical or Mental Impairments Protected Under Section 504 in the HPISD Student Handbook.]

Special Education

Special education and related services are specially designed instructional services mandated by the state to support students with disabilities within the general curriculum. The intent of the support services is to enable all students with disabilities to make progress in the general curriculum, to participate in extracurricular and nonacademic activities, and to be educated and participate with peers in the public school system, to the same extent as non-disabled peers.

Eligibility for special education services is determined through a referral/assessment process which is initiated upon parental consent if it appears to the Student Support Team that a child has needs which could be met through such services. Programs available at Boone Elementary include speech/language therapy, Resource, Fundamentals and Structure classrooms. Students

whose needs require other services may receive these services on another campus if the ARD (Admission, Review, and Dismissal) Committee determines that this is needed.

[See Students Who Have Learning Difficulties or Who Need Special Education Services in the HPISD Student Handbook.]

Student Support Team

The Student Support Team (SST) meets regularly to consider the individual needs of students. The SST may include an administrator, counselor, diagnostician, psychologist, and nurse, as appropriate, to consider the needs of students referred to the Team. An administrator, classroom teacher, counselor, or parent may refer students to the SST. The SST considers referrals for supportive counseling, crisis intervention, Talented and Gifted (TAG), English as a Second Language (ESL), and ADA eligibility and accommodations, such as the program for students with dyslexia. The SST also may refer students for a special education evaluation. The SST is designed to comply with the requirements of Child Find and the ADA. Questions or requests for more information may be directed to the school counselor.

Talented and Gifted

The TAG program for Explorations and Math serves gifted students in accordance with state mandates. Students meeting district-developed criteria, including standardized test results, are invited to participate in this program. Kindergarten and 1st Grade students are served in their classrooms. Students who demonstrate a need for TAG services in 2nd, 3rd, and 4th Grade spend some time out of their regular classroom with the campus TAG specialist teacher and gifted peers. Testing for the TAG program takes place in January for beginning services the following year. Parents must submit an application for their child to be tested by the December deadline. Parents of new students transferring into HPISD may refer their child for TAG testing within three weeks of enrollment. Contact the campus TAG specialist for additional information about TAG services or for referral procedures. Click HERE for TAG on the district website.

[See also Talented and Gifted Program in the HPISD Student Handbook.]

MTSS

Through the district's multi-tiered system of academic and behavioral supports (MTSS). The provision of these intervention and support services, which might include (RTI) process, can have an impact on the ability of district to meet the needs of all students.

SPECIALS INFORMATION

Fine Arts (Art and Music)

Arts education plays a vital role in the overall development and academic success of our students. All students have the opportunity to attend classes in both art and music for 1 hour weekly as part of the specials rotation.

Foreign Language in Elementary School (Passport to Spanish)

All students have the opportunity to attend classes in Spanish for 30 minutes weekly to develop second language proficiency. In addition, other special events, activities, and interdisciplinary projects are planned with classroom teachers and the Spanish teacher to develop cultural awareness and second language exposure for all students.

Library

Students in kindergarten, 1st, 2nd, 3rd, and 4th grade will visit the library for research opportunities and check out books during their Specials times. The library is available to

students through their Specials rotation, as well as before and after school, from 7:55 am to 3:45pm. Not only does the Library Media Center act as a traditional library with books and reading-related activities, but it also has digital literacy materials and e-books. Kindergarten students can check out one book at a time, and 1st, 2nd, 3rd and 4th grade students can check out two books at a time. Books are due after one week. Parents may also check out books for their children or themselves. Parents are notified electronically if students have overdue books. The library is not open for visits by parents and siblings, other than library volunteers, until after the instructional day.

Physical Education

Students attend physical education as part of the Specials rotation for 60 minutes, two times weekly. Students should be engaged in moderate to vigorous physical activity for more than half the class. Physical Education, just as other school curriculum, is guided by the Texas Essential Knowledge and Skills.

Students are encouraged to dress appropriately for participation in PE classes and recess. Students should wear shoes with closed toes and closed heels for safety, and girls should wear shorts under skirts or dresses. PE classes frequently go outdoors unless it is cold or wet. PE teachers also monitor to be sure students pace themselves appropriately to avoid overexertion.

Medical Excuse from PE

Written excuses for non-participation in PE should be given directly to the PE teacher. If the excuse is for more than five days, a note from the doctor is required.

Recess

Regularly scheduled periods for unstructured activity and play are crucial for the cognitive, emotional, physical, and social development of children. All classes will take a scheduled recess break during the day, and all students will have the opportunity for some physical activity during this time.

Physical activity is an important part of the school day. Except when there is significant precipitation or threat of violent weather, or on heat or ozone advisory days, recess will be held outdoors. Students should therefore bring any needed outerwear. In hot weather, students are encouraged not to overexert themselves during outdoor recess time.

Playground Guidelines

In order to ensure safe play for everyone, students are expected to observe the following safety guidelines as announced by the teacher.

1. No “barefoot” children on the playground or school grounds.
2. All students shall play inside the gated playground area at all times. Notify a teacher if a ball goes over the fence and/or into the street.
3. No climbing on fences.
4. Look, listen, do NOT walk or run in front of someone swinging from the bars or the swings.
5. Do not throw wood chips, rocks, sticks, etc.
6. Monkey bars are for second thru fourth grade students only.
7. Swings: No twisting of swings and only one student per swing.
8. No jumping out of swings.
9. No running on or jumping from tables, benches or walls.
10. Play hard and be a good sport.
11. Any classmate that wants to play may join a game.
12. Obey all teachers.
13. Students shall play on the designated play spaces on the playground.

Teachers will monitor and provide adequate supervision of students while playing on the playground.

Pay careful attention to the condition of the equipment if it has rained or the equipment is wet, in case the equipment is slippery and cannot be used safely.

Each grade level has specific guidelines for the age appropriate safe operation of playground equipment that teachers will review and students are expected to observe.

SUPPORT SERVICES

Health Services

The goals of the HPISD Health Services are:

- To advocate and help provide an environment conducive to the promotion and maintenance of health;
- To detect and provide nursing care for any physical condition or health problem which impedes learning or threatens optimum health;
- To act as liaison between the school, home, community agencies, physicians, and other health personnel;
- To achieve acceptable levels of compliance with federal, state, and local health regulations;
- To maintain and utilize current individual and collective health data; and
- To provide learning and growth experiences for students, family, and staff members.

The school nurse provides vision and hearing screening for all Kindergarten, 1st, and 3rd graders, as well as all new students, and upon request from a teacher or parent. A cumulative health record consisting of hearing and vision results, height and weight, allergies, chronic illness, significant visits to the clinic, injuries, etc., is kept in a confidential manner in the clinic.

[See Health-Related Matters in the HPISD Student Handbook.]

Attendance Guidelines for Illness

Please do not send your child to school if any of these symptoms or signs is present in the last 24 hours:

- Elevated temperature (100 degrees Fahrenheit or greater)
- Acute cold, sore throat or persistent cough
- Vomiting, nausea or severe abdominal pain
- Repeated diarrhea
- Purulent discharge (anything other than clear discharge) from the nose or eyes resulting from contagious condition
- Red, inflamed or discharging eyes (conjunctivitis)
- Suspected scabies, impetigo, acute skin rashes or eruption, any skin lesion in the weeping stage, head lice or any infectious childhood condition.

There will be times when it is difficult to tell when your child is too ill to go to school. Sometimes there is worry that he or she will miss important school work. Like adults, children have different tolerances for discomfort and illness. Even with a common cold, some are able to function fine while others are miserable. If your child is coughing continuously, he or she won't be able to concentrate, and will disrupt others in the class. A day of rest at home combined with lots of fluids speeds recovery. If you decide to send your child to school when he or she is in the "borderline" of being ill, it is a good idea to call the school nurse or send a note to the teacher.

Be sure to let the school know where you can be contacted in case your child's condition worsens.

If your child complains of headaches, stomachaches or frequently does not feel well, it is wise to mention it to your doctor. Also, it is not uncommon for children to have physical complaints when they are anxious about a test or an event – or even when they have realized that staying home brings a little extra attention.

[See Student Illness under Health-Related Matters in the HPISD Student Handbook.]

Emergency and Other Contact Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

School Nurse, Nurse Coty: 214-780-4120
Cafeteria Manager, Ashly Martinez: 214-780-4125
Director of Food Services, Margaret Garza: 214-780-3025
Director for Special Programs, Cynthia Hollingshead. (214) 780-3090

First Aid for Illness and Injury

Every effort is made to keep your child's environment safe at school. However, in the event of a serious accident or emergency, the parent is contacted immediately. When a parent or guardian cannot be reached, an ambulance is summoned and the student is taken to an appropriate facility. The school nurse will accompany and stay with the child until the parent arrives. To ensure optimum care, the "Health Information Section" from online registration is kept on file in the nurse's office. Referring to the "Attendance Guidelines for Illness" and adhering to school policy whenever your child is not feeling well will help us to keep all children at school healthy.

Head Lice

Head lice are a common problem among school age children. Anyone can get head lice; there is no respect for age, socioeconomic level, or cleanliness. Infestations can be transmitted from one person to another via head to head contact, or by sharing combs and brushes, hats, headbands and other items used on or near the hair. Prompt treatment is important to keep the problem from spreading.

We ask that parents check their children for lice regularly throughout the school year. A head check should take 5-10 minutes. In good lighting, carefully examine the child's whole scalp, paying special attention to the nape of the neck and behind both ears. Nits found within 1 cm of the base of the hair shaft suggest, but do not confirm, an active infestation. Unlike dandruff and dried hair products, white eggs (nits) will be firmly attached to the hair shaft near the scalp. Adult lice are more difficult to locate because of their brief lifespan and mobility. If you do find live head lice or nits, the child must be treated before they can return to school. Please notify the school nurse if your child has been treated for lice.

Treatment consists of the application of a special shampoo and manual removal of nits with a nit-removal comb. A number of products are available, with the most common being Kwell, Nix,

or RID. Persistent cases may require a prescription product from your physician. All of these products should be applied as directed and repeated in 7 to 10 days to kill any new eggs.

For more information, please visit http://www.dshs.state.tx.us/schoolhealth/lice.shtm or contact your child's pediatrician for their preference of treatment.

[See also Head Lice in the HPISD Student Handbook.]

Immunization Requirements

Click HERE to view the current immunization requirements found on the HPISD School Health Services page.

[See Immunizations in the HPISD Student Handbook.]

Medications

Policy for the administration of medication during school hours:

- Only those medications that are necessary for a student's medical care and that cannot be given outside school hours will be administered. Even medications that are scheduled for three times a day can usually be given outside of school hours.
- Medication must be in its original, properly labeled container (no baggies or zip-locks please). Please request your pharmacist to provide two labeled bottles of medication: one for home and one for school. Also, if a dosage is changed, a new label must be made – medications can only be given per label instructions.
- Please provide written consent and specific instructions for each medication. There are medication cards available for this purpose in the school clinic.
- Medications must be age appropriate. Aspirin is an important example: Aspirin usage by children and adolescents has been associated with the rare, but often fatal, syndrome, Reye's Syndrome. The nurse may not administer aspirin or any aspirin-containing product without specific physician permission.
- The school nurse cannot dispense over-the-counter (non-prescription) medication such as Tylenol, cough syrups, antihistamines, etc. These medications must be provided from the home (with written permission/instructions).
- Only medications that are up-to-date may be administered. Please check the expiration date before sending medication to school.
- Injectable medications may only be administered by the nurse or a trained designee, and only in life-threatening situations (for example, adrenaline for severe allergic reactions). There must be on file written authorization and instructions from the physician (a special form for this is available in the school clinic).
- Special agents, such as herbs, amino acids and homeopathic remedies will require the following before they will be administered: physician description of content and possible adverse effects, written parent consent, specific instructions for use.
- Students are encouraged to remember to report to the clinic/office for their medications.
- Students who have parent and physician authorization and written consent and instructions on file in the school clinic may carry asthma inhalers during the school day. We urge you to keep an extra inhaler in the clinic as a backup.
- Prescriptions and nonprescription medication requests and parent/physician requests are to be renewed at the beginning of each new school year. Prescription medications may only be given if prescribed by a physician licensed to practice medicine in the United States.

- At the end of each school year, medications will need to be picked up by the parent or guardian. Students will be permitted to bring home leftover medication only if they have parent/guardian consent. Any medications that are not picked by the last day of school will be discarded.

[See Medicine at School in the HPISD Student Handbook.]

Student Health Advisory Committee

The Texas Education Code 28.004 requires all public schools to establish a local school health advisory council. In accordance with this code, the Highland Park ISD School Health Advisory Council holds annual meetings. It is further required that the following be posted for public information:

- HPISD School Board Policy EHAB (Legal) - Adopted to ensure that elementary school and middle school students engage in physical activity.
- HPISD School Board Policy FNC (Legal) and FNCD (Legal) and the Student Code of Conduct - Prescribes penalties for the use of tobacco products by students and others on school campuses, at school-sponsored, or school- related activities.
- Highland Park ISD does not participate in the Federal Lunch Program outlined by the Child Nutrition Act and is not required to adopt policies on restricting student access to vending machines, but does operate by campus guidelines and access procedures for age-appropriate use of vending machines.

[See School Health Advisory Council under Health-Related Matters in the HPISD Student Handbook.]

School Counselor

There is a certified counselor on each elementary campus. The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. The counselor conducts classroom guidance activities and works together with parents, students, and staff in order to enhance student success. Students may work with the counselor individually or in groups. Parents are encouraged to call the school counselor.

[See Counseling in the HPISD Student Handbook.]

Request for Private School Recommendation

When the school receives written permission for the release of student records to any elementary or secondary school, public or private, Highland Park ISD is happy to provide any objective data in the student's permanent record file. That includes transcripts of grades, results of norm-referenced and criterion-referenced tests, and records of suspensions. As a matter of professional practice, we will have no comment on subjective issues such as study habits, academic potential, parental involvement/ support, commitment, motivation, or academic effort. Staff members acting in their professional capacity are asked not to provide such comments. This practice is based on our belief that we should avoid subjective judgments about our students and avoid any legal liability for such comments.

Student Records

Confidential student files are maintained in the main office. For security reasons, the school cannot release information about students without parental permission.

[See also Student Records in the HPISD Student Handbook.]

Withdrawal

When a child is to be withdrawn from school, contact the school office so that all records can be cleared (library fines, lunch loans, etc.) and academic records prepared to send to the new school. Please provide as much advance notice as possible when withdrawing. A withdrawal form, obtained from the school office, must be completed prior to the student's withdrawal.

[See also Withdrawing from School in the HPISD Student Handbook.]